



Crisis Housing Voucher Exception Request Form

Use this form to request approval to utilize Crisis Housing Voucher funding for other housing related expenses outside of utilizing funding to pay for a temporary stay at a hotel, motel, or with a family member/friend. Examples of exceptions that require approval include utilizing Crisis Housing Voucher funding for shared living, Oxford housing, rental arrears, or to pay for damages at a hotel or motel.

All exceptions require pre-approval, are determined on a case-by-case basis and are subject to available funding.

Please submit all request forms via secure email to Charlotte Lefler at clefler@kingcounty.gov. If you do not have access to secure email, please contact Charlotte Lefler **before** emailing the request form in order to receive secure email access.

Client Information

Name: _____

ProviderOne Number: _____

Date of Birth: _____

Provider Information

Agency Name: _____

Name of Staff Submitting Request: _____

Request Information

Amount Requested: _____

Request Description:

Please provide a brief description of the request being made. Description should include details related to the request being made. This can include, but is not limited to, information related to how this request would benefit the person being served and what could happen to this person's housing stability if the request is not approved.

