

Dear Hotel and Motel Owners, Management and Staff,

The Vermont Economic Services Division (ESD) is committed to ensuring that eligible Vermonters experiencing homelessness have access to emergency housing during the winter months. As we prepare for the upcoming Adverse Weather Conditions (AWC) starting on December 1, 2024, through March 31, 2025, we recognize the importance of efficient planning to meet the increased demand for housing assistance while accommodating the unique challenges posed by holidays and weekends.

To better serve our clients and simplify the intake process, we are reaching out to inform you that, starting November 18, 2024, ESD will begin pre-authorizing eligible clients for emergency housing assistance. This pre-authorization process is intended for those who would otherwise qualify for housing assistance as of December 1, 2024. While authorizations will not officially take effect until December 1, 2024, the early confirmation will allow us to coordinate with you in advance, ensuring that the necessary arrangements are in place for clients during this critical time.

As part of this initiative, we would like to clarify that, should a pre-authorized client not check into their reserved room on December 1, 2024, ESD will cover the cost of one night's stay. We kindly request that hotel management notify ESD by emailing us at AHS.DCFESDGAHManagement@vermont.gov promptly if a client does not check in as anticipated. This will allow us to maintain up-to-date information and reallocate resources effectively.

Thank you for your ongoing partnership and commitment to assisting Vermonters in need. We greatly appreciate your support in helping us provide crucial services to our community, especially during the holiday season. Should you have any questions or require further information, please feel free to contact us at AHS.DCFESDGAAops@vermont.gov

Warm regards,

Nicole Tousignant
Benefit Programs Director, Economic Services
Department for Children and Families

