



Notice to Make Alternate Arrangements

DATE: _____

TO: _____

On _____, you received a shelter placement within the City's system. Your shelter stay is temporary and will end on _____. You must exit shelter on that date. Except in very limited situations discussed below, the City will not give you another placement. During your shelter stay, you were given a resource guide and told to make a plan for yourself to move out of the shelter system.

If you have documentation showing one of the six below scenarios, the City may give more days for your shelter placement.

- 1) You have signed a lease for an apartment sometime within 30 days of the date your stay is scheduled to end,
- 2) You are scheduled to leave New York City within 30 days of the date your stay is scheduled to end (i.e. you have a plane or bus ticket to leave New York City),
- 3) You have a serious medical procedure, or appointment for the treatment of a serious medical condition, within 30 days of the date your stay is scheduled to end,
- 4) You are recovering from a serious medical procedure that limits your ability to exit shelter,
- 5) You have an important immigration proceeding within 30 days of the date your stay is scheduled to end, or
- 6) You have documentation that you have taken a lot of steps to leave the shelter system and/or leave New York City but need additional time to exit shelter.

If you think the scenarios above might apply to you, speak to shelter staff. You will need to go to the Reticketing Center so that the City can review your request. You must bring proof of one of the scenarios when you visit the Center.

As a reminder, you may get accommodations for a disability by speaking to shelter staff.



At any time, the City is able to pay for your travel to any other destination. If you would like the City to pay for your travel, please visit the Reticketing Center or talk to shelter staff.

If you have any questions or need any other help, please speak with a staff person at your current site within this 30-day period.

As a reminder, all of the resources in the Resource Guide you received at the beginning of your stay will still be available to you after you leave shelter.

Reticketing Center

185 East 7th Street

New York, NY 10009

Open daily 8 am – 7pm