

# **Exhibit 7**

To: All Clients with an approved reasonable accommodation

From: \_\_\_\_\_, DHS Program Administrator

Date: June \_\_\_\_\_, 2021

Re: Notification of Transfer

As we have told you, DHS is planning to end the temporary use of COVID-period commercial hotels and move back to congregate shelters. This is part of New York City entering the next phase of its recovery. This hotel is closing, and we will transfer clients to alternate locations.

You currently have an approved reasonable accommodation for a single or double room. You will not be going back to congregate shelter at this time, but we will transfer you to a different location where your accommodation can be met. You will receive a transfer notice with specific details of your move at least 48 hours in advance of your move.

We understand that you may have questions or concerns and we will do our best to address them. To make this transition as smooth as possible, your shelter staff are available to meet with you to discuss this process and your individual needs.