

Housing Status Documentation Table

Living Situation	Homeless per ESG Criteria?	Acceptable Types of Documentation (in order of preference)	Documentation Standard
<u>Sleeping in an Emergency Shelter</u>	Yes	HMIS record of stay	- Obtain HMIS record showing shelter entry date and stays. - Include HMIS record in participant file
		OR (if HMIS record cannot be obtained)	
		Homeless certification	- Obtain signed and dated original Homeless Certification from shelter provider. A Homeless Certification is a standardized form that, as a minimum, contains the following: - Name of the shelter program - Statement verifying current shelter occupancy of applicant - Signed and dated by authorized shelter provider representative - Include Homeless Certification in participant file.
		OR (if HMIS record and Homeless Certification cannot be obtained)	
		Emergency shelter provider letter	- Obtain letter from emergency shelter provider. <i>Letter Must:</i> - Be on shelter provider letterhead - Identify shelter program - Include statement verifying current shelter occupancy of applicant, including most recent entry date - Be signed and dated by shelter provider - Include emergency shelter provider letter in participant file

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<u>Place Not Meant for Human Habitation (e.g., cars, parks, abandoned buildings, streets/sidewalks)</u>	Yes	Homeless certification	- Obtain signed and dated original Homeless Certification authorized entity. A Homeless Certification is a standardized form that, at a minimum contains: - Name of the authorized entity - Statement verifying current living situation of applicant - Signed and dated by authorized entity representative - Include Homeless Certification in participant file
		OR (if Homeless Certification cannot be obtained)	
		Referral source letter.	- Obtain letter from referral source (e.g. local law enforcement agency) <i>Letter must:</i> - Be on referral agency letterhead - Identify referral agency - Include a statement verifying the current homeless status of the applicant - Be signed and dated by referral agency - Include letter in participant file
		AND	
		Self-declaration of homelessness	- Obtain a signed and dated original self-declaration of homelessness from applicant - Navigator must document attempt to obtain written third party verification and sign self-declaration form - Include completed self-declaration form in participant file

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<u>Hospital or Other Institution</u>	Yes, if also meet two conditions: 1. Stay in hospital or other institution has been for 90 days or less. AND 2. Was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution.	Letter from hospital or other institution.	- Obtain letter from hospital or other institution <i>Letter must:</i> - Be on hospital or other institution letterhead - Include a statement verifying the current hospital/institution stay of the applicant - Include hospital/institution admission and discharge dates verifying that stay has been 90 days or less. - Be signed and dated by hospital/institution - Include letter in participant file
		AND (to verify homeless status prior to hospital or other institution admission)	
		HMIS record of shelter stay (if previously sleeping in emergency shelter).	- Obtain HMIS record showing shelter entry date and stays. - HMIS record must indicate shelter stay immediately prior to (i.e. the day before or same day as)hospital/institution admission date - Include HMIS record in participant file
		OR (If HMIS record cannot be obtained)	
		Homeless certification	- Obtain signed and dated original Homeless Certification from shelter provider or authorized entity - Certification must verify homelessness (residing in shelter or place not meant for human habitation) immediately prior to (i.e. the day before or same day as) hospital/institution admission date

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<u>Hospital or Other Institution (continued)</u>			• Include Homeless Certification in participant file
		OR (If HMIS record or Homeless Certification cannot be obtained)	
		Emergency shelter provider or referral source letter (if previously sleeping in emergency shelter or place not meant for human habitation)	• Obtain emergency shelter provider or referral source letter <i>Letter must:</i> ○ Be on shelter provider or referral source letterhead ○ Include shelter program ○ Include statement verifying shelter stay or observed homeless occurrence immediately prior to (i.e. the day before or same day as) hospital/institution admission date ○ Be signed and dated by shelter provider • Include letter in participant file
		AND	
		Self-declaration of homelessness	• Obtain a signed and dated original self-declaration of homelessness from applicant • Self-declaration must verify homelessness (residing in shelter or place not meant for human habitation immediately prior to (i.e. the day before or same day as) hospital/institution admission date • Navigator must document attempt to obtain written third party verification and sign self-declaration form

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<u>Transitional Housing</u>	Yes, if graduating from or timing out of a Transitional Housing Program	Homeless certification	- Obtain signed and dated original Homeless Certification from transitional housing provider. A Homeless Certification is a standardized form that, at a minimum contains: - Name of the transitional housing program - Statement verifying current transitional housing occupancy of applicant - Statement verifying the applicant is graduating from or timing out of the transitional housing program - Statement verifying the applicant was residing in emergency shelter or place not meant for human habitation immediately prior to transitional housing admission - Signed and dated by authorized transitional housing provider representative - Include Homeless Certification in participant file

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			Include completed self-declaration form in participant file

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<u>Domestic Violence</u>	Yes, if applicant is fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions in the	Self-declaration of homelessness	- Obtain a signed and dated original self-declaration from applicant - Navigator must document attempt to obtain written third party verification and sign self-declaration form

	applicant or family's current housing situation including where the health and safety of children are jeopardized and who have no other residence and lack the resources or support networks to obtain other permanent housing.		• Include completed self-declaration form in participant file
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