

Way are we here?

- Inconsistent collection of homeless documentation
- Understand HUD's expectations
- Collaborate with other agencies to address HUD requirements for documentation

Hearth Act—Homeless Status Priority Orger

- Category 1: Literally Homeless
- Category 2: Imminent Risk of Homelessness
- Category 3: Homeless Under Other Federal Statutes
- Category 4: Fleeing domestic violence
- Note: Always document most severe category for those with multiple conditions.

Category 1 — Literally Lone éss

- Unsheltered Homeless
- In Shelter
 - Emergency shelter
 - Transitional housing program for homeless people
 - Hotel/motel paid by charitable organization or government program
- Exiting an Institution
 - Must have been there less than 90 days AND
 - Resided in emergency shelter or unsheltered before

Category 2— Imminent Risk of Lome essness

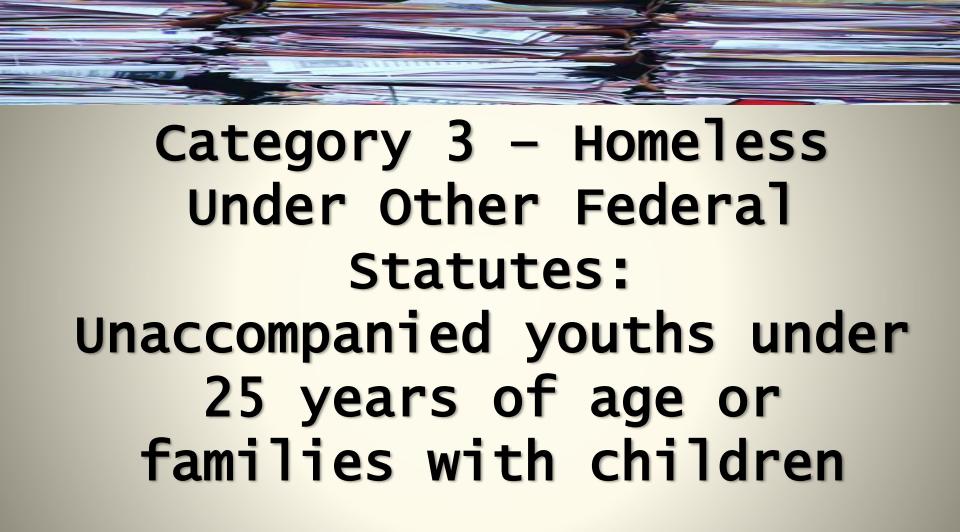
Housing to be lost within 14 days AND

No subsequent housing options AND

 No other resources and support networks

Category 3— Homeless Under Otlack Lederal Statutes

- Homeless Under Another Federal Statute
- No Lease, Ownership or Occupancy Agreement in Permanent Housing During Past 60 days.



Category 3 — Home ess Under Other Eederal Statutes

- Defined as homeless under one of seven enumerated federal statutes; AND
- No lease, ownership interest or occupancy agreement in permanent housing at any time during the previous 6 months; AND
- Persistent housing instability; AND
- Expected to remain homeless in immediate future due to special needs or barriers to jobs

Category 3 — Home ess Under Ottoer Federal Statutes

- Section 387 of the Runaway and Homeless Act
- Section 637 of Head Start Act
- Section 41403 of Violence Against Women Act
- Section 330 (h) of Public Health Service Act
- Section 3 of Food and Nutrition Act of 2008
- Section 17(b) of Child Nutrition Act
- Section 725 of McKinney-Vento

NOTE: Document how a client meets this reg.

Category 4—Domestric Violence

- Fleeing or attempting to flee domestic violence, sexual assault, stalking or other life-threatening conditions
- No other residence
- Lack of resources or support networks.
- NOTE: There are some differences between victim and non-victim providers. Check reg.

Definition of Jan San Hely

Conditions that:

- Is expected to be longcontinuing/indefinite duration; and
- Impedes ability to live independently; and
- Could improve w/ suitable housing; and
- Is physical/mental/emotional impairment, including alcohol/drug abuse, PTS disorder or brain injury.

Also includes developmental disability and AIDS

Dodynentation Requirement

Require homelessness documentation at intake.

 Maintain and follow written intake procedures to ensure compliance with homelessness definition.

OFCET OF DELOTERY

- Third party documentation; OR
- Intake worker observation; OR
- Self-certification.

 Note: HMIS or comparable data can meet third party documentation.

Qual Elact

- Note: Lack of documentation must not prevent:
 - Individual or family from immediately being admitted to a shelter or receiving services.
 - Victims of domestic violence seeking shelter.

Taire party cocumentation

- Source documents; OR
- Written verification; OR
- Oral verification

Third Patricy documentation Source Documents

- Pre-existing records
 - Discharge paperwork from hospitals
 - Paycheck stubs
 - Unemployment compensation statements
 - Public benefit statements
 - Bank statements

HMIS printout of stay records can be used.

Third Party Documentation Weltiten Wertification

- Statement from a relevant third party (email statement-OK)
 - Letter from employer specifying wages and hours
 - Letter from host families: no longer permitted to stay.
 - May be on standardized forms to ensure consistency and completeness
 - Written referrals from appropriate agency (outreach provider, law enforcement or emergency medical service)

Entre Partity Documentation Oral Verification

- From a relevant third party
 - Over phone or in person from appropriate entity such as outreach provider, local law enforcement or emergency medical service.
 - Intake staff must document verification in file.

Entry Documentation Exceptions

- Emergency shelters may rely on self certs
- Street outreach clients do not require third party documentation
- · Persons fleeing domestic violence, etc.

Enire Party Documentation Domestic-Violence certs

 Provide oral statement that there is no other place to go or lack resources or support networks.

Intrespense Cartion Due Diffigure

- Agency must make a conscientious and reasonable effort to obtain third party verification.
- Agency must document their efforts including reasons that prevented them from obtaining third part verification.

Third Party Certification Due Diligence Documentation

- Description of efforts to contract a third party (such as phone call logs, email correspondence, certified letters)
- Description of outcome including obstacles encountered
- Signed and dated by intake staff as true and complete.

Entre Party Certification Documentation Standards

Documentation must include the following:

- Name of person or family seeking assistance
- Entity or party providing verification
- Sufficient detail re: specific condition/criteria being documented

Faird Pairty Certiffication Additional Documentation

- Must be on third party letterhead etc. (May be an email; provided that, it is from organizational but not private email account.
- Signed and dated by third party rep.
- Additional relevant information

Intake Worker Observation

- Identifies the worker making the observation
- Signed and dated certification by intake staff

self Certaff cataon

- Name of the certifier
- Signed and dated by certifier
- If self certification must be verified:
 - Confirmation that certification was verified by intake staff;
 - Documented due diligence and signed and dated by intake staff.