



OBSERVATION OF HOMELESS STATUS FORM INSTRUCTIONS

The *Observation of Homeless Status Form* is to be used to provide third-party documentation verifying current or prior occasions in which ***an individual or head of household is or was residing in a place not meant for human habitation.***

Who can provide third-party verification?

Any person that has observed the individual or head of household residing in a place not meant for human habitation may complete this form for current and/or prior occasions of homelessness. This includes persons who have made the observation in either a personal (community member or business/property owner, regardless of relationship) or professional capacity (including, but not limited to, an outreach worker, service provider, law enforcement officer, or healthcare provider who encountered the individual or head of household while working).

What qualifies as an acceptable observation?

Current observation of homelessness – If verifying that the individual or head of household is currently residing in a place not meant for human habitation, the encounter must have occurred in the physical location in which the individual or head of household is currently residing.

Prior observation of homelessness – If verifying prior occasions in which the individual or head of household has resided in a place not meant for human habitation the encounter may have occurred either in the physical location in which the individual or head of household is currently residing or in another location, depending on the nature of the encounter with the third-party source.

- ***Outreach worker/professional contact*** – An outreach worker or other person within the community who has encountered the individual or head of household in a professional capacity (i.e. healthcare professional, member of law enforcement) may document an encounter that occurred *either* in the location where the individual or head of household was residing or in another location. Where the encounter occurred in another location, the observing party must include in the description the reason in which they believe, to the best of their knowledge and professional judgement, that the individual or head of household was residing in a place not meant for human habitation at the time in which the encounter took place.
- ***Community member*** – A community member (i.e. neighborhood resident, business or property owner, etc.) may document prior occasions of homelessness provided that the encounter occurred in the place not meant for human habitation where the individual or head of household was residing at the time.

Additional guidance can be found at:

- <https://www.hudexchange.info/faqs/2759/can-a-community-member-such-as-a-shopkeeper-or-neighborhood-resident/>
- <https://www.hudexchange.info/faqs/2760/can-housing-or-service-providers-such-as-emergency-shelter-staff-members/>



OBSERVATION OF HOMELESS STATUS FORM

Applicant Name (Head of Household): _____

Date of Birth: _____

Household Size: _____

Number of Adults: _____

Number of Minors: _____

SECTION I: INSTRUCTIONS: WHO FILLS OUT THIS FORM

An outreach worker, service provider, or other third-party source such as a community member or business owner may provide details of their contact with an individual or head of household in order to document that the individual or household is currently or has previously resided in a place not meant for human habitation (e.g. street, car, park, abandoned building, bus station, airport, campground). See page 1 for additional instruction on how to complete this form.

SECTION II: TO BE COMPLETED BY OBSERVING PERSON

Current: To document where the individual or head of household is currently residing, the observing party must provide a date that is within 7 days of intake and the observation must have occurred at the location in which the individual or household is currently residing.

Prior Occasion: To document where the individual or head of household has resided previously, the observing party may provide a description of any and all encounters that have occurred within the last 3 years. For each observation, please provide the date and a description of the location in which the encounter occurred (see Page 2 for additional instruction). Where the observing party encountered the individual or head of household on more than one occasion during a single month the observing party can provide a single description and provide the dates for each encounter in one row (i.e. 7/9; 7/17; 7/23).

If additional space is needed see page 3.

Current or Prior Occasion:	Description:	Date(s):

OBSERVATION CERTIFICATION

An outreach worker, service provider, or other third-party source such as a community member or business owner may provide details of their contact with an individual or head of household in order to document that the individual or household is currently or has previously resided in a place not meant for human habitation (e.g. street, car, park, abandoned building, bus station, airport, campground).

I certify that the person(s) named above is/are currently or has previously resided in a public or private place not designated for, or ordinarily used as a regular sleeping accommodation for human beings such as on the streets or in a car, park, abandoned building, bus station, airport, campground.

Intake Staff Outreach Worker Case Manager Other: Please Specify: _____

Agency Name: (If Applicable): _____

Name of person providing statement/observation: _____

Address: _____

E-Mail: _____ **Phone:** _____

Signature: _____ **Date:** _____

