

Directions: (1.) Circle the scenario that best describes the situation for the applicable category. (2.) Follow the steps for that specific situation. If the steps are not followed in order, due diligence must be documented. Exceptions to this requirement are noted for Category 4. (3.) Check the box(es) indicating which documents were obtained. (4.) The staff member completing the form should print name and then sign and date the bottom of the applicable page. (5.) Retain the applicable page of the Homeless Eligibility Verification Checklist and the verifications that were obtained in the participant file as verification of homeless eligibility status.

Category 1(i) An individual or family with a primary nighttime residence that is a public or private place not designed or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport or camping ground. **Category 1(ii)** An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals). **Category 1(iii)** An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution. **Category 1 (iv)** HUD defined Safe Haven (ie. Blue Triangle or First Home).

What is the current nighttime residence? (circle one)	Documentation Required	Document(s) Attached (select)	Initial and Date
The Street Category 1 (i)	1 Third Party: a) HMIS Report of Outreach contacts; OR	<input type="checkbox"/>	
	b) Documentation from outreach worker or housing/service provider on Form 101 or on the respective agency's letterhead with ALL of the information from Form 101. Forward Form 101 to third-party to use as a template to ensure all required information is obtained. If information is obtained orally, you must also complete Form 105 documenting the reason written verification was not obtained.	<input type="checkbox"/>	
	2) Self Certification: A self certification by the individual seeking assistance must be completed on Form 102. Note: If all criteria in section 2 of Form 102 are not applicable to the applicant's situation, this applicant is not eligible under this category. If you are using this method, you must also complete Form 105 documenting the reason verification through methods 1a and 1b were not obtainable.	<input type="checkbox"/>	
Shelter Category 1 (ii)	1 Third Party: a) HMIS Report; OR	<input type="checkbox"/>	
	b) Documentation from the emergency shelter's staff on Form 103 or on the respective agency's letterhead with ALL of the information from Form 103. Forward Form 103 to third party to use as template to ensure all required information is obtained; If information is obtained orally, you must also completed Form 105 documenting the reason written verification was not obtainable.	<input type="checkbox"/>	
	2) Self Certification: A self certification by the individual seeking assistance must be completed on Form 102. Note: If all criteria in section 2 of Form 102 are not applicable to the applicant's situation, this applicant is not eligible under this category. If you are using this method, you must also complete Form 105 documenting the reason verification through methods 1a and 1b were not obtainable.	<input type="checkbox"/>	
Transitional Housing Category 1 (ii)	Third Party: a) HMIS report; OR	<input type="checkbox"/>	
	b) Documentation from the transitional housing provider's staff on Form 104 or on the respective agency's letterhead with ALL of the information from Form 104. Forward Form 104 to third party to use as a template to ensure all required information is obtained. If information is obtained orally, you must also completed Form 105 documenting the reason written verification was not obtainable.	<input type="checkbox"/>	
	AND for PSH projects only verify the status of the individual(s) prior to entering TH use one of the following methods		
	Category 1(i) The Street; or	<input type="checkbox"/>	
	Category 1(ii) Shelter	<input type="checkbox"/>	

Staff Name

Signature

Date