

Literally Homeless

Housing Status Documentation

Standards and procedures for documenting eligibility related to housing status are further detailed in the tables on the following pages. Documentation standards are organized according to the following:

1. Rapid Re-Housing Eligibility Documentation (for applicants who are homeless)
2. Homelessness Prevention Eligibility Documentation (for applicants who are at Risk of homelessness)
3. Housing Options/Resources Eligibility Documentation (for all applicants)

1. Rapid Re-Housing Eligibility Documentation (*Literally Homeless at time of program entry*)

Living Situation	Homeless per HPRP Criteria?	Acceptable Types of Documentation <i>(in order of preference)</i>		Documentation Standard
		HMS record of shelter stay.	Written homeless certification. See sample HPRP Homeless Certification template (www.HUDHRE.info/HPRP/).	
Sleeping in an Emergency Shelter Note: This only includes Emergency Shelter programs identified in the Continuum of Care's (CoC) most recent Housing Inventory Chart submitted to HUD or otherwise recognized by the CoC as part of the CoC inventory (e.g. newly established Emergency Shelters).	Yes	<input type="checkbox"/> Obtain HMS record showing shelter stay concurrent with HPRP program entry date. <input type="checkbox"/> Include HMS record in HPRP participant file. <i>(print - screens)</i>	<input type="checkbox"/> Obtain signed and dated original Homeless Certification from shelter provider. A Homeless Certification is a standardized form that, at a minimum, contains the following: <ul style="list-style-type: none"> ○ Name of the shelter program ○ Statement verifying current shelter occupancy of HPRP applicant ○ Signed and dated by authorized shelter provider representative 	OR <input type="checkbox"/> Include Homeless Certification in HPRP participant file. (if HMS record and HPRP Homeless Certification cannot be obtained)
		<input type="checkbox"/> HMS record of shelter stay.	<input type="checkbox"/> Written homeless certification. See sample HPRP Homeless Certification template (www.HUDHRE.info/HPRP/).	

Living Situation
Homeless per
HPRP Criteria?

Acceptable Types of
Documentation
(in order of preference)

Documentation Standard

Place Not Meant for Human Habitation (e.g., cars, parks, abandoned buildings, streets/sidewalks)	Yes	Written homeless certification. See sample HPRP Homeless Certification template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ■ Obtain letter from emergency shelter provider. <i>Shelter letter</i> ■ Letter Must: <ul style="list-style-type: none"> ○ Be on shelter provider letterhead ○ Identify shelter program ○ Include statement verifying current shelter occupancy of HPRP applicant, including most recent entry and exit (if applicable) dates. ○ Be signed and dated by shelter provider ■ Include emergency shelter provider letter in participant file.
		Homeless street outreach provider or referral source letter.	<ul style="list-style-type: none"> ■ Obtain signed and dated original Homeless Certification from homeless street outreach provider (may include other third-party referral source, such as a local law enforcement agency). A Homeless Certification is a standardized form that, at a minimum, contains the following: <ul style="list-style-type: none"> ○ Name of the outreach program ○ Statement verifying current living situation of HPRP applicant ○ Signed and dated by authorized outreach provider representative ■ Include Homeless Certification in HPRP participant file.
		Homeless street outreach provider or referral source letter.	<p><i>(if HPRP Homeless Certification cannot be obtained)</i></p> <ul style="list-style-type: none"> ■ Obtain letter from homeless street outreach provider or referral source (e.g. local law enforcement agency). The letter may be from the HPRP-funded rapid re-housing provider if the provider also provides outreach to persons on the street as part of engagement and admission activities. ■ Letter Must <ul style="list-style-type: none"> ○ Be on outreach provider or referral agency letterhead ○ Identify outreach program or referral agency ○ Include statement verifying current homeless status of HPRP applicant ○ Be signed and dated by outreach provider or referral agency ■ Include letter in participant file.

**Homelessness Prevention and Rapid Re-housing Program (HPRP)
Eligibility Determination and Documentation**

Living Situation	Homeless per HPRP Criteria?	Acceptable Types of Documentation <i>(in order of preference)</i>	Documentation Standard
Place Not Meant for Human Habitation (cont.)		<p><i>(if HPRP Homeless Certification or provider letter cannot be obtained)</i></p> <p>Self-declaration of homelessness. See sample HPRP Self-Declaration of Housing Status template (www.HUDHRE.info/HPRP/).</p>	<p>OR</p> <ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration from applicant. ▪ HPRP worker must document attempt to obtain written third party verification and sign self-declaration form. ▪ Include self-declaration in participant file.
Hospital or Other Institution	<p>Yes, if also meet the following two conditions:</p> <p>1. stay in a hospital or other institution has been for <u>180 days</u> or less</p> <p>AND</p> <p>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</p>	<p>Letter from hospital or other institution</p>	<ul style="list-style-type: none"> ▪ Obtain letter from hospital or other institution. ▪ <i>Letter Must:</i> <ul style="list-style-type: none"> ○ Be on hospital or other institution letterhead ○ Include statement verifying current hospital/institution stay of HPRP applicant ○ Include hospital/institution admission and discharge dates verifying that stay has been for 180 days or less ○ Be signed and dated by hospital/institution representative ▪ Include hospital/institution letter in participant file.
<p><180 days AND Homeless at time of entry</p>		<p><i>(to verify homeless status prior to hospital or other institution admission)</i></p> <p>HMIS record of shelter stay (if previously sleeping in emergency shelter).</p>	<p>AND</p> <ul style="list-style-type: none"> ▪ Obtain HMIS record showing shelter stay concurrent with HPRP program entry date. ▪ 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 HPRP participant file. <p>OR</p> <p><i>(if HMIS record cannot be obtained)</i></p> <ul style="list-style-type: none"> ▪ Obtain signed and dated original Homeless Certification from shelter provider or homeless street outreach provider. ▪ 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. ▪ Include Homeless Certification in HPRP participant file.
		<p>Written homeless certification. See sample HPRP Homeless Certification template (www.HUDHRE.info/HPRP/) (if previously sleeping in emergency shelter or place not meant for human habitation).</p>	

Living Situation	Homeless per HPRP Criteria?	Acceptable Types of Documentation (in order of preference)	Documentation Standard
Hospital or Other Institution (cont.)		<p><i>(if HMIS record or HPRP Homeless Certification cannot be obtained)</i></p> <p>Emergency shelter provider or homeless street outreach provider letter <i>(if previously sleeping in emergency shelter or place not meant for human habitation)</i>.</p>	<p>OR</p> <ul style="list-style-type: none"> ▪ Obtain emergency shelter provider letter. ▪ Letter Must: <ul style="list-style-type: none"> ▪ Be on shelter provider letterhead ▪ Identify shelter program ▪ Include statement verifying shelter stay immediately prior to (i.e. the day before or same day as) hospital/institution admission date. ▪ Be signed and dated by shelter provider ▪ Include documentation in HPRP participant file.
		<p><i>(if HMIS record, HPRP Homeless Certification, or provider letter cannot be obtained)</i></p> <p>Self-declaration of homelessness. See sample HPRP Self-Declaration of Housing Status template (www.HUDHRE.info/HPRP/) <i>(ONLY if previously sleeping in place not meant for human habitation)</i>.</p>	<p>OR</p> <ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration 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. ▪ HPRP worker must document attempt to obtain <u>written third party verification</u> and sign HPRP Self-Declaration form. ▪ Include self-declaration in participant file.

**Homelessness Prevention and Rapid Re-housing Program (HPRP)
Eligibility Determination and Documentation**

Living Situation	Homeless per HPRP Criteria?	Acceptable Types of Documentation <i>(in order of preference)</i>	Documentation Standard
Transitional Housing <ul style="list-style-type: none"> Note: This only includes Transitional Housing programs serving homeless persons (per HUD's definition) and listed in the Continuum of Care's (CoC) most recent Housing Inventory Chart submitted to HUD or otherwise recognized by the CoC as part of the CoC inventory (e.g. newly established Transitional Housing programs). 	Yes, if graduating from or timing out of a Transitional Housing program	Written homeless certification. See sample HPRP Homeless Certification template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> Obtain signed and dated original Homeless Certification from transitional housing provider. A Homeless Certification is a standardized form that, at a minimum, contains the following: <ul style="list-style-type: none"> Name of the transitional housing program Statement verifying current transitional housing occupancy of HPRP applicant. Statement indicating the HPRP applicant is graduating from or timing out of the transitional housing program Statement verifying the HPRP 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 HPRP participant file. <p>OR</p> <p><i>(if HPRP Homeless Certification cannot be obtained)</i></p> <ul style="list-style-type: none"> Obtain letter from transitional housing provider. <p>Letter Must:</p> <ul style="list-style-type: none"> Be on transitional housing provider letterhead. Identify transitional housing program. Include statement verifying current transitional housing occupancy of HPRP applicant. Include statement verifying that HPRP applicant is graduating from or timing out of transitional housing program. Include statement verifying HPRP applicant was residing in emergency shelter or place not meant for human habitation immediately prior to transitional housing admission. Be signed and dated by transitional housing provider. Include transitional housing provider letter in participant file. Obtain signed and dated original self-declaration from applicant. HPRP worker must document attempt to obtain written third party verification and sign self-declaration form. Include self-declaration in participant file.
Domestic Violence	Yes, if HPRP assistance is needed to leave domestic violence situation	Self-declaration of homelessness. See sample HPRP Self-Declaration of Housing Status template (www.HUDHRE.info/HPRP/).	(This section is merged into the previous row's content for brevity and accuracy.)

Homelessness Prevention and Rapid Re-housing Program (HPRP) Eligibility Determination and Documentation