Consolidated Homeless Grant

Verification of Household Eligibility and

Income Recertification

**Complete only the applicable sections you need for each client file.**

|  |  |  |
| --- | --- | --- |
| **Section 1** | **Client Identification** | Enter client name, date, and HMIS Client Identifier. |
| **Section 2** | **Housing Status Verification** | Check the appropriate box and include the documentation in the client file. |
| **Section 3** | **Income Verification and Recertification** | Enter the program entry and recertification dates at the top of the page. Checking the appropriate box(es) and include the documentation in the client file. |
| **Section 4** | **Documentation of No Subsequent Residence and Insufficient Resources/Support Networks** | Describe how the household lacks the financial resources and support networks necessary to obtain other permanent housing, and that no other housing options have been identified. |
| **Section 5** | **Documentation of a Disability** | Check the appropriate box and include the documentation in the client file. |
| **CHG Documentation of Third Party Oral Verification Form** | | *When unable to obtain written third party documentation*, complete this form to document housing status or income. |
| **Consolidated Homeless Grant Self-Declaration Form** | | *When unable to obtain third party written or oral verificatio*n, complete this form to document housing status or income. |

**Consolidated Homeless Grant**

**Verification of Household Eligibility and Income Recertification**

**Section 1- Client Identification:**

|  |  |
| --- | --- |
| Client Name |  |
| HMIS Client Identifier |  |
| Date |  |

**Section 2 – Housing Status Verification:**

|  |  |  |
| --- | --- | --- |
| **Situation** | | **Required Documentation** |
| Homeless  *(Completion of Section 5 is also required for PSH clients only)* | Unsheltered (place not meant for human habitation) | Third party verification.  **OR**  Self-declaration signed and dated by applicant stating where they are residing. Self-declaration of housing status should be used very rarely and only when written third-party verification cannot be obtained. |
| Residing in a temporary housing program | Letter signed and dated from the provider of the temporary housing.  **OR**  A telephone call to the provider of temporary housing that is documented, signed, and dated by the case manager making the call.  **OR**  Current HMIS record from homeless housing program, including dates of stay.  **OR**  Self-declaration signed and dated by applicant stating where they are residing. Self-declaration of housing status should be used very rarely and only when written third-party verification cannot be obtained. |
| Exiting a system of care | Letter signed and dated by system of care representative. Letter must include: a statement verifying current stay of household member(s), and indicate household member(s) have no available housing option after exiting. |
| Fleeing domestic violence, sexual assault, stalking, etc. | Signed and dated self-declaration from individual (complete Self-Declaration form). |
| At Imminent Risk of Homelessness-Losing Housing Within 14 Days  (*Completion of Section 4 is also required*) | Staying with friends/family or hotel/motel | Letter signed and dated from the provider of the temporary residence. Letter must include:   1. Statement verifying the applicant’s current living situation, and 2. Date when the household must vacate the temporary housing.   **OR**  Copy of Certification of Payment Obligation/Potential Eviction for Friend/Family form.  **OR**  A telephone call to the provider of temporary housing that is documented, signed, and dated by the case manager making the call.  **OR**  Self-declaration signed and dated by applicant stating where they are residing. Self-declaration of housing status should be used very rarely and only when written third-party verification cannot be obtained. |
| Renting | Pay or vacate notice or eviction notice that includes the date when the household must vacate.  **AND**  Copy of lease naming household member as lease holder or other written occupancy agreement identifying them as legal tenant of unit. |
| Exiting a system of care | Letter signed and dated by system of care representative. Letter must include:   1. Statement verifying current stay of household member(s), and 2. Indicate household member(s) have no available housing option after exiting. |

**Section 3 - Income Verification and Recertification** *(all adult household members). Enter the program entry or recertification date, as applicable. Check the box for valid documentation at entry and recertification.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Income** | **Entry**  **Date:** | **Recert Date:** | **Recert Date:** | **Recert Date:** | **Required Documentation** |
|  |  |  |  |
| No Income |  |  |  |  | BVS at entry – HEN ONLY.  **OR**  Self-declaration signed and dated by applicant (complete Self-Declaration form).  Self-declaration for HEN households at recertification can be obtained through telephone or email. |
|  |  |  |  |
| Wages and Salary Income |  |  |  |  | Copy of most recent pay stub(s).  **OR**  Dated mail, fax, or email verification from employer that includes name of employer, client name, pay amount and frequency, average hours worked per week, amount of any additional compensation.  **OR**  Oral verification from employer that includes name of employer, client name, pay amount and frequency, average hours worked per week, amount of any additional compensation (complete Third Party Oral Verification form. Equivalent case notes may be substituted.).  **OR**  Self-declaration signed and dated by applicant that includes source of income, income amount, and frequency of income (complete Self-Declaration form). Case manager must document attempts to obtain written and oral verification.  Self-declaration for HEN households can be obtained through telephone or email. |
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| Self Employment and Business Income |  |  |  |  | Copy of most recent federal and state tax return.  **OR**  Self-declaration that includes source of income, income amount and frequency of income (complete Self-Declaration form). Case manager must document attempts to obtain written and oral verification.  Self-declaration for HEN households can be obtained through telephone or email. |
|  |  |  |  |
| Interest and Dividend Income |  |  |  |  | Copy of most recent interest or dividend income statement.  **OR**  Copy of most recent federal and state tax return.  **OR**  Self-declaration for HEN households can be obtained through telephone, email, or Self-Declaration form. |
|  |  |  |  |
|  |  |  |  |
| Pension/  Retirement Income |  |  |  |  | Copy of most recent payment statement, benefit notice from Social Security, pension provider or other source.  **OR**  Dated mail, fax, or email verification from Social Security, pension provider, or other source that includes name of income source and income amount.  **OR**  Oral verification from source that includes name of income source and income amount (complete Third Party Oral Verification form. Equivalent case notes may be substituted.).  **OR**  Self-declaration for HEN households can be obtained through telephone, email, or Self-Declaration form. |
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**Section 3 - Income Verification and Recertification CONTINUED** *(all adult household members). Enter the program entry or recertification date, as applicable. Check the box for valid documentation at entry and recertification.*

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| --- | --- | --- | --- | --- | --- |
| **Type of Income** | **Entry**  **Date:** | **Recert Date:** | **Recert Date:** | **Recert Date:** | **Required Documentation** |
|  |  |  |  |
| Unemployment and Disability Income |  |  |  |  | Copy of most recent payment statement or benefit notice.  **OR**  Dated mail, fax, or email verification from unemployment administrator or workers compensation administrator of former employer that includes name of income source and income amount.  **OR**  Oral verification from source that includes name of income source and income amount (complete Third Party Oral Verification form. Equivalent case notes may be substituted.).  **OR**  Self-declaration for HEN households can be obtained through telephone, email, or Self-Declaration form. |
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| TANF/  Public Assistance |  |  |  |  | Copy of most recent payment statement, benefit notice, or Department of Social and Health Services (DSHS) Benefits Verification System (BVS).  **OR**  Oral verification from source that includes name of income source and income amount (complete Third Party Oral Verification form. Equivalent case notes may be substituted.).  **OR**  Self-declaration for HEN households can be obtained through telephone, email, or Self-Declaration form. |
|  |  |  |  |
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| Alimony, Child Support, Foster Care Payments |  |  |  |  | Copy of most recent payment statement, notices, or orders.  **OR**  Dated mail, fax, or email verification from child support enforcement agency, court liaison, or other source that includes name of income source and income amount.  **OR**  Oral verification from source that includes name of income source and income amount (complete Third Party Oral Verification form).  **OR**  Self-declaration signed and dated by applicant that includes source of income, income amount, and frequency of income (complete Self-Declaration form). Case manager must document attempts to obtain written and oral verification.  Self-declaration for HEN households can be obtained through telephone or email. |
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| Armed Forces Income |  |  |  |  | Copy of pay stubs, payment statement, or other government issued statement indicating income amount.  **OR**  Dated mail, fax, or email verification from child support enforcement agency, court liaison, or other source that includes name of income source and income amount.  **OR**  Oral verification from source that includes name of income source and income amount (complete Third Party Oral Verification form).  **OR**  Self-declaration for HEN households can be obtained through telephone, email, or Self-Declaration form. |
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| Student Financial Aid |  |  |  |  | Copy of student financial assistance award letter or other educational institution issued statement indicating amounts.  **OR**  Dated mail, fax, or email verification from financial aid office or other source that includes name of income source and income amount.  **OR**  Oral verification from source that includes name of income source and income amount (complete Third Party Oral Verification form).  **OR**  Self-declaration for HEN households can be obtained through telephone, email, or Self-Declaration form. |

**Section 4 – Documentation of No Subsequent Residence and Insufficient Resources/Support Networks** *(required for households at imminent risk of homelessness). This requirement is in addition to housing status documentation.*

|  |  |
| --- | --- |
| Please describe how the household lacks the financial resources and support networks necessary to obtain other permanent housing, and that no other housing options have been identified. |  |
| Client Signature |  |
| Caseworker Signature |  |
| Date |  |

**Section 5 – Documentation of a Disability** *(required for permanent supportive housing**for a household member). This requirement is in addition to housing status documentation.*

|  |  |
| --- | --- |
| **Permanent Supportive Housing Required Documentation** | |
| One of the following: | |
|  | Written verification of the disability from a professional licensed by the state to diagnose and treat the disability and his or her certification that the disability is expected to be long continuing or of indefinite duration and substantially impedes the individual’s ability to live independently. |
|  | Written verification from the Social Security Administration. |
|  | Disability check receipt (Social Security Disability Insurance check or Veteran Disability Compensation). |
|  | Other documentation approved by Commerce, describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Program staff observation of disability. And one of the required documentations (listed above) must be obtained within 45 days of program enrollment.  Documentation obtained. Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Consolidated Homeless Grant Documentation of Third Party Oral Verification

Homelessness

Earned Income (need name of employer, client name, pay amount and frequency, average hours worked per week, amount of any additional compensation)

Other Income (need source of income, income amount, and frequency of income)

|  |  |
| --- | --- |
| Client Name |  |
| HMIS Client Identifier |  |
| Date |  |
| Discussion |  |
| Name of Third Party Verifier |  |
| Position/Title |  |
| Telephone |  |
| Organization/Agency |  |

## Consolidated Homeless Grant Self-Declaration

Homelessness

Income (need source of income, income amount, and frequency of income)

No Income

|  |  |
| --- | --- |
| Client Name |  |
| HMIS Client Identifier |  |
| Date |  |
| Client Narrative |  |
| Client Signature |  |