

HPRP Client File Checklist

Inside Cover: HPRP Client Files Checklist

Tab 1: Case Management

- _____ Initial Pre-Screening (I-HOPE tool)
- _____ Identification: Copy of government issued proof of citizenship (birth certificate, social security card, drivers license, passport). *Valid ID required for units of government and for recipients of financial assistance*
- _____ Housing Assessment & Housing Plan (completed every 3 months)
- _____ Non-housing Referrals (to mainstream resources and other agencies)
- _____ Housing Referrals (to permanent housing using I-HOPE tool)
- _____ HMIS Intake Form (will show intake and termination date)
- _____ HMIS Client Consent to Release Information form (if client does *not* consent)
- _____ Correspondence & Case Notes

Tab 2: Eligibility- Documentation of Need

Prevention

Documentation of housing crisis, such as:

- _____ Landlord lease termination letters (within 2 weeks)
- _____ Court eviction documentation (within 2 weeks)
- _____ Family service denial letters (within 2 weeks)
- _____ Residential discharge documentation
- _____ Documentation of condemned housing
- _____ Denial Notices: township trustee, energy assistance, church and social service agency
- _____ Documentation of current housing and cost burden
- _____ Documentation of pending foreclosure of rental housing
- _____ Documentation of credit problems that prevent obtaining housing
- _____ Documentation of landlord mediation
- _____ Documentation of utility account
- _____ Documentation of late payment notice from utility
- _____ Other documentation _____

Diversion/ Rapid Re-housing

- _____ Homeless Documentation form
- _____ Disability Documentation form
- _____ Documentation of immediate risk of homelessness within 14 days
- _____ Shelter Referral Documentation
- _____ Other documentation _____

Tab 3: Eligibility- Income

- _____ Income Verifications (third party documentation preferred)
- _____ Zero Income Affidavits
- _____ Expenses Documentation (*if needed-disabled households only for medical and attendant care deduction*)
- _____ Other Income Correspondence
- _____ Rent Calculations

Tab 4: Financial Assistance Information

Rental Assistance (short or medium term)

- _____ Completed & passed habitability inspection
- _____ Annual re-inspection (if rent assistance exceeds 12 mths.)
- _____ Initial Request for Unit Approvals
- _____ Rental Assistance Voucher with Client
- _____ Rent reasonable checklist and certification
- _____ Rent comparables (if required)
- _____ Lead-free paint disclosure (if required)
- _____ Lease Addendum
- _____ Residential Lease
- _____ Landlord correspondence

Moving Costs

- _____ Time monitoring of storage not to exceed 3 months
- _____ Documentation of reasonable costs for moving/ storage expenses
- _____ Documentation of why storage and/or truck rental is necessary
- _____ If short term storage fees, document plan of where items will be stored after 3 months

Utility Payments

- _____ Utility assistance documentation
- _____ Utility correspondence & obligation
- _____ Utility arrears documentation- shows how arrears are preventing participant from obtaining housing

Security and Utility Deposits

- _____ Lease and Lease Addendum
- _____ Account documentation from utility

Hotel and Motel Vouchers

- _____ Documentation of long term housing identified
- _____ Documentation of lack of shelter capacity
- _____ Reasonableness of cost documentation
- _____ Length of assistance tracking (NTE 30 days)

Tab 5: Housing Relocation and Stabilization

- _____ **Legal Services:** Documentation of legal services provided by lawyer or person supervised by lawyer dealing with matters related to tenant/landlord issues.
- _____ **Credit Repair:** Documentation of household budgeting assistance, money management, accessing free credit report and resolving personal credit issues