

## HPRP Homeless Documentation Form

**Project Name** \_\_\_\_\_

**Participant Name** \_\_\_\_\_

**Date of Intake** \_\_\_\_\_

**Type of Homelessness Documentation: Check the appropriate type of documentation used to verify homelessness and attach it to this worksheet. Maintain all in the participant file.**

Homeless Status	Type of Documentation	Documentation attached
Persons living on the street	A signed and dated general certification from an outreach worker verifying that the services are going to homeless persons, and indicates where the persons served reside.	
Persons coming from living on the street (and into a place meant for human habitation)	Staff should provide written information obtained from third party regarding the participant's whereabouts, and, then sign and date the statement.	
Persons coming from emergency shelter for homeless persons	Written referral from the agency.	
Persons coming from transitional housing for homeless persons	Written verifications to include program residency and homeless status prior to program entry.	
Persons being evicted from a private dwelling	Documentation of income, efforts to obtain housing, why participant would be on street, and either documentation of formal eviction proceedings or statement from family evicting participant.	
Persons from a short-term stay in an institution who previously resided on the street or in an emergency shelter	Written verification from the institution's staff that the participant has been residing in the institution for less than 180 days; and information on the previous living situation.	
Persons being discharged from a longer stay in an institution	Written verification from the institution of discharge within one week of receiving homeless assistance AND documentation of income, efforts to obtain housing, and why person would be homeless without assistance.	
Persons fleeing domestic violence	Written, signed, and dated verification from the participant.	

**Self Declaration of homelessness (use only if 3<sup>rd</sup> party is unavailable):**

*Use reverse if more space needed.*

Client Signature \_\_\_\_\_

Date \_\_\_\_\_