

HPRP Homeless Documentation Guide

Who is your organization serving?	Then you need to...	This means...
Persons living on the street	Certify that the persons served reside on the street.	<p>For those programs providing services—such as outreach, food, health care, clothing—to persons who reside on the streets (but not in shelters or other places meant for human habitation), the outreach or service worker needs to sign and date a general certification that:</p> <ol style="list-style-type: none"> 1) verifies that the services are going to homeless persons, and 2) indicates where the persons served reside.
Persons coming from living on the street (and into a place meant for human habitation)	Obtain information to indicate that the participant is coming from the street.	<p>You must verify that an individual is coming from the street through:</p> <ul style="list-style-type: none"> • organizations or outreach workers who have assisted him/her in the past; • determining where the resident receives assistance checks, if applicable; and/or • other information regarding the participant's recent past activities. <p>Document your verification efforts! Your staff should prepare a statement, that is then signed and dated.</p> <p>As a last resort, if you are unable to verify in this manner that the person is coming from living on the street, the participant or a staff member may prepare a short written statement about the participant's previous living place and have the participant sign the statement and date it.</p>
Persons coming from an emergency shelter	Verify from the emergency shelter staff that the participant has been residing at the emergency shelter.	You need to obtain from the referring agency a written, signed, and dated verification that the individual has been a resident of the emergency shelter.
Persons coming from a transitional housing	<p>Verify with the transitional housing staff that:</p> <ul style="list-style-type: none"> • the participant has been residing at the transitional housing; and • the participant was living on the streets or in an emergency shelter prior to living in the transitional housing facility or was discharged from an institution or evicted prior to living in the transitional housing and would have been homeless if not for the transitional housing. 	<p>You must obtain from the referring agency two written, signed, and dated verifications:</p> <ol style="list-style-type: none"> 1) a signed statement from the transitional housing staff indicating that the individual had been a resident there; and 2) the referring agency's written, signed, and dated verification as to the individual's homeless status when he/she entered their program. <p>If the referring agency did not verify the individual's homeless status upon entry into their program, you will need to verify that status yourself. That is, in addition to the written, signed, and dated verification from the referring agency that the individual has been residing in the transitional housing, you need to verify their status upon entry into transitional housing and document that status according to the instructions here.</p> <p>(For example, if the person was living on the streets before moving into the transitional housing, you will need to obtain the documentation required under "Persons coming from living on the street" above).</p>
Persons being evicted from a	Have evidence of the eviction proceedings.	You need to obtain two types of information:

private dwelling		<p>1) Documentation of:</p> <ul style="list-style-type: none"> • the income of the participant; • what efforts were made to obtain housing; and • why, without the homeless assistance, the participant would be living on the street or in an emergency shelter. <p>2) Documentation of one of the following:</p> <ul style="list-style-type: none"> • For formal eviction proceedings, evidence that the participant was being evicted within the week before receiving homeless assistance; • Where a participant's family is evicting, a signed and dated statement from a family member describing the reason for the eviction; • Where there is no formal eviction process (in these cases, persons are considered evicted when they are forced out of the dwelling unit by circumstances beyond their control), two things are needed: <ul style="list-style-type: none"> 1) a signed and dated statement from the participant describing the situation; and 2) documentation and verification (through written, signed, and dated statements) of efforts to confirm that these circumstances are true.
Persons from a short term stay (up to 180 consecutive days) in an institution who previously resided on the street or in an emergency shelter	Verify from the institution staff that the participant has been residing at the institution and was homeless before entering the institution.	<p>You must obtain:</p> <ol style="list-style-type: none"> 1) written verification from the situation's staff that the participant has been residing in the institution for less than 180 days; and 2) information on the previous living situation. Preferably, this will be the institution's written, signed, and dated verification on the individual's homeless status when he/she entered the institution. If the institution's staff did not verify the individual's homeless status upon entry into the institution, you will need to verify that status yourself, according to the instructions above (i.e., if the person was living on the streets before moving into the institution, you will need to obtain the documentation required under "Persons coming from living on the street").
Persons being discharged from a longer stay in an institution	Verify from the institution staff that the participant has been residing at the institution and will be homeless if not provided with assistance.	<p>You need to obtain signed and dated:</p> <ol style="list-style-type: none"> 1) evidence from the institution's staff that the participant was being discharged within the week before receiving homeless assistance; and 2) documentation of the following: <ul style="list-style-type: none"> • the income of the participant; • what efforts were made to obtain housing; and • why, without the homeless assistance, the participant would be living on the street or in an emergency shelter.
Persons fleeing domestic violence	Verify that the participant is fleeing a domestic violence situation.	<p>You must obtain written, signed, and dated verification from the participant that he/she is fleeing a domestic violence situation.</p> <p>If the participant is unable to prepare the verification, you may prepare a written statement about the participant's previous living situation and have the participant sign and date it.</p>

Remember:

- Documentation of homelessness is required for each resident in your program, and must be **written, signed, dated, and placed in participant files**. Simply knowing that each individual you serve is homeless is not enough.
- Even if you, as the grantee, are not the service provider, you are still responsible for making sure that the service provider is properly documenting the homeless status of each participant.