

Form	What it is	Who completes it	When	Misc.
101 Outreach	Veteran is literally homeless; sleeping outside, in a car, abandoned building, place not meant for human habitation	Outreach staff (agency and PBSO); Navigator with supporting docs from outreach/HMIS	When someone is literally outside; interacts with outreach staff	Can also use outreach service and HH form; agency letterhead
102 Self-Certification	Veteran is literally homeless; sleeping outside, in a car, abandoned building, place not meant for human habitation; <u>AND</u> , it has not been able to be verified by an outreach worker	Veteran	When homelessness cannot be verified and Veteran wants to self-report	Must have 105
103 Emergency Shelter	Veteran is staying at a homeless shelter	Shelter staff; Navigator with supporting docs from shelter/HMIS	When they are staying at the shelter	Agency letter ok
105 Due Diligence	When there is no 3 rd party, safety is an issue, or other reason homeless situation cannot be verified; must include specific attempts including emails, call attempts, letters with name and contact information	Navigator, outreach, referral source; with supporting documents	When homelessness cannot be verified and staff has made several documented attempts	
106 Hotel/Motel	When Veteran is in a hotel/motel being paid for by agency, family/friend	Agency/person paying for the hotel on behalf of the Veteran	When Veteran has to leave the motel/hotel	
107 Institution	Veteran is staying in an institution including, but not limited to: hospital, nursing home, habitation (physical, mental health, substance use), jail, prison, treatment facility, etc.	Staff at the institution (VA, County jail, etc.); Navigator with supporting documentation	When they have been staying at a facility	Where were they prior to being admitted?
109 Fleeing DV Provider	Staff (including, but not limited to social worker, service provider, case manager, legal assistance, law enforcement, healthcare provider) verifying that Veteran (or, dependent) is fleeing IPV/DV	Staff working with Veteran in DV situation; Navigator with supporting documentation	Fleeing DV staff report	
110 Imminent Risk	Going to lose housing within 14 days; eviction, staying with friend, hotel paid by friend/family/community member; institution for more than 90 days; lacks resources and supports	Referring staff (including VASH); Navigator with supporting documentation	When they are 14 days from being homeless by eviction or leaving a facility they have been at for 90 days	

If someone reports being literally homeless then it can be verified using **Form 101** by Outreach (HIP, HVAF, VA), PBSO, Horizon House eligibility form/agency letterhead, or an outreach service in HMIS

If they cannot have literal homelessness verified by outreach they can submit a **Form 102** for Self-Certification with a Form 105 Due Diligence from the staff that attempted to find them. This should be very rare! Form 105 should provide specific detailed documentation of attempts.

If they are staying in a shelter, shelter staff can use **Form 103** or letterhead; a service in HMIS can be used if up to date; Assessor should have shelter complete this form or provide a shelter letter with the same information.

If agency/organization is paying for a hotel, agency should complete **Form 106** and provide to Assessor

If the Veteran is in the hospital and they reported being literally homeless on the street, abandoned home, car, or other place not meant for human habitation PRIOR to being admitted to the hospital AND they are admitted less than 90 days hospital staff can complete **Form 107**

If staff of an agency is reporting that household is actively fleeing DV, that staff member can complete a **Form 109**

If someone is being evicted, in an institution for more than 90 days, if they lost their housing while in a facility (but, were not homeless prior to admit) then staff referring should attempt diversion.

If diversion is not possible, refer to housing navigator who should attempt diversion.

If diversion is not possible then Assessor can use **Form 110** and upload in Document Check with supporting documentation.