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| **Section 1: Case Management / Services Provided** / **Correspondence** |
|  | RRH HMIS Intake (do not print) |
|  | (0) HMIS Release of Information |
|  | Agency Release of Information |
|  | (2) RRH Program Agreement Form |
|  | (6) Check list of Participant Documentation Received (Client Rights, VAWA, ESSA, etc) |
|  | (7) Housing Stabilization plan or equivalent (completed at least 1x month) |
|  | Miscellaneous (referrals, housing applications, etc) |
|  | (22) Stop Payment Ltr |
|  | Grievances, if applicable |
|  | (23) Termination Letter, if applicable |
|  |  |
| **Section 2: Eligibility- Documentation of Need** |
|  | (1A) Documentation of Homelessness (including third party verification / HMIS program enrollment) |
|  | VI-SPDAT / NST documentation and score (CAN exception form if applicable) |
|  | (21) RRH Exception Form, if applicable |
|  |  |
| **Section 3: Eligibility- Income and Identity** |
|  | Date of birth documentation for all household members over age 18 on the subsidized lease (YHDP Only)  |
|  | Verification of Income. See (14) – Accepted Forms of Income Verification |
|  | (15) Zero Income Affidavit |
|  | (25) YHDP RRH Rental Calculation Tool Subsidy Calculator From (YHDP Only) |
|  | Other (i.e. Income Correspondence; Budgeting Tools)  |
|  |  |
| **Section 4: Financial Assistance Information**  |
|  | **Rental Assistance** |  | **Utility Deposit through ACT (ESG Only)**  |
|  | (8) Rent Reasonableness Form |  | Account documentation from utility company |
|  | (9) Completed & passed HQS habitability inspection (initial & annual if applicable)  |  |  |
|  | (10) Lead-based Paint Visual Inspection |  | **Utility Payments through ACT (ESG / YHDP Only)** |
|  | 11) – Rental Form Lead Disclosure (Only if unit built before 1979 w/ children 6 & under residing in the unit) |  | Account documentation from utility company |
|  | (12) Failed Inspection Letter, if applicable |  | Utility correspondence identifying outstanding balance (ESG Only) |
|  | (16) Rental Assistance Agreement |  | Utility arrears documentation – shows how arrears are preventing participant from obtaining housing (ESG Only) |
|  | Lease signed & dated (landlord & tenant) |  | YHDP RRH Rental Calculation Tool identifying utility allowance and utility company documentation (YHDP Only).  |
|  | (16A) VAWA Lease Addendum |  |  |
|  | Proof of Property Ownership  |  |   **Moving Costs (ESG Only)** |
|  | (17/17A) – Payment letter |  | Time monitoring of storage not to exceed 3 months |
|  | (18) – Property Owner W-9  |  | Documentation of reasonable costs for moving/storage expenses |
|  | (19 A/B/C) – Fund Request From (Initial, Monthly, 3 Month Recertification)  |  | Documentation of why storage and/or truck rental is necessary  |
|  | (20) – Recertification Form – at 3 month recertification only |  |  |
|  |  |
|  | **Other Expenses:** If you are providing additional financial support (including, but not limited to: using support service funding for client assistance), please ensure documentation is in the file, and work with your internal finance department to ensure it is an allowable expense.  |
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| **Complete the following in HMIS**  |
|  | **Action** |  | **Date Entered into HMIS** |
|  | HMIS intake / program enrollment |  |  |
|  | HMIS housed date |  |  |
|  | HMIS program enrollment discharge |  |  |
|  |  |  |  |
|  | **Monthly** |  |  |
|  | Case notes entered at least monthly |  | Monthly |
|  | Financial Service Requests |  | Monthly |
|  |  |  |  |
|  | **After RRH Enrollment of 12+ months** |  |  |
|  | Annual HMIS Assessment (for households enrolled in RRH 12+ months) |  |  |
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