

Participant Eligibility Worksheet (At Risk Homeless Documentation Form-HP and RRH)

Project Name _____
Participant Name _____
Date of Intake _____

At Risk of Homeless: Check the appropriate type of criteria & documentation to verify. Maintain all in the participant file (HP and RRH).

Category 2, 3 and 4 of Homeless Definition (HD) and At Risk Homeless Definition (ARHD) Status	Type of Documentation	Check appropriate box and attach documentation
<p>HD Cat 2</p> <p>Homeless Definition</p> <p>(2) An individual or family who will imminently lose their primary nighttime residence provided that:</p> <p>(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance; AND</p> <p>(ii) No subsequent residence has been identified; AND</p> <p>(iii) The individual or family lacks the resources or support networks, <i>e.g.</i>, family, friends, faith-based or other social networks, needed to obtain other permanent housing;</p>	<p>1. At least one of the following stating that the household must leave within 21 days:</p> <p>A court order resulting from an eviction notice or equivalent notice, or a formal eviction notice;</p> <p>For individuals in hotels or motels that they are paying for, evidence that the individual or family lacks the necessary financial resources to stay for more than 21 days; or</p> <p>An oral statement by the individual or head of household stating that the owner or renter of the residence will not allow them to stay for more than 21 days.</p> <p>The intake worker must verify the statement either through contact with the owner or renter, or documentation of due diligence in attempting to obtain such a statement.</p> <p>2. Certification by the individual or head of household that no subsequent residence has been identified.</p> <p>3. Self-certification or other written documentation that the individual or head of household lacks the financial resources and support networks to obtain other housing.</p>	
<p>HD Cat 3</p> <p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <p>(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 390(h) of the Public Health Service Act (42</p>	<p>1. A nonprofit, state, or local government entity that administers the other federal statute must certify that household qualifies as homeless under that statute's definition.</p> <p>2. To document that the individual has not had a lease, occupancy agreement, or ownership interest in housing in the last 60 days, certification by the individual or head of household, written observation by an outreach worker, or referral by a provider.</p> <p>3. To document that the individual or family has moved two times in the past 60 days, a certification from the individual and supporting documentation, including records or statements from each owner or renter of housing, shelter or housing provider, or social worker, case worker, or appropriate official of an institution where the individual or family resided. Where these statements are unobtainable, the intake worker should include a written record of his or her due diligence in attempting to obtain them.</p> <p>4. Evidence of barriers includes: Written diagnosis from a licensed professional, employment records, department of corrections records, literacy, and English proficiency tests.</p> <p>For disability, any of the above, written verification from the Social</p>	

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	<p>U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a); AND (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 day period immediately preceding the date of applying for homeless assistance; AND (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60-day period immediately preceding the date of applying for homeless assistance; AND (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.</p>	<p>Security Administration (or a disability check receipt), or observation of the intake worker of disability, which must be confirmed within 45 days by an appropriate professional.</p>	
<p>HD Cat 4</p>	<p>(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening</p>	<p>Acceptable Evidence for Individuals Fleeing Domestic Violence: Oral statement by the individual or head of household seeking assistance, that is certified by the individual or head of household; and Where the safety of the household is not in jeopardy: Written observation by intake worker; or Written referral by a housing or service provider, social worker, or other</p>	

	<p>conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;</p> <p>(ii) Has no other residence; AND</p> <p>(iii) Lacks the resources or support networks, <i>e.g.</i>, family, friends, faith based or other social networks, to obtain other permanent housing.</p>	<p>organization from whom the household has sought assistance for domestic violence.</p> <p>If the individual or family is being admitted to a domestic violence shelter or is receiving services from a victim service provider, the oral statement need only be documented by a certification of the individual or head of household, or by the intake worker.</p>	
<p>AHRD Cat 1</p>	<p>At Risk of Homelessness Status:</p> <p>(i) Has an annual income below 30 percent of median family income for the area, as determined by HUD; AND</p> <p>(ii) Does not have sufficient resources or support networks, <i>e.g.</i>, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or a fixed, regular, and adequate nighttime residence; AND</p> <p>(iii) Meets one of the following conditions:</p> <p>(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;</p> <p>(B) Is living in the home of another because of economic hardship;</p>	<p>Use Income Verification Forms and documentation referenced in those forms.</p> <p>Self-certification or other written documentation that the individual or head of household lacks the financial resources and support networks to obtain other housing.</p> <p>Self-certification or other written documentation that describes or demonstrates this criteria.</p> <p>Self-certification or other written documentation that describes or demonstrates this criteria.</p>	

	<p>(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;</p> <p>(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;</p> <p>(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;</p> <p>(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or</p> <p>(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.</p>	<p>A court order resulting from an eviction notice or equivalent notice, or a formal eviction notice; OR</p> <p>For individuals in hotels or motels that they are paying for, evidence that the individual or family lacks the necessary financial resources to stay for more than 21 days; OR</p> <p>An oral statement by the individual or head of household stating that the owner or renter of the residence will not allow them to stay for more than 21 days.</p> <p>The intake worker must verify the statement either through contact with the owner or renter, or documentation of due diligence in attempting to obtain such a statement.</p> <p>Self-certification or other written documentation that describes or demonstrates this criteria.</p> <p>Written verification from the institution's staff that the participant has been residing in the institution.</p>	
<p>AHRD Cat 2</p>	<p>OR</p> <p>(2) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C.</p>		

	<p>5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or</p>	
<p>AHRD Cat 3</p>	<p>OR</p> <p>A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.</p>	
	<p>Self-Declaration of At Risk of Homelessness (use only if 3rd party verification is unavailable) or DV client.</p>	

Staff Signature

Client Signature

Date