



STATE OF MICHIGAN

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MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

LANSING

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EXECUTIVE DIRECTOR

DATE: December 15, 2009

TO: Director, HPRP Lead Agency

FROM: Janet Irrer
MSHDA Homeless Programs Manager

SUBJECT: Guidelines for Verifying Homelessness and Income

As you may know, the U.S Department of Housing and Urban Development (HUD) is requiring the use of the four forms shown below. Forms 17 and 20 below cannot be hand carried to or from the verification source—**documents must be mailed directly from the verification source to the HPRP CHAP Agency.**

HOMELESSNESS CERTIFICATIONS

1. Homeless Certification (HPRP Form No. 17)

This form is to certify that an individual is currently homeless. This form must be completed and signed by an authorized agency representative. The Homeless Certification Form is the preferred method of verifying homelessness; if there is no response within **ten business days** and/or the homeless individual has not worked with an agency in the past, the Self-Declaration of Housing Status Form (below) may be used.

2. Self-Declaration of Housing Status (HPRP Form No. 18)

This form may be used only if the Homeless Certification Form (above) is not applicable and/or not returned within **ten business days**. The Self-Declaration of Housing Status Form states that third party verification via the Homeless Certification Form is the preferred method of certifying homelessness; however, if the Self-Declaration of Housing Status Form is used, HPRP staff must document in the individual's file their attempt for third party verification. The Self-Declaration of Housing Status Form must be completed for individual(s) who are living with family and friends, i.e. doubled up. ***If doubled up, HUD requires a copy of the host family's lease and a letter stating the individual(s) must move. For individual(s) having to move from a privately owned home, the host family needs only to provide a letter stating the individual(s) must move.***



INCOME VERIFICATIONS

3. Verification of Income (HPRP Form No. 20)

This form is to verify all sources of the applicant's income. This form must be filled out by the employer and/or the agency providing payments and benefit income on a quarterly basis. The Verification of Income Form is the preferred method of verifying income; if there is no response within **ten business days**, the Self-Declaration of Income Form (below) may be used. The Verification of Income form also serves as an authorization to release information.

4. Self-Declaration of Income (HPRP Form No. 19)

This form may be used only if the Verification of Income Form (above) is not applicable and/or not returned within **ten business days**. The Self-Declaration of Income Form states that third party verification via the Verification of Income Form is the preferred method of verifying income; however, if the Self-Declaration of Income Form is used, HPRP staff must document in the individual's file their attempt for third party verification. ***Individuals/families completing the Self-Declaration of Income Form must always document with check stubs, SSI statements, etc. In addition, an individual/family must complete this form if they have no source of income.***