Clear Form

MSHDA
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

EMERGENCY SOLUTIONS GRANT (ESG)

Recertification Form

Participant Information
Participant Name and HMIS #:
Program: ☐ Homelessness Prevention ☐ Rapid Re-Housing
Program Entry and Recertification Dates:

Instructions: This form is to be completed by ESG program staff to re-certify participant eligibility for Homelessness Prevention and Rapid Re-Housing services. A recertification must be completed for Homelessness Prevention households every 90 days and for Rapid Re-Housing households every 180 days. Complete the information below and attach new supporting documentation demonstrating household eligibility for the program. The supporting documentation must be updated information and not from previous eligibility decisions. This form must be retained in the participant file.

Recertification

☐ **Three month** (Homelessness Prevention only – must be completed no later than 90 days after program entry)

☐ **Six month** (Homelessness Prevention or Rapid Re-Housing – must be completed no later than 180 days after program entry)

☐ **Nine month** (Homelessness Prevention only – must be completed no later than 270 days after program entry)

☐ **Other** (please describe): _____

Income (all household members 18 years of age and older)

Please update the household's current income status and attach the appropriate documentation.

☐ **Household Income meets AMI requirements**

☐ **Household Income does not meet AMI requirements**

- Households that do not meet the AMI requirements are no longer eligible to receive any ESG services. They must be discharged from the program.

Resources

☐ **Household has no other housing options, financial resources, or support networks identified**

☐ **Household has other housing options, financial resources, or support networks identified**

Housing Stability Goals

Household agrees to work on the following goals to support housing stability:

1. _____
2. _____
3. _____

Agency/Staff Certification

☐ **Household continues to be eligible for ESG assistance**

☐ **Household is no longer eligible for ESG assistance**

Staff Signature and Date:

Staff Supervisor Signature and Date:

The Michigan State Housing Development Authority is committed to providing meaningful access. For reasonable accommodations, modifications, translation, interpretation, or other services, please contact 517-241-0809 or email MSHDA-HS@michigan.gov.