

Participant Information	
Participant Name:	Program: <input type="checkbox"/> Homelessness Prevention
HMIS #:	<input type="checkbox"/> Rapid Re-Housing
	Entry Date:
	Exit Date:

File Documentation

All Participant Files:

- MSHMIS Release of Information
- MSHMIS Screening Assessment
- ESG Financial Assistance Tracker (optional – required for monitoring review)
- Identification Documentation (not required for ESG services)
- Housing Plan (updated at Case Management appointments)
- Referrals (Permanent Housing/Mainstream resources and other agencies)
- Case Notes and Correspondence
- Denial Notices of Other Services (MDHHS SER Decision Notice or ESG Waiver of SER Denial Letter)
- ESG Participant Acknowledgment
 - *ESG Notice of Occupancy Rights under the Violence Against Women Act (VAWA)*
 - *Protect Your Family From Lead in Your Home*

Homelessness Prevention

- Homelessness Certification (ESG Homelessness Prevention Certification)
 - Supporting Documentation:
 - Written 3rd Party (preferred) (eviction documentation – court/family/friend eviction letter, notice to quit, court ordered summons, complaint or judgement)
 - Oral 3rd Party
 - ESG Self-Certification

Income Verification (at intake and every 90 days for all members of the household 18 years of age or older)

- Supporting Documentation:
 - Written 3rd Party (preferred) (ESG Third Party Verification of Income (if applicable))
 - Oral 3rd Party
 - ESG Verification of Income (self-certification/document priority/zero income certification)
 - ESG Income Eligibility Worksheet (if applicable)

Rapid Re-Housing

- Homelessness Certification (ESG Rapid Re-Housing Certification)
 - Supporting Documentation:
 - Written 3rd Party (preferred) (shelter referral documents, etc.)
 - Oral 3rd Party
 - Intake worker observation
 - ESG Self-Certification

Services Costs:

- Housing Search and Placement documentation (case notes, etc.)
- Mediation documentation (if applicable)
- Legal Services documentation (check/invoice, etc.) (if applicable)

Financial Assistance:

- Rental Application Fees (check/invoice, etc.)
- Security Deposit documentation (check/invoice, etc.)
- Utility assistance documentation
 - Utility correspondence & obligation (copy of disconnect/shut off notice and copy of bills/printout showing each month of service)
 - Utility arrears documentation
- Moving Costs documentation (check/invoice, etc.)

Rental Assistance:

- Completed and passed Habitability Inspection (ESG Habitability Standards Inspection Checklist)
 - Inspection Notice (ESG Notice of Inspection (optional))
 - Inspection Deficiencies Notice (ESG Inspection Deficiencies Notice (optional))
 - Delayed Repair Agreement (ESG Delayed Exterior Repair Agreement (optional))
- Lead-based paint disclosures
 - ESG Disclosure of Information on Lead-Based Paint (LBP) and its Hazards (if applicable)
 - ESG LBP Property Owner Certification (if applicable)
- Rent Reasonable checklist and certification (Go Section 8)
- Fair Market Rent Certification Form
- Lease documentation (copy of current and active lease agreement)
- Rental Assistance Agreement (ESG Rental Assistance Agreement with Lease Addendum (VAWA))
- Request for Taxpayer ID (W-9)
- Rental Arrears documentation

Recertification:

Homelessness Prevention

Three month (must be completed no later than 90 days after program entry)

- ESG Recertification Form

Income Verification

Supporting Documentation:

- Written 3rd Party (preferred) (ESG Third Party Verification of Income (if applicable))
- Oral 3rd Party
- ESG Verification of Income (self-certification/document priority/zero income certification)
- ESG Income Eligibility Worksheet (if applicable)

Six month (must be completed no later than 180 days after program entry)

- ESG Recertification Form

Income Verification

Supporting Documentation:

- Written 3rd Party (preferred) (ESG Third Party Verification of Income (if applicable))
- Oral 3rd Party
- ESG Verification of Income (self-certification/document priority/zero income certification)
- ESG Income Eligibility Worksheet (if applicable)

Program exit (must be completed at program exit)

- ESG Recertification Form

Income Verification

Supporting Documentation:

- Written 3rd Party (preferred) (ESG Third Party Verification of Income (if applicable))

Rapid Re-Housing

Six month (must be completed no later than 180 days after program entry)

- ESG Recertification Form

Income Verification

Supporting Documentation:

- Written 3rd Party (preferred) (ESG Third Party Verification of Income (if applicable))
- Oral 3rd Party
- ESG Verification of Income (self-certification/document priority/zero income certification)
- ESG Income Eligibility Worksheet (if applicable)

Program exit (must be completed at program exit)

- ESG Recertification Form

Income Verification

Supporting Documentation:

- Written 3rd Party (preferred) (ESG Third Party Verification of Income (if applicable))
- Oral 3rd Party
- ESG Verification of Income (self-certification/document priority/zero income certification)
- ESG Income Eligibility Worksheet (if applicable)

- Oral 3rd Party
- ESG Verification of Income (self-certification/document priority/zero income certification)
- ESG Income Eligibility Worksheet (if applicable)

Other

- ESG Recertification Form
- Income Verification
- Supporting Documentation:
 - Written 3rd Party (preferred) (ESG Third Party Verification of Income (if applicable))
 - Oral 3rd Party
 - ESG Verification of Income (self-certification/document priority/zero income certification)
 - ESG Income Eligibility Worksheet (if applicable)

Other

- ESG Recertification Form
- Income Verification
- Supporting Documentation:
 - Written 3rd Party (preferred) (ESG Third Party Verification of Income (if applicable))
 - Oral 3rd Party
 - ESG Verification of Income (self-certification/document priority/zero income certification)
 - ESG Income Eligibility Worksheet (if applicable)

ESG-CV Waivers (if applicable):

- Volunteer Incentive documentation
- Loaned Cell Phone documentation
- PPE documentation
- Vaccine Incentive documentation
- Furniture or furnishings documentation
- Childcare documentation
- Education Services documentation
- Employment Assistance and Job Training documentation
- Transportation documentation
- Renter's Insurance documentation
- Sublease Agreement documentation
- Landlord Incentives (ESG Landlord Incentive Repair and Maintenance Form)
 - *Signing bonus (ESG Rental Assistance Agreement with Lease Addendum (VAWA))

Other:

- Documentation of case closeout (that the household is no longer in need of services or HMIS program exit)
- Documentation of Termination (reason, notification and opportunity to appeal)
- Documentation of non-eligibility
 - If not eligible, referral documentation for other assistance

General Comments: