



Emergency Housing Voucher: Document Checklist

Required to submit a referral:

1. EHV Eligibility Verification and Referral Form
2. A Completed HMIS EHV Assessment
3. Move on Form (for PSH programs only)
4. EHV Google Request form (for victim service providers only)
5. Emergency Transfer form (for VAWA transfers)

Required to be collected with the SHRA referral packet:

1. Government- issued photo ID for all adults (or receipt of ID application)
2. SSNs for each household member:
 - Valid SSN card issued by the Social Security Administration;
 - An original document issued by a federal or state government agency which contains the individual's name, SSN and other identifying information
3. Income verification:
 - Third-party verification (i.e. 2 paystubs, assistance letter, etc.)
 - Self-certification (SHRA will provide an affidavit for the client to complete)
4. Certified birth certificates for all minors
5. Verification of immigration status for eligible noncitizens:
 - Copy of green card

*Note: Documentation verifying U.S. citizenship may be requested.
6. Court order for any emancipated minor
7. Student status verification for any adults 18+ who are full time students
8. Expenses or allowances verification (i.e. child care, medical)
9. *Updated: Proof of custody of minor children (if the minors are not related to the household or in a one-parent household)*
 - *Notarized statement from parent*
 - *Other documentation may be acceptable (work with a SHRA's housing specialist)*
10. Verification of disability status (if applicable)