

## Permanent Supportive Housing (PSH) Document-Ready List

- VI-SPDAT v.1 score of 10+ or v.2 score of 8+
- Valid Identification Document (ID)
- Social Security Card
- Homeless Certification (Expires after 90 days)
- Disability Certification (Never expires)
  - Fill out only ONE section of the form:
    - Section 1: Any staff member can fill this section out. Must upload proof of disability by written verification from the Social Security Administration (i.e. SSI, SSDI) or receipt of a disability check (e.g. Veteran Disability Compensation) onto HMIS.
    - Section 2: Must be signed by a license profession and include license number.
- Chronic Homeless Certification (Never Expires)
- 12 months of verified homelessness

This can be done through:

- Third Party Homelessness History Verification Form/ Third- Party Verification Letter
- Have experienced homelessness (as defined in #2) continuously for at least the last 12 months or at least 4 occasions in the last 3 years, where the combined occasions total at least 12 months.
  - Occasions must be separated by a break of at least seven nights
  - Stays in institution of fewer than 90 days count towards homelessness and do not constitute a break OR
  - An individual who has been residing in an institutional care facility for fewer than 90 days and met chronic status prior to admission to institutional care facilities
- A written observation by an outreach or intake worker, community member, or housing or service provider of encounters with the individual or head of household that includes a description of the conditions where the individual or head of household was living or is currently living.
- The outreach worker or intake worker cannot provide third-party documentation for months in which they did not encounter the individual or head of household
- One day of experiencing homelessness within a month will be counted towards the whole month
  - Ex. if a client is experiencing homelessness one day of the month for every month in January until April, that is 4 months of experiencing homelessness. It is also considered 4 separate episodes of homelessness.
  - Family members do not count as a third party.

- o Self-Certification: Within the last 3 years; only up to 3 months can be self-certified
- o HMIS Homeless History Mapping Tool

If they have dependents/ minors:

- Birth Certificates and Social Security Cards (for all dependents)

### **Rapid Rehousing (RRH) Document-Ready List:**

- VI-SPDAT v.2 score of 4-7 (if higher, must discuss if program can meet client's needs)
- Homeless Certification (Expires after 90 days)
- Valid Identification Document (ID)\*
- Social Security Card\*
- Birth Certificates and Social Security Cards (for all dependents) \*

\*Some programs work with client to obtain these after the referral is sent.

### **Housing Documents can be found here:**

[https://drive.google.com/drive/folders/1XsG8MRF0Zaq34YOvehscNAALJ1R\\_tNRO?usp=sharing](https://drive.google.com/drive/folders/1XsG8MRF0Zaq34YOvehscNAALJ1R_tNRO?usp=sharing)