Document Readiness

#  “The Basics”

These are the minimum requirements for a referral to be completed in HMIS by the SSF referral Specialist.

The Basics are defined as:

1. Chronic Homeless Certification (Expires every 90 days)
2. Valid and clear government photo ID
3. Social Security Card(s) – multiple if family
4. Birth Certificates and Social Security cards (only if minors in the household)
	1. Uploaded into the individual (minor) client’s profile.
5. Chronic Certification (never Expires)
6. Disability Certification (never Expires)
	1. In addition, an SSI Award uploaded as well if using as verification.
7. VI-SPDAT Assessment

Upload the documents to the **FILES TAB** in HMIS. We recommend that providers upload all documents listed above, if possible, because this allows clients to be eligible for all programs.  However, the files required by program are:

* Permanent Supportive Housing programs (PSH) – All documents
* Permanent Housing Programs (PH) – 1-4 only

**Go to Client’s profile and select Files tab.**



**On the right, click the add file.**



**Select Document Ready/Certifications, then “predefined Name” will have more drop-down options for the above documents needed.**

**Select the file you want from your computer**

**Finally, click “add record” to submit the documents to files.** 

# Housing Documents Required by SHRA

**VERIFICATIONS MUST NOT BE DATED MORE THAN 30 DAYS.**

**PROVIDE THE FOLLOWING APPLICABLE VERIFICATION**

* Picture ID For All Adult Members in the Household
* County Issued Birth Certificate for Each Minor Child in The Household
* Social Security Cards for All Members in The Household
* Alien Registration Cards for All Family Members (if applicable) copies of front and back of card
* Wages: Two (2) current and consecutive paycheck stubs
* Self-Employed: Provide last year’s state and federal income tax form, including all schedules.
* Social Security (SSA/ SSI): Current printout or call to obtain a printout from the Social Security Administration office at 1-800-772-1213. (Notice must not be more than 30 days old.) Please note if there is an overpayment being deducted from your Social Security benefit, you will be required to provide verification of the total amount owed of overpayment balance.
* Calworks/TANF/GA: Current Notice of Action from Dept. of Human Assistance (Notice must not be more than 30 days old). Include verification of child support disregard if applicable.
* Private Pension Benefits: Current letter of verification. (Notice must not be more than 30 days old.)
* Veterans Or Other Government Benefit: Current award letter (Notice must not be more than 30 days old).
* Checking & Savings Accounts: Provide a copy of the most current bank statement. (Include all pages) for all household members (including minors).
* Stocks, Bonds, Money Market, Treasury Bills, Cd, Money Market, Trust, Retirement, Ira, etc.: Provide a copy of the most current statement. (include all pages) for all household members (including minors).
* Life Insurance: Provide a copy of the most current statement showing net cash value upon surrender
* Child Support: A printout of the last 12 months from the Family Support Division. If child support is not being processed through the Family Support office, then you must provide a letter from the child support provider (name, address, residence & daytime telephone #, and amount being paid per month) or a court judgment.
* Unemployment/ Disability: Printout or copy of award letter. (Notice must not be more than 30 days old.)
* Cash/ Gifts: You must provide a separate letter detailing the source and the amount of regular or monthly cash/gifts. For gifts, you must determine a monetary (cash) value. For example: If you receive groceries every month, you must declare it as a gift and indicate the dollar value of goods.
* Other Assets: Provide copies of current statements regarding value/investment information of life insurance (cash surrender value), stocks, bonds, trust funds, annuities, real estate, 401 (k), etc.
* Medical Expenses: If you are elderly or disabled you may be eligible for a medical allowance if your medical expenses exceed 3% of your annual income. Include payment for attendant care or auxiliary apparatus for person with disabilities if needed to enable the individual or an adult family member to work. Provide receipts, bills, verification of medical/dental insurance payments, pharmacy printouts, deductible, and co-payment. Consideration for medical allowance is given to those expenses that have actually been paid by you (Must not be reimbursed by other source.)
* Child-Care Expenses: If you are working or going to school you may be eligible for childcare allowance. Please provide a letter from the child-care provider indicating monthly cost, their name, address, telephone number, and Tax Identification number. For individuals, provide their social security number. Also include canceled checks, money order receipts, or provider care issued receipts.
* Dependent Adult Full-Time Student: You may be eligible for a $480 annual allowance for a family member who is between 18 – 23 yrs. and a full-time student. The dependent may NOT be the head of household, spouse, or co-head. Provide a printed schedule or letter from the registrar’s office.
* Financial Aid: Current financial aid budget and disbursement award letter

# Housing Documents Required by Property Management

* Social Security cards for all household members regardless of age.
* Birth Certificates for all minors.
* Government photo ID (i.e. Driver’s License, Passport, etc.) for all applicants 18 years or older.
* If employed: copies of the most recent 3 months of paystubs.
* If self-employed (including app based income such as Instacart, etc.)
	+ Most recent tax return or proof of non-filing
	+ Print out of the last 3 months of earnings
	+ List of expenses for the last 3 months (only the expenses incurred for the income earned). For example, if you drive for Uber your expenses may include cell phone, gas, car maintenance or like expenses.
* SSA or SSI: please provide a current letter from Social Security that states your benefits.
	+ If you have an overpayment that is being deducted, please provide a letter that states what the balance you still owe is.
* Unemployment: Please provide the most recent letter stating your benefits.
	+ We will also ask you to sign a verification form that we will send to EDD.
* Financial Assistance: This is a regular gift of money or payment of your bills for you or any member of the household, from anyone who is outside of your household. Please provide the name and contact information for the person assisting you.
	+ We will ask you to sign a verification form that we will ask the person to complete.
* Public Assistance: please provide a current letter stating your benefits.
* Child Support: please provide a current letter stating the amount you are entitled to.
	+ This is not the letter stating how much you have been paid, this is a letter that states what you are entitled to.
* Other: For any other income received, please provide a current statement of the benefits. Such as payments from a retirement account other than Social Security or regular payments from an annuity, inheritance, or insurance payouts.