

Document Requirements

Permanent Supportive Housing (PSH Doc ready or “The Basics”):

Allows the household to be considered for programs that are for chronically homeless and homeless households.

For the head of the household (HoH):

1. Government Identification Card
 - a. Must be valid
2. Social Security Card
3. Birth certificates and social security cards of any minors in the household
 - a. Uploaded into the minor’s own profile on HMIS
4. Disability Certification (Never expires)
 - a. Fill out ONE or BOTH sections of the form:
 - i. 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.
 - ii. Section 2: Must be signed by specific licensed professionals, include license number, and check the type of disability.
5. Third-Party Homelessness History Verification Form/ Third- Party Verification Letter (If needed)
 - a. 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.
 - b. 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
 - c. 4 episodes of homelessness maximum, must be at least 7 days apart to be considered a separate episode or a break in homelessness
 - d. One day of experiencing homelessness within a month will be counted towards the whole month
 - i. 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.
 - e. Family members do not count as a third party.
6. Self-Certification (if needed)
 - a. Within the last 3 years
 - b. Up to 3 months can be self-certified
 - c. Signed by Client
7. Mapping Tool (If needed)

- a. Using the Third-Party Verification forms and/or the Self-Certification to create a map of the client's homeless journey.
- b. Within the last 3 years, number of months homeless totaling 12 months or 4 instances of homelessness.
- c. Alternative can be HMIS Homeless History Mapping Tool
- 8. Homeless Certification (Expires after 90 days)
 - a. Certifies what kind of homeless the client is experiencing at that point in time
 - b. Both Client and Provider Signatures are required
- 9. At Risk of Homeless Certification **(If it applies)**
 - a. Certifies that an individual or family is not currently homeless but is likely to become homeless without some form of intervention.
 - i. The first two boxes must be checked
 - ii. At least one of the boxes must be checked in the bottom section

Permanent Housing (PH Doc Ready):

Allows the household to be considered for programs that serve Homeless and At-Risk of homeless populations.

For the head of the household (HoH):

- 1. Government Identification Card
 - a. Must be valid
- 2. Social Security Card
- 3. Birth certificates and social security cards of any minors in the household
 - a. Uploaded into the minor's own profile on HMIS
- 4. Homeless Certification (Expires after 90 days)
 - a. Certifies what kind of homeless the client is experiencing at that point in time
 - b. Both Client and Provider Signatures are required
- 5. At Risk of Homeless Certification **(If it applies)**
 - a. Certifies that an individual or family is not currently homeless but is likely to become homeless without some form of intervention.
 - i. The first two boxes must be checked
 - ii. At least one of the boxes must be checked in the bottom section
 - b. Upload any forms/files that may support client's status
 - i. Example: check stubs, Social Security awards, eviction notices, etc..