Homeless Definition

CRITERIA FOR DEFINING HOMELESS	**Category 1**	Literally Homeless Qualifies for Emergency Shelter; Rapid Re-Housing.	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; Qualifies for Street Outreach (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution e.g. car, park, camping ground ***hotels/motels rented by potential participants are not included here *** e.g. of institution = jail or hospital
	Category 2	Imminent Risk of Homelessness Qualifies for Emergency Shelter; Homelessness Prevention (<30% AMFI)	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing Don't be confused by the fact persons under this category are actually housed at the time of applying** Primary nightime residence includes a place they own, rent, or live in without paying, or a room in a hotel paid by them.
	Category 3	Homeless under other Federal statutes From Departments of Education, Justice, or Health & Human Services Qualifies for Emergency Shelter; Homelessness Prevention (<30%AMFI)	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; AND (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; AND (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers e.g. subtance addiction or chronic disability
	Category 4	Fleeing/ Attempting to Flee DV Qualifies for Emergency Shelter; Rapid Re-housing; Homelessness Prevention (<30%AMFI).	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing (including housing that can not be safely accessed)

At Risk of Homelessness

CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS	**Category 1**	Individuals and Families Qualifes for Homelessness Prevention	An individual or family who: (i) Has an annual income below 30% of median family income for the area; AND (ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; AND (iii) Meets one of the following conditions: (A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR (B)Is living in the home of another because of economic hardship; OR (C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR (D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR (E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR (F) Is exiting a publicly funded institution or system of care; OR (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan
	Category 2	Unaccompanied Children and Youth	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute Qualifies for Homelessness Prevention
	Category 3	Families with Children and Youth Qualifies for homelessness Prevention	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

Homeless Definition

Recordkeeping

RECORDKEEPING REQUIREMENTS	**Category 1**	Literally Homeless	• Written observation by the outreach worker; or • Written referral by another housing or service provider; or • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; • For individuals exiting an institution—one of the forms of evidence above and: o discharge paperwork or written/oral referral, or o written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited institution
	Category 2	Imminent Risk of Homelessness	• A court order resulting from an eviction action notifying the individual or family that they must leave; or • For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; or • A documented and verified oral statement; and • Certification that no subsequent residence has been identified; and • Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing
	Category 3	Homeless under other Federal statutes	• Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and • Certification of no PH in last 60 days; and • Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; and • Documentation of special needs or 2 or more barriers
	Category 4	Fleeing/ Attempting to Flee DV	• *For victim service providers*: o An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker. • *For non-victim service providers:* o Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and o Certification by the individual or head of household that no subsequent residence has been identified; and o Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

Texas Department of Housing and Community Affairs ESG Program: Examples of Acceptable Documentation for At-Risk of Homelessness Status (Rev. 12/1/2015)

This handout was created by TDHCA based on HUD's webinar: *At- Risk Status and Income: Recordkeeping Requirements for ESG Grantees* – May 2012 ***https://www.hudexchange.info/resource/2017/at-risk-status-and-income-recordkeeping-requirements-webinar/***

Category 1: Individual and Families at Risk

Three Conditions that must be documented:

1. Income below 30% AMI
2. Lacking of resources & support network to prevent homelessness
   - Self-certification, supported by other documentation when practical
   - Examples: termination notice, unemployment compensation, bank statement, health care/utility bill showing arrears (may be already available; might not need to contact third party).
3. Meeting 1 of risks A through D
   - Self-certification, AND
   - Supporting Documentation, as appropriate in the required order
     - Third Party – Source, Written or Oral, OR
     - Intake Observation OR
     - Documentation of Due Diligence

<u>Risk A: Persistent housing instability (2 or more moves within 60 days) due to economic reasons</u>

- Documentation for housing history within the last 60 days may include:
  - HMIS Records
  - Referral from housing/service provider
  - Letter from tenant/owner

Intake observation is not appropriate - staff is not likely to be in a position to confirm historical information

- Documentation for economic reasons may include:
  - Notice of termination
  - Health care bills indicating arrears
  - Utility bills indicating arrears

Intake observation is not appropriate - staff is not likely to be in a position to confirm historical information

<u>Risk B: Living in the home of another because of economic hardship</u>

- Documentation for being "doubled-up"
  - Letter from tenant/owner
  - Intake observation may be appropriate
- Documentation for economic reasons may include:
  - Notice of termination
  - Health care bills indicating arrears
  - Utility bills indicating arrears

Intake observation is not appropriate - staff is not likely to be in a position to confirm historical information

<u>Risk C: Housing Loss within 21 days</u>

- Notification to leave within 21 days must be written
  - Only third party source/written is appropriate
  - If tenant/homeowner: eviction notice, court order to leave within 21 days
  - If living with another (doubled-up): eviction letter from tenant/homeowner

Intake observation is not appropriate - staff is not likely to be in a position to confirm historical information

Risk D: Living in a rented hotel or motel (cost is not covered by charitable org/gov program)

- Documentation for staying in a hotel/motel may include
  - Letter from hotel/motel manager
  - Intake observation
- Documentation for costs not be covered by charitable organization or government program may include
  - Cancelled checks, credit card statements made to the hotel,
  - If household was paying with cash, a letter from hotel/motel manager stating individual was covering the cost

Risk E: Living in a severely over-crowded unit as defined by US Census Bureau

- Census Bureau Definition:
  - SRO or efficiency apartment: more than 2 people
  - Larger housing: more than 1.5 people per room
- Documentation for # of rooms in unit AND # of individuals living in unit may include
  - Lease
  - Unit details from Tax's Assessor's Office
  - Intake observation

Risk F: Exiting publicly funded institution or system of care

- Documentation of discharge from a health care facility, mental health facility, foster care or other youth facility or correction program may include
  - Discharge paperwork
  - Referral letters

Risk G: Living in housing associated with instability & an increased risk of homelessness as described in approved consolidated plan

- Not Applicable for TDHCA ESG program as not identified in the 2015-2019 Consolidated Plan

Category 2: Homeless Children and Youth

- Documentation of income below 30% AMFI
- Verification of Homeless Status must be provided by agency administering applicable Federal program
  - Third Party – Written ONLY
  - Certification of homeless status (letter or standardized form)

Category 3: Homeless Children and Youth including Families/Guardians

- Documentation of income below 30% AMFI
  - Verification of Homeless Status must be provided by agency determining homelessness under section 725(2) of the McKinney-Vento Homeless Assistance Act
  - Third Party – Written Only
  - Certification of homeless status
  - May be a letter or referral (** recommended to use a standardized Homeless Certification form**)
  - Must confirm that family /guardian is residing with children/youth.

Recordkeeping for Homeless Categories– Emergency Solutions Grants Program

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Homeless Categories

- Four categories for homeless
- 1. Literally homeless
- 2. Imminent Risk of Homelessness
- 3. Homeless Under Other Statutes
- 4. Fleeing Domestic Violence

3

At-Risk of Homelessness Categories

- Three categories for at-risk of homelessness:
- 1. Individuals and Families
- 2. Unaccompanied Children and Youth
- 3. Families with Children and Youth

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Homeless

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Homeless 1(i) Literally Homeless

- 1. Lacks a fixed, regular and adequate nighttime residence…
  - (i) not meant for human habitation.
- Eligible for Street Outreach, Emergency Shelter and Services, and Rapid Re-housing

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Homeless 1 (ii) Literally Homeless

- 1. “An individual or family who lacks a fixed, regular, and adequate nighttime residence…”
  - (ii) Public/private shelter;
- Eligible for Emergency Shelter and Services, and Rapid Re-housing

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Homeless 1(i) and (ii) - Literally Homeless

Record Keeping

- Record keeping
  - Written observation by outreach worker; or
  - Written referral by housing or service provider; or
  - Certification by client.
- No verification of income for Street Outreach or Emergency Shelter or Services
- Rapid Re-housing = need to recertify in one year with income certification below 30% AMFI

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Quiz 1

- Kelley is sleeping under a bridge and accepts a meal as part of street outreach for A Leg Up, Inc. For record keeping of street outreach services, A Leg Up needs to verify:
  - A. Kelley makes 30% AMFI
  - B. That the staff observed Kelley was living under the bridge
  - C. That Kelley did not want to go to the shelter to receive the meal.

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Quiz Answer 1

- Kelley is sleeping under a bridge and accepts a meal as part of street outreach for A Leg Up, Inc.. For record keeping of street outreach services, A Leg Up needs to verify:
  - **B. That the staff observed Kelley was living under the bridge**

The staff at Leg Up needs to document that Kelley was observed living in a place not meant for human habitation. He does not need to income qualify for street outreach. His refusal to go to a shelter does not have to be documented.

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Quiz 2

- Shirley and her two children arrived at A Leg Up Inc.'s emergency shelter. During intake, the intake worker can accept the following information for entry into the shelter:
  - A. How many children are with Shirley
  - B. Shirley certifies that she needs emergency shelter
  - C. Shirley has no source of income

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Quiz Answer 2

- Shirley and her two children arrived at A Leg Up Inc.'s emergency shelter. During intake, the intake worker can accept the following information for entry into the shelter:
  - A. How many children are with Shirley
  - **B. Shirley certifies that she needs emergency shelter**
  - C. Shirley has no source of income

Shirley can self-certify that she needs emergency shelter.

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Homeless 1 (iii) Literally Homeless

- (1) "An individual or family who lacks a fixed, regular, and adequate nighttime residence…"
  - (iii) Exiting institution where stayed 90 days or less and homeless before entry
- Eligible for Emergency Shelter and Services, and Rapid Re-housing

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Homeless 1(iii) - Literally Homeless Record Keeping

- (iii) Record keeping
  - Written observation by outreach worker; or
  - Written referral by housing or service provider; or
  - Certification by client; and
  - Discharge paperwork or written or oral referral from social worker stating beginning and end dates of stay; or
  - Due diligence to obtain discharge paperwork and client certification that they exited an institution.

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Quiz 3

- Richard is exiting jail and cannot live with his mother since she is in a Section 8 property that requires no criminal background. A Leg Up, Inc. called the jail, but was unable to reach the management or staff there. A Leg Up needs to document the following:
- A. Richard was incarcerated for a burglary
- B. The Intake Staff contacted the jail to get the discharge papers
- C. Both A and B

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Quiz Answer 3

- Richard is exiting jail and cannot live with his mother since she is in a Section 8 property that requires no criminal background. A Leg Up, Inc. called the jail, but was unable to reach the management or staff there. A Leg Up needs to document the following:
- A. Richard was incarcerated for a burglary
- **B. The Intake Staff contacted the jail to get the discharge papers**
- C. Both A and B

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Homeless 2 Imminent Risk

- 24 CFR §576.2, paragraph (2) of "homeless":
- "(2) An individual or family who will imminently lose their primary nighttime residence, provided that"…
  - Will lose housing in 14 days; and
  - No other housing identified; and
  - No other resources or support.

- Eligible for Emergency Shelter and Services; Homelessness Prevention (with 30% AMFI)

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Homeless 2 - Imminent Risk Record Keeping

- Court order or equivalent notice with 14 days to vacate; or
- Evidence that client lacks the resources for motel/hotel for 14 days; and
- Oral statement by client:
  - Has to move in 14 days; and
  - Oral statement verified by intake worker; or
  - Due diligence to verify client's oral statement; and
- Certification by client that there's no other residence; and;
- Certification by client or documentation of lack of resources or supports; and
- Has income below 30% AMFI (only for Homelessness Prevention)

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Quiz 4

- Miranda and Steve have been living in a motel for 5 days. They apply for Homelessness Prevention. The intake worker needs to gather:
- A. Paystubs and bank account statements showing that Miranda and Steve can only pay for 10 more days of the hotel/motel.
- B. Leases showing that Miranda and Steve have moved twice in 60 days
- C. None of the above

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Quiz Answer 4

- Miranda and Steve have been living in a motel for 5 days. They apply for Homelessness Prevention. The intake worker needs to gather:
- **A. Paystubs and bank account statements showing that Miranda and Steve can only pay for 10 more days of the hotel/motel.**
- B. Leases showing that Miranda and Steve have moved twice in 60 days
- C. None of the above

There needs to be documentation of the length of time the housing is available, and below 30% AMFI requirement for Homelessness Prevention.

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Homeless 3
Other Federal Statutes

- 24 CFR §576.2, paragraph (3) of "homeless":
- "(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who.."
  - (i) Meets definitions listed in other statutes; and
  - (ii) Not had lease or housing agreement in 60 days; and
  - (iii) Moved two or more times in 60 days; and
  - (iv) Will continue with housing instability because of specific listed reason(s)
- Eligible for Emergency Shelter; Homelessness Prevention (with 30% AMFI)

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Homeless 3 (cont.)
Other Federal Statutes

- (iv)Will continue with housing instability because of a list of reasons:
  - One of these:
    - chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability; or
  - Two of these:
    - barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

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Homeless 3 - Other Federal Statutes Record Keeping

- ***Intake observation is not appropriate***
- (i) Meets definitions in other statutes
  - Certification by local entity administering other homeless programs; and
- (ii) Has not had lease or rental agreement in 60 days
  - Referral by a housing or service provider; or
  - Written observation from outreach worker; or
  - Certification by client or head of household; and
- (iii) Moved two or more times in 60 days
  - Certification by client or head of household; and
  - Supporting documentation or due diligence to obtain docs; and

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Homeless 3 (cont) - Other Federal Statutes Record Keeping

- (iv) Will continue with housing instability because of a list of reasons.
  - Written diagnosis by licensed professional; or
  - Intake staff observations confirmed in 45 days by professional; or
  - Other documentation showing reason for housing instability; and
- Has income below 30% AMFI (only for Homelessness Prevention)

  - *Domestic Violence can certify that they were fleeing the situation.

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Homeless 3 - Other Federal Statutes Example

- Verification of Homelessness Status:
  - Chris has two children and has a letter from a social worker stating homeless status under Child Nutrition Act.
- Housing status:
  - Chris certifies:
    - No permanent housing in the last 60 days
    - Moved two or more times in the past 60 days.
  - Intake worker calls two friends to verify.
- Barriers:
  - Chris certifies:
    - lacks a GED
    - a history of incarceration.
  - Intake staff verifies Chris' school and prison records.

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Homeless 4 Domestic Violence

- "(4) Any individual or family who:
- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence …" and
- (ii) Has no other residence identified; and
- (iii) Lacks support networks.

- Eligible for Emergency Shelter, Rapid Re-housing, and Homelessness Prevention.

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Homeless 4 - Domestic Violence
Record Keeping

- For victim service provider:
- Oral Statement by client:
  - Fleeing violence; and
  - No other residence; and
  - No sufficient resources or supports; and
  - Statement is self-certified or caseworker certifies*; and
- Income below 30% AMFI (Homelessness Prevention).

- *Caseworker needs to certify if client is already receiving services.

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Homeless 4 - Domestic Violence
Record Keeping (Cont)

- For non-victim service provider:
- Oral Statement by client:
  - Fleeing violence; and
  - No other residence; and
  - No sufficient resources or supports; and
  - Statement is self-certified or caseworker certifies; and
- If safe:
  - intake worker verifies statement; and
- Income below 30% AMFI (Homelessness Prevention).

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Quiz 4

- Cheri was staying with her uncle, but he sexually abused Cheri's daughter, Sophia. Cheri certifies that she and her daughter are fleeing domestic abuse, have no other home identified, lack resources to find housing. Cheri is not yet receiving shelter or services. For accurate record keeping, the statement must:
- A. Be self-certified by Cheri
- B. Be certified by the intake worker
- C. Either A or B

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Quiz Answer 4

- Cheri was staying with her uncle, but he sexually abused Cheri's daughter, Sophia. Cheri certifies that she and her daughter are fleeing domestic abuse, have no other home identified, lack resources to find housing. Cheri is not yet receiving shelter or services. For accurate record keeping, the statement must:
- **A. Be self-certified by Cheri**
- B. Be certified by the intake worker
- C. Either A or B
- Cheri is not yet receiving services, so the intake worker does not need to certify.

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At-Risk of Homelessness

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At Risk 1(i) and (ii) Individual/Families

- At-Risk Category 1
  - (i) Income below 30% AMFI; and
  - (ii) No sufficient resources or support networks; and

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At Risk 1(i) and (ii) - Individual/Families Record Keeping

- At-Risk Category 1
  - (i) Income below 30% AMFI;
    - Income eligibility forms and supporting documentation; and
  - (ii) No sufficient resources or support networks
    - Clients certification on form that:
      - Insufficient financial resources and support networks; and
      - Source documents to support certification; or
      - Written statement from third party; or
      - Due diligence to obtain source documents; and

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Quiz 5

- To receive Homelessness Prevention, a client needs to self-certify that he/she does not have resources or supports to prevent homelessness, and this statement must be supported by source documentation. True or false?
- A. True
- B. False

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Quiz Answer 5

- To receive Homelessness Prevention, a client needs to self-certify that he/she does not have resources or supports to prevent homelessness, and this statement must be supported by source documentation. True or false?
- A. True
- **B. False**
- The intake worker must do his/her due diligence to support the self-certification, and document the due diligence if supporting documentation is not found.

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At Risk 1(iii) - Individual/Families

- Eligible for Homelessness Prevention with income below 30% AMFI and lack of resources or supports.
- (A) Has moved two or more times during 60 days for economic reasons; or
- (B) Doubled up for economic hardship; or
- (C) Notified in writing that they will lose housing in 21 days; or
- (D) Lives in motel/hotel paid by client; or
- (E) Lives in overcrowded unit; or
- (F) Exiting a publically-funded institution or system of care; or
- (G) Lives in housing that is associated with instability as identified in TDHCA's consolidated plan.

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At Risk 1 - Individual/Families Record Keeping Guidelines

- Source documents of housing situation (best); or
- Written statement by third party or written certification of the oral statement of third party by intake staff (second best); or
- Visit by intake staff of client's residence or documentation why visit was not possible (third best).

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At Risk 1(iii)(A) - Individual/Families Record Keeping

- (A) Has moved two or more times during 60 days for economic reasons;
  - At Risk Category (1)i and (1)ii documentation; and
  - Housing history:
    - HMIS records; or
    - Referral from housing/service provider; or
    - Letter from tenant/owner; and
    - **Intake observation is not appropriate**
  - Economic reasons:
    - Notice of termination; or
    - Overdue bills or bills with arrears.
    - **Intake observation is not appropriate**

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Quiz 6

- Eric cannot pay his rent and has an eviction notice. He has HMIS records showing he stayed at a shelter two times last month before getting his apartment. He certifies that he has no resources or supports. When calculating his income, the intake staff gets his paystubs and bank statements showing his income is below 30% AMFI. Does Eric also need to provide documentation of his past due bills as lack of resources?
- A. Yes
- B. No

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Quiz Answer 6

- Eric cannot pay his rent and has an eviction notice. He has HMIS records showing he stayed at a shelter two times last month before getting his apartment. He certifies that he has no resources or supports. When calculating his income, the intake staff gets his paystubs and bank statements showing his income is below 30% AMFI. Does Eric also need to provide documentation of his past due bills as lack of resources?
- A. Yes
- **B. No**
- Income certification should gather enough information that past due bills are not required.

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At Risk 1(iii)(B) - Individual/Families Record Keeping

- (B) Doubled up for economic hardship
  - At Risk Category (1)i and (1)ii documentation; and
  - Housing status:
    - Letter from tenant/owner of being doubled up; or
    - Intake observation by Intake Staff of doubled up; and
  - Economic Reasons:
    - Notice of termination; or
    - Overdue bills or bills with arrears.
    - **Intake observation is not appropriate**

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Quiz 7

- Peter loses his job and moves in with Paul. Peter is sleeping on the couch and can only stay with Paul 14 days before Peter has to be put on the lease. Peter can get a letter from Paul that Peter moved in because of economic reasons, which will document the file for Homelessness Prevention. True or False
- A. True
- B. False

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Quiz Answer 7

- Peter loses his job and moves in with Paul. Peter is sleeping on the couch and can only stay with Paul 14 days before Peter has to be put on the lease. Peter can get a letter from Paul that Peter moved in because of economic reasons, which will document the file for Homelessness Prevention. True or False
- **A. True**
- B. False

A letter from Paul is enough to verify housing status. A letter from the landlord is not required.

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At Risk 1(iii)(C) - Individual/Families Record Keeping

- (C) Notified in writing that they will lose housing in 21 days;
  - At Risk Category (1)i and (1)ii documentation; and
  - Housing status:
    - Eviction notice to leave in 21 days or less; or
    - Court order to leave in 21 days or less; or
    - Eviction letter from tenant/homeowner if doubled up.
    - **Intake observation is not appropriate**

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Quiz 8

- Cassandra is 8 months into a 12 month lease. She receives a 3 day eviction notice. She must also get a court order to vacate in order to receive Homelessness Prevention.
- A. True
- B. False

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Quiz Answer 8

- Cassandra is 8 months into a 12 month lease. She receives a 3 day eviction notice. She must also get a court order to vacate in order to receive Homelessness Prevention.
- A. True
- **B. False**

Cassandra is in the lease, so must get an eviction notice OR court order for At-Risk Category. If she was trying to meet Homeless Category 2, she would need a court order.

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At Risk 1(iii)(D) - Individual/Families Record Keeping

- (D) Lives in motel/hotel paid by client;
  - At Risk Category (1)i and (1)ii documentation; and
  - Housing Status:
    - Letter from hotel/motel manager; or
    - Intake observation; and
  - Economic status:
    - Cancelled checks, credit card statements made to hotel/motel; or
    - A letter from the hotel/motel stating individual was covering the cost.
    - **Intake observation not appropriate**

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Quiz 9

- Mark is has been staying at a hotel for five nights, has run out of funds, and has nowhere else to go. His income is below 30% AMFI and he lacks resources and supports. The intake staff can certify that he/she observed that Mark is living in a hotel by:
- A. Writing a statement that the intake staff visited the hotel and talked to the manager
- B. Writing a statement that Mark provided hotel receipts for the last five days
- C. Either A or B

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Quiz 9

- Mark is has been staying at a hotel for five nights, has run out of funds, and has nowhere else to go. His income is below 30% AMFI and he lacks resources and supports. The intake staff can certify that he/she observed that Mark is living in a hotel by:
- A. Writing a statement that the intake staff visited the hotel and talked to the manager
- B. Writing a statement that Mark provided hotel receipts for the last five days
- **C. Either A or B**

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At Risk 1(iii)(E) - Individual/Families Record Keeping

- (E) Lives in overcrowded unit
  - At Risk Cat. (1)i and (1)ii documentation; and
  - Housing status:
    - Document number of rooms and individuals in unit by:
      - Lease or rental agreement; or
      - Unit details from Tax Assessor's Office; or
      - Intake observation.

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At Risk 1(iii)(E) - Individual/Families Example

- Sondra lives in an apartment with her husband Kyle, and children, Chris, Steve and Julie. The apartment has a kitchen, living room, and one bedroom, which counts as three rooms.
- Take the five people in the apartment and divide by 3 room, to equal 1.6 persons per room.
- There is more than 1.5 persons per room. This unit is overcrowded.

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At Risk 1(iii)(F) - Individual/Families Record Keeping

- (F) Exiting a publically-funded institution or system of care
  - At Risk Category(1)i and (1)ii documentation; and
  - Housing status:
    - Discharge paperwork; or
    - Referral letters; or
    - Due diligence of attempts to receive paperwork.

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Quiz 10

- Calvin is released from the hospital where he had a pneumonia. He wasn't able to work and now is facing eviction. His income is below 30% AMFI and he has no other resources or supports. The intake worker still needs:
- A. To contact the hospital to get discharge paperwork.
- B. A doctor's diagnosis showing Calvin's medical condition and stating he can't work.
- C. Both A and B.

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Quiz Answer 10

- Calvin is released from the hospital where he had a pneumonia. He wasn't able to work and now is facing eviction. His income is below 30% AMFI and he has no other resources or supports. The intake worker still needs:
- **A. To contact the hospital to get discharge paperwork.**
- B. A doctor's diagnosis showing Calvin's medical condition and stating he can't work.
- C. Both A and B.

Do not ask for medical information with discharge paperwork.

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At Risk 1(iii)(G) - Individual/Families Record Keeping

- (G) Lives in housing that is associated with instability as identified in TDHCA's consolidated plan.
  - No housing is currently identified as associated with instability.

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At Risk 2 – Unaccompanied Children &Youth

- Category 2
  - Child or youth who does not qualify as homeless but qualifies under another federal statute

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At Risk 2 – Unaccompanied Children &Youth
Record Keeping

- Housing status:
  - Income under 30% AMFI; and
  - Certification by local entity administering other homeless programs.
  - Third Party written only.

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At Risk 2 – Unaccompanied Children & Youth
Record Keeping - Example

- Nicole is a youth classified as homeless under the Violence Against Women Act. She is facing eviction in three days. With the referral letter from her social worker, she can be helped by Homelessness Prevention.

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At Risk 3 – Families with Children and Youth

- Category 3
  - Youth or family with children who qualifies under McKinney-Vento Homeless Assistance Act

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At Risk 3 - Families with Children &Youth
Record Keeping

- Housing status:
  - Income under 30% AMFI; and
  - Certification by local entity administering other homeless programs; and
  - Confirmation that family/guardian is residing with children/youth (if adults are with the children).
  - Third Party written only.

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At Risk 3 - Families with Children &Youth

Record Keeping Example

- Robin's two children qualify as homeless under the McKinney Vento Act. Robin and her children are staying with a friend because they can't afford their own apartment. She comes with a letter certifying from her children's school stating that her children qualify as homeless, and that Robin's children live with Robin. She qualifies for homelessness prevention.

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Questions?

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