

# 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

### Risk A: Persistent housing instability (2 or more moves within 60 days) due to economic reasons

- 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\*\*

### Risk B: Living in the home of another because of economic hardship

- 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\*\*

### Risk C: Housing Loss within 21 days

- 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

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## 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.