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
     o Third Party – Source, Written or Oral, OR
     o Intake Observation OR
     o 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:
  o HMIS Records
  o Referral from housing/service provider
  o 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:
  o Notice of termination
  o Health care bills indicating arrears
  o 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”
  o Letter from tenant/owner
  o Intake observation may be appropriate
- Documentation for economic reasons may include:
  o Notice of termination
  o Health care bills indicating arrears
  o 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
  o Only third party source/written is appropriate
  o If tenant/homeowner: eviction notice, court order to leave within 21 days
  o 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**
Texas Department of Housing and Community Affairs ESG Program: Examples of Acceptable Documentation for At-Risk of Homelessness Status (Rev. 12/1/2015)

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.