

Housing Emergency Solutions Program (HESP)

Client File Checklist - Emergency Shelter/Street Outreach

The following checklist should be utilized as a tool to ensure client eligibility and agency compliance with the HESP program. For detailed instructions on how to complete program forms, please review the Desk Guide and training(s) available at: <https://mhdc.com/programs/hud-programs/housing-emergency-solutions-program/>

Emergency Shelter/Street Outreach Client Files Required Forms:

- ☐ HESP-225 Consent and Homelessness Citizenship Certification
- ☐ HMIS/Comparable Database Consent Form
- ☐ Agency Intake Form
- ☐ Case Notes

Housing Emergency Solutions Program (HESP)

Client File Checklist - Homelessness Prevention

The following checklist should be utilized as a tool to ensure client eligibility and agency compliance with the HESP program. For detailed instructions on how to complete program forms, please review the Desk Guide and training(s) available at: <https://mhdc.com/programs/hud-programs/housing-emergency-solutions-program/>

1. Homelessness Prevention Client Files Required Forms:

- ☐ HESP-225 Consent and Homelessness Citizenship Certification
- ☐ HMIS/Comparable Database Consent Form
- ☐ Agency Intake Form
- ☐ Case Notes
- ☐ Photo Identification or MHDC-110 if DV
- ☐ Social Security Identification or MHDC-110 if DV
- ☐ HESP-201 Income Eligibility Worksheet
- ☐ Third-Party Documents that Verify Gross Annual Income (i.e., 30 days of Paystubs, SSI/SSDI Award Letter, etc.).
- ☐ MHDC-112 Verification of Income [REQUIRED, IF]
 - If third-party income documentation is unobtainable, this form must be completed. Must document attempts to obtain source documentation in client file notes
- ☐ MHDC-103 Self-Declaration of Income [REQUIRED, IF]
 - If MHDC-112 Verification of Income is unobtainable OR the participant has no income, MHDC-103 Self-Declaration of Income must be completed

2. HP Required Forms for Financial and/or Rental Assistance Clients:

- ☐ HESP-204 Receipt of Assistance
- ☐ HESP-205 Habitability Standards Checklist
- ☐ HESP-206 Rent Reasonableness and Fair Market Rent Certification
- ☐ HESP-207 Lead Screening Worksheet
- ☐ HESP-208 Property Owner Lead Certification Form [REQUIRED, IF]
 - If the unit requires and fails a visual assessment (Part 3 of the ESG-207 Lead Screening Worksheet), HESP-208 Property Owner Lead Certification Form must be completed.
- ☐ HESP Rental Assistance Agreement
- ☐ Proof of Need- **Utility Deposits, Payments and Arrears:** utility bill; **Rental Arrears:** ledger, eviction notice, and lease; **Rental Assistance, Security Deposit, & Last Month's Rent:** lease
- ☐ Proof of Payment- Cleared checks or bank statement with HESP payments highlighted
- ☐ Lease
- ☐ VAWA Lease Addendum

Documents in Section 2 are required in addition to the documents listed in Section 1 – Homelessness Prevention Client Files Required Forms

Housing Emergency Solutions Program (HESP)

Client File Checklist – Rapid Rehousing

The following checklist should be utilized as a tool to ensure client eligibility and agency compliance with the HESP program. For detailed instructions on how to complete program forms, please review the Desk Guide and training(s) available at: <https://mhd.com/programs/hud-programs/housing-emergency-solutions-program/>

1. Rapid Rehousing Client Files Required Forms:

- ☐ HESP-225 Consent and Homelessness Citizenship Certification
- ☐ HMIS/Comparable Database Consent Form
- ☐ Agency Intake Form
- ☐ Case Notes
- ☐ Photo Identification or MHDC-110 if DV
- ☐ Social Security Identification or MHDC-110 if DV

2. RRH Required Forms for Financial and/or Rental Assistance Clients:

- ☐ HESP-204 Receipt of Assistance
- ☐ HESP-205 Habitability Standards Checklist
- ☐ HESP-206 Rent Reasonableness and Fair Market Rent Certification
- ☐ HESP-207 Lead Screening Worksheet
- ☐ HESP-208 Property Owner Lead Certification Form [REQUIRED, IF]
 - If the unit requires and fails a visual assessment (Part 3 of the ESG-207 Lead Screening Worksheet) HESP-208 Property Owner Lead Certification Form must be completed.
- ☐ HESP Rental Assistance Agreement
- ☐ Proof of Need – **Utility Deposits, Payments and Arrears:** utility bill; **Rental Arrears:** ledger, eviction notice, and lease; **Rental Assistance, Security Deposit, & Last Month's Rent:** lease
- ☐ Proof of Payment- Cleared checks or bank statement with HESP payments highlighted
- ☐ Lease
- ☐ VAWA Lease Addendum

Documents in Section 2 are required in addition to the documents listed in Section 1 – Rapid Rehousing Client Files Required Forms

Housing Emergency Solutions Program (HESP)

Client File Checklist - Recertification

The following checklist should be utilized as a tool to ensure client eligibility and agency compliance with the HESP program. For detailed instructions on how to complete program forms, please review the Desk Guide and training(s) available at: <https://mhdc.com/programs/hud-programs/housing-emergency-solutions-program/>

Required Forms for Client Recertification:

The following items are required in addition to the required forms in the applicable component every time a program participant is re-evaluated for eligibility. This must be conducted every three (3) months for Homelessness Prevention clients and every twelve (12) months for Rapid Rehousing clients.

- ☐ HESP-209 Recertification Form
- ☐ HESP-201 Income Eligibility Worksheet
- ☐ Third-Party Documents that Verify Gross Annual Income (i.e., 30 days of Paystubs, SSI/SSDI Award Letter, etc.)
- ☐ MHDC-112 Verification of Income
- ☐ Third-Party Documents that Verify Gross Annual Income (i.e., 30 days of Paystubs, SSI/SSDI Award Letter, etc.)
- ☐ MHDC-112 Verification of Income [REQUIRED, IF]
 - If third-party income documentation is unobtainable, this form must be completed. Must document attempts to obtain source documentation in client file notes.
- ☐ MHDC-103 Self-Declaration of Income [REQUIRED, IF]
 - If MHDC-112 Verification of Income is unobtainable OR the participant has no income, MHDC-103 Self-Declaration of Income must be completed.