

Missouri Housing Trust Fund (MHTF) Client File Checklist – Housing Assistance

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

Housing Assistance (HA) Client Files Required Forms:

- MHDC-114 Consent and Homeless Certification Form**
 - Housing Assistance is intended for individuals and families who are **literally homeless** or fleeing/attempting to flee domestic violence.
- Government Issued ID and/or Social Security Card for Household Members 18+(or MHDC-110 if DV)**
- MHTF-204 Income Verification Worksheet**
 - Document intended to be completed electronically and then maintained in client file.
- Verification of Sources of Income**
 - Pay stubs, SSI/SSDI award, letter/printout, child support statement, or EBT statement for TANF.
- MHDC-103 Self-declaration of Income**
 - If the participant has no income, MHDC-103 Self-Declaration of Income must be completed.
- MHDC-116 Minimum Standards for Permanent Housing**
- Proof of Need**
 - **Utility Deposits, Assistance or Arrears:** Copy of the utility bill.
 - **Rental Arrears:** Copy of ledger, eviction notice, and lease.
 - **Rental Assistance Security Deposit, & Last Month's Rent:** Copy of lease.
 - **Hotel/Motel:** Copy of Invoice.
 - **Essential Items:** Invoice/Receipt.
- Proof of Payment**
 - Cleared checks or bank statement with MHTF payments highlighted
- Lease**
- Agency Intake Form**
- Case Notes**

Missouri Housing Trust Fund (MHTF) Client File Checklist – Emergency Assistance

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

Emergency Assistance (EA) Client Files:

- MHDC-114 Consent and Homelessness Certification**
 - Emergency Assistance is intended for individuals and families who are at **imminent risk of homelessness** and or fleeing/attempting to flee domestic violence.
- Proof of Imminent Risk of Homelessness (within 21 days of intake)**
 - Eviction notice, notice to quit, letter from landlord to vacate premises, or letter from mortgage company showing the home is at risk of foreclosure.
 - Fleeing/attempting to flee domestic violence (documented on MHDC-114).
- Government Issued ID and/or Social Security Card (for Household Members 18+)
(or MHDC- 110 if DV)**
- MHTF-204 Income Verification Worksheet**
 - Document intended to be completed electronically and then maintained in client file.
- Verification of Sources of Income**
 - Pay stubs, SSI/SSDI award, letter/printout, child support statement, or EBT statement for TANF.
- MHDC-103 Self-Declaration of Income**
 - If the participant has no income, MHDC-103 Self-Declaration of Income must be completed.
- Proof of Need**
 - **Utility Deposits, Payments and Arrears:** Copy of the utility bill.
 - **Rental Arrears:** Ledger, eviction notice, and lease.
 - **Rental Assistance, Security Deposit, & Last Month's Rent:** Copy of lease.
 - **Hotel/Motel:** Copy of Invoice.
 - **Mortgage Assistance and Arrears:** Copy of deed or property tax statement and a copy of past due mortgage statement showing the number of months included in the arrears payment. Property must be client's primary residence.
 - **Essential Items** (Baby care items, Hygiene items, & Groceries): Invoice/Receipt.
- Proof of Payment**
 - Cleared checks or bank statement with MHTF payments highlighted
- Lease**
- Agency Intake Form**
- Case Notes**

Missouri Housing Trust Fund (MHTF)

Client File Checklist – Home Repair

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

Home Repair Required Client Forms:

- MHDC-114 Consent and Homelessness Certification**
- Head of Household's Government Issued ID and/or Social Security Card (or MHDC-110 if DV)**
- MHTF-204 Income Verification Worksheet**
 - Document intended to be completed electronically and then maintained in client file.
- Verification of Sources of Income**
 - Pay stubs, SSI/SSDI award, letter/printout, child support statement, or EBT statement for TANF.
 - Documentation must be dated within 30 days of first instance of assistance and recertified every 90 days thereafter.
- MHDC-103 Self-declaration of Income**
 - If the participant has no income, MHDC-103 Self-Declaration of Income must be completed.
- Proof of Ownership**
 - Copy of deed, mortgage bill, or property tax statement
 - Must be primary residence
- Proof of Damage to Primary Residence**
 - Photos, written statements from client or grantee representative
- MHDC-221 Home Repair Inspection Report**
- MHDC-222 Home Repair Final Completion Certification**
- Release of Lien (MHTF-223)**
- Before and After Pictures**
 - Photos must be dated
- Proof of Three Bids**
- Proof of Need**
 - Approved Bid/Invoice of Work to be Performed
- Proof of Payment**
 - Cleared checks or bank statement with MHTF payments highlighted
- Agency Intake Form**
- Case Notes**

Missouri Housing Trust Fund (MHTF) Client File Checklist - Recertification

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

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. Home repair does not require Recertification.

- The MHTF-204 Income Verification Worksheet and Verification of Sources of Income should be completed at initial intake and updated every 90 days thereafter.
- During recertification, the sources of income should be current within 30 days and grantees need to re-evaluate households assisted for both need and eligibility, including:

MHTF-204 Income Verification Worksheet

- Document intended to be completed electronically and then maintained in client file.

Verification of Sources of Income

- Pay stubs, SSI/SSDI award, letter/printout, child support statement, or EBT statement for TANF.
- Documentation must be dated within 30 days of first instance of assistance and recertified every 90 days thereafter.

MHDC-103 Self-declaration of Income

- If the participant has no income, MHDC-103 Self-Declaration of Income must be completed during recertification.