



Housing Emergency Solutions Program Re-certification Form

A re-certification must be completed for Homelessness Prevention participant households every 90 days. A re-certification must be completed for Rapid Rehousing participant households after one year of HESP assistance and at least once annually thereafter. Complete the information below and attach new supporting documentation demonstrating household eligibility for the program. The supporting documentation should be updated information and not from previous eligibility decisions.

HESP Household Name: _____ # of Adults: _____ # of Children: _____

Program Type: ☐ Homelessness Prevention ☐ Rapid Rehousing

Date of Program Entry: _____ Date of Re-certification: _____

Assistance to Date: ☐ Financial Assistance _____ months (including arrears)

☐ Services _____ months

Housing Status

☐ Literally homeless

☐ Imminently losing housing

☐ Unstably housed and at risk of losing housing

Documentation Included:

Income

☐ Household income meets AMI requirements for program

☐ Household income exceeds AMI requirements for program

Documentation Included:

Resources

☐ Household has no other housing options, financial resources, or support networks identified

☐ Household has other housing options, financial resources, or support networks identified

Documentation Included:

Housing Stability Goals

Household agrees to work on the following goals to ensure a stable housing outcome:

1. _____
2. _____
3. _____

Staff Certification

☐ Household Eligible for additional assistance

☐ Household Ineligible for additional assistance

HESP Staff Signature: _____

Date: _____