

## 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** - *for each household member 18 years or older.*
- ☐ **HESP-226 Citizenship Declaration Form** - *for each household member 18 years or older.*
  - [REQUIRED, IF] Client is receiving direct financial assistance. Street Outreach financial assistance includes birth certificates and medications. Emergency Shelter financial assistance includes medications and hotel/motel.
    - *Examples of direct financial assistance are outlined in the Reporting Section of the Desk Guide.*
- ☐ **Certified Record of Birth** (i.e., birth certificate) **or Proof of citizenship** (if participant was not born in the United States) - *for each household member 18 years or older.*
  - [REQUIRED, IF] Client is receiving direct financial assistance. Street Outreach financial assistance includes birth certificates and medications. Emergency Shelter financial assistance includes medications and hotel/motel.
    - *Examples of direct financial assistance are outlined in the Reporting Section of the Desk Guide.*
- ☐ **Screenshot of SAVE Verification check** (when applicable)
  - *SAVE Verifications requirements are detailed in the Reporting Section of the Desk Guide*
- ☐ **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** - *for each household member 18 years or older.*
- ☐ **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]
  - 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-226 Citizenship Declaration Form** - *for each household member 18 years or older.*
  - [REQUIRED, IF] client is receiving direct financial assistance.
    - *Examples of direct financial assistance are outlined in the Reporting Section of the Desk Guide.*
- ☐ **Certified Record of Birth** (i.e., birth certificate) **or Proof of citizenship** (if participant was not born in the United States) - *for each household member 18 years or older.*
  - [REQUIRED, IF] client is receiving direct financial assistance.
    - *Examples of direct financial assistance are outlined in the Reporting Section of the Desk Guide.*
- ☐ **Screenshot of SAVE Verification check** (when applicable)
  - *SAVE Verifications requirements are detailed in the Reporting Section of the Desk Guide.*

[CHECKLIST CONTINUED ON NEXT PAGE]

## Housing Emergency Solutions Program (HESP) Client File Checklist

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

- ☐ **Screenshot of SAVE Verification check** (when applicable)
  - *SAVE Verifications requirements are detailed in the Reporting Section of the Desk Guide.*
- ☐ **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 that shows the total amount due and the months included in the payment
  - **Rental Arrears:** ledger, eviction notice, and lease agreement
  - **Rental Assistance, Security Deposit, & Last Month's Rent:** lease agreement
- ☐ **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://mhdc.com/programs/hud-programs/housing-emergency-solutions-program/>

#### 1. Rapid Rehousing Client Files Required Forms:

- ☐ **HESP-225 Consent and Homelessness Citizenship Certification** - *for each household member 18 years or older.*
- ☐ **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-226 Citizenship Declaration Form** - *for each household member 18 years or older.*
  - [REQUIRED, IF] client is receiving direct financial assistance.
    - *Examples of direct financial assistance are outlined in the Reporting Section of the Desk Guide.*
- ☐ **Certified Record of Birth** (i.e., birth certificate) **or Proof of citizenship** (if participant was not born in the United States) - *for each household member 18 years or older.*
  - [REQUIRED, IF] client is receiving direct financial assistance.
    - *Examples of direct financial assistance are outlined in the Reporting Section of the Desk Guide.*
- ☐ **Screenshot of SAVE Verification check** (when applicable)
  - *SAVE Verifications requirements are detailed in the Reporting Section of the Desk Guide*
- ☐ **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] the unit requires and fails a visual assessment (Part 3 of the HESP-207 Lead Screening Worksheet) HESP-208 Property Owner Lead Certification Form must be completed.

[CHECKLIST CONTINUED ON NEXT PAGE]

## Housing Emergency Solutions Program (HESP) Client File Checklist

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

- ☐ **HESP Rental Assistance Agreement**
- ☐ **Proof of Need: Utility Deposits, Payments and Arrears:**
  - **Utility Deposits, Payments and Arrears:** utility bill that shows the total amount due and the months included in the payment
  - **Rental Arrears:** ledger, eviction notice, and lease agreement
  - **Rental Assistance, Security Deposit, & Last Month's Rent:** lease agreement
- ☐ **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** [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.