# Clearing House Verification Tool HSED FY2023

Missouri Housing Development Commission MHDC

### CP-116

#### INSTRUCTIONS:

Using the MHDC Clearing House and CP-112 Eviction Relief Eligibility, complete the "Prior Assistance" and "Requested Assistance" for each year that the household received, or is requesting assistance.

2020		Prior Assistance		Requested Assistance		Total Months of Assistance	
#	Months	Rental Assistance	Utility Assistance	Rental Assistance	Utility Assitance	Insert "1" for each line item that contains an "X", <u>unless</u> the request is a Duplication of Benefits.	
1	April						
2	May						
3	June						
4	July						
5	August						
6	September						
7	October						
8	November						
9	December						
	Total Months of Assistance (2020):						
		Insert the combined months of assistance from the column above.					

## **IMPORTANT REMINDERS:**

 Households cannot recieve rental assistance for months where prio rental assistance was received. This is considered a Duplication of Benefits and is not an eligible expense under HSED.

 Households cannot recieve utility assistance for months where prior utility assistance was received. This is considered a Duplication of Benefits and is not an eligible expense under HSED.

3. For more guidance regarding Clearing House Verification, reference the HSED Eviction Relief Eligibility recorded training on

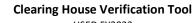
https://mhdc.com/programs/community-programs/covid-relief/. 4. If you have questions regarding a household's eligibility, please

contact your program administrator before providing Eviction Relief Assistance.

5. Once 2021-2024 verifications are complete, total the combined months of assistance at the bottom of this form. IF the Head of Household is also reqesting a Security Deposit, add one month of assistance to the combined final total.

2021		Prior Assistance		Requested Assistance		Total Months of Assistance	
#	Months	Rental Assistance	Utility Assistance	Rental Assistance	Utility Assitance	Insert "1" for each line item that contains an "X", unless the request is a Duplication of Benefits.	
1	January						
2	February						
3	March						
4	April						
5	May						
6	June						
7	July						
8	August						
9	September						
10	October						
11	November						
12	December						
	Total Months of Assistance (2021):						
		Insert the combined months of assistance from the column above.					

2022		Prior Assistance		Requested Assistance		Total Months of Assistance
#	Months	Rental Assistance	Utility Assistance	Rental Assistance	Utility Assitance	Insert "1" for each line item that contains an "X", <u>unless</u> the request is a Duplication of Benefits.
1	January					
2	February					
3	March					
4	April					
5	May					
6	June					
7	July					
8	August					
9	September					
10	October					
11	November					
12	December					
	Total Months of Assistance (2022):					
		Insert the combined months of assistance from the column above.				





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2023		Prior Assistance		Requested Assistance		Total Months of Assistance
#	Months	Rental Assistance	Utility Assistance	Rental Assistance	Utility Assitance	Insert "1" for each line item that contains an "X", <u>unless</u> the request is a Duplication of Benefits.
1	January					
2	February					
3	March					
4	April					
5	May					
6	June					
7	July					
8	August					
9	September					
10	October					
11	November					
12	December					
Total Months of Assistance (2023):						
						Insert the combined months of assistance from the column above.

2024		Prior Assistance		Requested Assistance		Total Months of Assistance	
#	Months	Do not use	Do not use	Rental Assistance	Utility Assitance	Insert "1" for each line item that contains an "X", <u>unless</u> the request is a Duplication of Benefits.	
1	January	x	x				
2	February	х	х				
3	March	x	x				
4	April	x	x				
5	May	x	x				
6	June	x	x				
7	July	x	x				
8	August	x	x				
9	September	x	x				
10	October	x	x				
11	November	x	x				
12	December	x	x				
	Total Months of Assistance (2024):						
		Insert the combined months of assistance from the column above.					

Is the client requesting a Security Deposit? <u>IE</u> yes, insert "1" on this line and add one month to "Combined Months of Assistance" below:

### COMBINED MONTHS OF ASSISTANCE:

Calculate the combined total months of assistance from 2021 through 2024. Insert this total at the end of *CP-112 Eviction Relief Eligibility.*