Client ID: _____

DV only Unique Identifier: _____

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:

- ☐ **MHDC-114 Consent and Homeless Certification** - *for each household member 18 years or older.*
- ☐ **HMIS/Comparable Database Consent Form**
- ☐ **Agency Intake Form**
- ☐ **Case Notes**

Updated: October 28, 2026

Client ID: _____

DV only Unique Identifier: _____

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:

☐ **MHDC-114 Consent and Homeless 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. Homelessness Prevention Required Forms for Financial and/or Rental Assistance:

☐ **HESP-226 Citizenship Declaration Form** - *for each household member 18 years or older.*

- [REQUIRED, IF] the Homelessness Prevention client is receiving direct financial assistance.
  - *Examples of direct financial assistance are outlined 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**

[CHECKLIST CONTINUED ON NEXT PAGE]

Client ID: _____

DV only Unique Identifier: _____

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/

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

☐ **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**

Client ID: _____

DV only Unique Identifier: _____

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:

☐ **MHDC-114 Consent and Homeless 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. Rapid Rehousing Required Forms for Financial and/or Rental Assistance:

☐ **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.

☐ **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**

Client ID: _____

DV only Unique Identifier: _____

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.