

**Best Single Source Plus  
EMERGENCY SOLUTIONS GRANT [ESG] – CARES [CV] FILE CHECKLIST  
CLIENT INFORMATION**

**Rapid Rehousing Enrollment**

Full Name			
Contact Phone #1		DOB	
Contact Phone #2		Landlord Name	
Email		Landlord Phone/Fax	
Program Entry Date		Program Exit Date	
Case Manager		Household Size at Entry	# of Adults at Entry
Service Point /Apricot #		Last 4 SSN	

**TAB 1 – Eligibility Paperwork**

- File Checklist**
- Eligibility Form**
- Program Transfer Form**
- Housing Stability Assessment**
- Proof of Gross Income of last 30 days:** (For all adult household members)
  - Pay stubs                       Severance pay statements
  - Employer verification        TANF letter
  - Unemployment statements    Self-employment ledger

**Dated with the current calendar year:**

  - SSI/SSDI award letter        Retirement income statement
  - Pension statements          Training stipend
  - Worker’s compensation       Alimony
  - Other                               Self-Declaration of zero income form\*
  - Income Calculation Sheet (if applicable)
- Proof of Identity:** Copy of at least one form of government-issued ID (For all adult household members) If picture ID is not available, have client sign “Self-declaration of Identity” section on the Self-declaration form:
  - Driver’s license             Student ID                     MAP card
  - State ID                       Passport                       Voter registration
  - Military ID                  Social Security card       Birth certificate
  - VA benefit card             Self-Declaration form\*
  - Other: \_\_\_\_\_
- Proof of Homelessness:** If 3<sup>rd</sup> party verification is available, it is required IN ADDITION TO a completed Self-declaration form
  - 3<sup>rd</sup> party verification (such as shelter or HMIS Entry/Exit printout)
  - Homeless eligibility form
  - Self-Declaration form\*
- Proof of Austin/Travis County Residency:** (For all adult household members; must be current, pre-date program enrollment, & be verified by City-approved website link) **Not needed for homelessness or if fleeing DV.**
  - Lease     Student ID     Utility bill     Voter registration card
  - Employee ID     Military ID     Statement from landlord
  - Property tax records     Mail envelope
  - Government ID (If current Austin/Travis Co. address listed)
- HMIS ROI** (For all household members)
  - Located in client’s file     Uploaded to HMIS
- Enrollment Form:**
- Additional Household Member Form** (If applicable):
  - Household Member Disability Form (If applicable)
- Non-household Member Roommate Agreement** (If applicable)
- Program Agreement Form**

**TAB 2 – Supporting Documentation**

- Rental Assistance Tracking Form
- Utility Assistance Tracking Form
- Supportive Services Only [SSO] Tracking Form
- Vouchers and Attached Supporting Documentation**
  - Landlord Verification/Intent to Lease
  - Lease                       Utility bill                       W-9
  - Other supporting documentation for expense
- Housing Stability Case Plan with Exit Strategy:** *Must be signed by case manager and client*
- Case Notes:** (Either printed and placed in hard copy file or stored electronically & ready for printing.)
- Budget Worksheet:** (Updated at change of income.)
- Change in Household Circumstances** (If applicable):
  - Change in Household Circumstances form
  - Recertification: 30 days prior to 12-month program anniversary
  - Updated income proof
  - Updated residency proof
  - Change in household size/members
  - Change in Head of Household form
- Exit form and Exit Summary:**
  - Notice of Termination Letter (If applicable)

**TAB 3– Community Housing Documentation**

- CHS Referral Form**
- CHS Referral Checklist**
- Rent Reasonableness Worksheet:**
- Landlord Rental Assistance Agreement:** (Cannot pay security deposit and/or rental assistance until this is signed.)
- Landlord Incentives Addendum** (if applicable):
- Habitability Inspection Standards**
- Copies of email communications w/CHS**

**IMPORTANT REMINDERS**

Must gather all documentation to determine and prove eligibility before enrolling an applicant in the program. ALL copies of eligibility documents and those received at any time and placed in client files, must be DATE STAMPED at time of receipt. If it doesn't already have a date of receipt (e.g., date it was faxed to you), then date it.

\*Also, Self-Declaration Forms are always to be used in addition to third party verification for exemption purposes.

The Self-Declaration of Homelessness, Identity & Income form: in cases where this form is used for multiple areas, place the form in the section where the need for the form first occurs, then select the appropriate checkbox in the other section(s) where the form also applies.