

**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**
- 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 3rd party verification is available, it is required IN ADDITION TO a completed Self-declaration form
 - 3rd 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 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.