

II. Verification of Homelessness for Shelter Plus Care

Homeless Situation:	Then you need to:	Documentation Required:
On the streets or places not meant for human habitation	Documentation of the living situation	<ol style="list-style-type: none"> 1. Certification from an outreach worker or organization on respective agency letterhead 2. <u>If unable to verify in this manner</u>, the participant or a staff member may prepare a short written statement about the participant's previous living place and have the participant sign the statement and date it
Emergency Shelter	Verify with the emergency shelter staff that the person has been residing at the emergency shelter	<ol style="list-style-type: none"> 1. Written, signed, and dated verification from the shelter on their letterhead, stating the individual has been a resident
Transitional Housing where the person previously lived on the streets or in an emergency shelter	Verify with the transitional housing staff that the participant has been residing at the transitional housing and that they previously living on the streets or in the shelter	<ol style="list-style-type: none"> 1. Written, signed, and dated verification from the transitional program on their letterhead, stating the individual is a resident; and 2. Homeless verification which meets the standards listed above for shelter or street living situations stating the individual's homeless status when he/she entered the program
Short-term stay (less than 30 consecutive days) in an institution where the person previously lived on the streets, in an emergency shelter, or in transitional housing where the person previously lived on the streets or in an emergency shelter. (Not Riverview or Dorthea Dix Health Institute)	Verify with the institution staff that the participant has been residing at the institution and was either on the streets, in a shelter or in transitional housing program where the person previously lived on the streets or in an emergency shelter before entering the institution	<ol style="list-style-type: none"> 1. Written verification, on letterhead, from institution's staff that the individual has been residing in the institution for less than 30 days; and 2. Homeless verification which meets the standards listed above for shelter, streets, or transitional housing situations stating the individual's homeless status when he/she entered the institution.
Condemned Building	Documentation of the living situation	<ol style="list-style-type: none"> 1. Letter from local code enforcement

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Verification of Homelessness for Shelter Plus Care (cont)

Homeless Situation:	Then you need to:	Documentation Required:
Temporarily staying at a hotel or motel, <u>in lieu of</u> a shelter bed, due to unavailability of a shelter bed	<p>Verify with shelter staff the unavailability of a shelter bed</p> <p>Document why the current living situation can not continue</p>	<ol style="list-style-type: none"> 1. Written statement, signed and dated on shelter letterhead, stating that a shelter bed is unavailable; and 2. Written document stating why the individual cannot remain in temporary living situation (i.e. hotel, motel) and 3. Written documentation that the hotel/motel is being paid for with emergency funds (i.e. GA, wrap-around)
Temporarily staying at a hotel or motel , <u>in lieu of</u> a shelter bed, due to the individual being prohibited entry into the shelter	<p>Verify with shelter staff that the individual is not allowed to stay at the shelter</p> <p>Document why the current living situation can not continue</p>	<ol style="list-style-type: none"> 1. Written statement, signed and dated on shelter letterhead, stating that the individual is prohibited from the shelter; and 2. Written document stating why the individual cannot remain in temporary living situation (i.e. hotel, motel) and 3. Written documentation that the hotel/motel is being paid for with emergency funds (i.e. GA, wrap-around)
Temporarily staying at a hotel or motel , <u>in lieu of</u> a shelter bed, due to the individual's clinical condition	<p>Verify with individual's licensed clinician (whose license allows for providing a mental health diagnosis) the clinical reason(s) why the individual cannot stay at a shelter.</p> <p>Document why the current living situation can not continue</p>	<ol style="list-style-type: none"> 1. Written statement, signed and dated on licensed clinician's letterhead, stating that the individual cannot stay at the shelter; and 2. Written documentation stating why the individual cannot remain in temporary living situation (i.e. hotel, motel) and 3. Written documentation that the hotel/motel is being paid for with emergency funds (i.e. GA, wrap-around)

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