

# Memorandum

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**To:** Shelter Plus Care and BRAP Local Administering Agencies  
**CC:** Sheldon Wheeler, DHHS Housing Resource Director  
**From:** Travis Heynen, Subsidy Analyst  
**Date:** August 25, 2010  
**Re:** New Optional Chronic Homelessness Document Forms

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Attached please find an optional Chronic Homeless Documentation form for use in your community.

These forms are adapted from the HUD Chronic Homelessness Guide book which allow for tenant self-certification in cases where a homeless provider is not available to verify homelessness.

Self affidavits should be used rarely and only when third party documentation is not available.

Chronically Homeless Self Affidavit Certification is only to be used to document past episodes of homelessness when it is not possible to get third party verification. Third party verification is always required for the current episode of homelessness.

We hope these forms help you better serve individuals in your community who are experiencing chronic homelessness.

Please let Ginny or myself know if you have any questions or need additional information to be able to implement these new forms.