

**ESG Eligibility Verification and Certification for Program Services**

Name (please print): \_\_\_\_\_ HMIS number: \_\_\_\_\_

Complete **Part I, II, and III** for all **emergency shelter, street outreach and rapid re-housing** participants. Complete **Part IV, V, VI** for **homeless prevention** participants. This form and all required documentation as described and collected must be maintained in the agency’s participant’s file. See 24 CFR 91.5 for definitions.

**Part I—Certification of Homelessness**

I certify that I am homeless and do not have family or resources to obtain housing for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Attach additional page(s) as necessary**

Participant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part II—Third Party Verification of Homelessness:** Provide the third-party documentation of homelessness, as appropriate. **Circle** the appropriate letter (A-D) and number (as applicable) that corresponds to the program participant’s homelessness situation and attach the documentation as instructed.

**A. Lacks a fixed, regular, and adequate nighttime residence (select one)**

1. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground  
*(documentation needed- it is not always feasible to document a person is residing in a place not designed for human beings so the staff should have the program participant self-certify their living situation and sign and date, while staff describe any attempts of verification including outreach staff and sign and date.)*
2. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); **or**  
*(documentation needed-have the program participant self-certify their living situation and sign and date, while staff collect written and/or verbal verification of the name of the business where the participant is staying, staff member they confirmed the information with, dates of stay and who paid for the stay in the case of hotel/motel stay.)*
3. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation **immediately before entering that institution.**  
*(documentation needed-have the program participant self-certify their living situation and sign and date, while staff collect written verification of the name of the institution where the participant is being released, dates of stay, and where the participant was residing immediately prior to entering the institution.)*

**B. Will imminently lose their primary nighttime residence (must meet all three)**

1. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
2. No subsequent residence has been identified; **and**
3. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing  
*(documentation needed- have the program participant self-certify their living situation and sign and date, provide a copy of an eviction letter that provides the date of eviction (must be 14 days or less at time of the application for assistance), and a copy of the current lease. If not a formal eviction in that the participant is living in the home of another, the staff need to verify the situation with the evicting party.)*

**C. Youth under 25 years of age**

Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless. **(must meet all four)**

- i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- ii) Has not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; **and**
- iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.  
*(documentation needed-- have the program participant self-certify their living situation and sign and date; subrecipient should make attempts to verify information via third party and be able to cite specifics under (i), (ii), and (iv).)*

**D. Participant is fleeing domestic violence. (Must meet all three)**

Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; **and**
- (iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing  
*(documentation needed-The subrecipient must have written verification from the participant that he/she is fleeing a domestic violence situation. If the participant is unable to provide the verification, prepare a written statement about the participant's previous living situation and have the participant sign the statement and date it. The subrecipient should make attempts to verify situation via third party.)*

**Part III—Certification of Homeless Service Entity:** Based upon representations made to me by the participant (Part I) and accompanying documentation (Part II), I find the participant to be homeless and eligible for homeless assistance. Describe third party documentation and the homeless circumstances of the participant—attach additional page(s), if necessary. **Include date participant became homeless.**

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Signature of Certifying Representative of Homeless Service Entity

Date

Name (please print): \_\_\_\_\_ HMIS number: \_\_\_\_\_

**Part IV—Certification of At Risk of Homelessness**

I certify that I am at risk of homelessness and do not have family or resources to maintain my current housing for the following reason(s):

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\_\_\_\_\_ **Attach additional page(s) as necessary**

Participant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part V—Participant eligibility for and documentation substantiating Homeless Prevention**

**Services:** Circle the eligibility criteria as indicated below. Attach additional documentation to substantiate the eligibility criteria

- (1) An individual or family who:
  - (i) Has an **annual income below 30 percent** of median family income for the area, as determined by HUD;
  - (ii) **Does not have sufficient resources or support networks**, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the ‘homeless’ definition in this section; and
  - (iii) **Meets one of the following conditions:**
    - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
    - (B) Is living in the home of another because of economic hardship;
    - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
    - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
    - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau; or
    - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution);
- (2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a\(3\)](#)), section 637(11) of the Head Start Act ([42 U.S.C. 9832\(11\)](#)), section 41403(6) of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2\(6\)](#)), section 330(h)(5)(A) of the Public Health Service Act ([42 U.S.C. 254b\(h\)\(5\)\(A\)](#)), section 3(m) of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012\(m\)](#)), or section 17(b)(15) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)\(15\)](#)); or

- (3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a\(2\)](#)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

**Check that additional eligibility criteria have been met and attach substantiating documentation.**

	The inability of the family to make the required payments must be due to a sudden reduction in income (i.e., sudden unemployment). Provide documentation verifying.
	The assistance must be necessary to avoid eviction to the family. Provide documentation.
	There must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time. Provide documentation that household can be maintained without further assistance (i.e. evidence of new job or income & budget showing expenses paid).
	The assistance must not supplant funding for pre-existing homeless prevention activities from any other sources.

**Part VI—Certification of Preventive Service Entity:** Based upon representations made to me by the participant (Part IV) and accompanying documentation that substantiates the service(s) received and the additional preventive criterion, I find the participant to be at-risk of homelessness and eligible for preventive assistance. Describe third party documentation and the at-risk of homelessness circumstances of the participant—attach additional page(s), if necessary.

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Signature of Certifying Representative of Preventive Service Entity

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Date

