

Participant Eligibility Worksheet

Project Name _____

Participant Name _____

Date of Intake _____

Homeless Status	Type of Documentation	Documentation Attached
Persons Living on the street (for SSO services)	1. A signed and dated, written certification from the outreach worker verifying where the person served resides and verifying the services are being provided to a homeless person	
Persons living on the street (into housing)	1. A signed and dated, written verification from a third party on where the person resided immediately prior to receiving services <i>OR</i> 2. A written statement signed and dated by the participant regarding their previous living situation	
Persons coming from an emergency shelter	1. A signed and dated, written verification from the shelter that the participant was residing at the emergency shelter	
Persons coming from transitional housing for homeless persons	1. A signed and dated, written verification that the participant was a resident of the transitional housing program <i>AND</i> 2. a copy of the program's original documentation upon entering the transitional housing program, of homeless status (ie was on streets, in emergency shelter, evicted etc.) Note: if the original homeless certification is not available a new self certification on the homeless status <i>prior</i> to the transitional housing must be obtained.	
Persons evicted from a private dwelling	1. Documentation of income <i>And</i> 2. documentation of efforts to obtain housing <i>And</i> 3. reason why the person would be on street or in shelter if assistance is not provided <i>And</i> (one 4,5 or 6 below) 4. formal eviction proceeding documents <i>OR</i> 5. A signed and dated, written statement from the family member doing the evicting <i>OR</i> A signed and dated, written self certification and description of eviction due to circumstances beyond their control	
Persons from a short term stay (up to 30 days) in an institution <i>and</i> who were homeless prior to the stay in the institution	1. A signed and dated, written verification that the participant was in the institution less than 31 days <i>AND</i> (one of 2 or 3 below) 2. A signed and dated, written verification from the institution on the homeless status prior to residing in the institution <i>OR</i> 3. a signed and dated self certification of homelessness	

Homeless Status	Type of Documentation	Documentation Attached
Persons being discharged from a longer stay in and institution (31 days or longer)	<ol style="list-style-type: none"> 1. Signed and dated, written verification from the institution that the participant was being discharged within <i>the week before</i> receiving homeless assistance <i>AND</i> 2. documentation of income <i>AND</i> 3. documentation of efforts to obtain housing <i>AND</i> 4. reason why the person would be on street or in shelter if assistance is not provided 	
Persons fleeing Domestic Violence	<ol style="list-style-type: none"> 1. A signed and dated, written verification form the participant that he/she is fleeing a domestic violence situation 	

Chronic Homeless Worksheet

Definition: an unaccompanied individual with a disabling condition who has been either

1. homeless continuously for more than a year OR
2. has had four or more episodes of homelessness in that past three (3) years

Is the person sleeping in a place not meant for human habitation at the time of eligibility determination?	Yes: continue	No : not chronically homeless	Documentation of homelessness
Is the person an "unaccompanied individual"?	Yes: continue	No : not chronically homeless	Observation
Does the individual have a disabling condition?	Yes: obtain documentation	No : not chronically homeless	Documentation of disability by qualified person
Has the person been homeless continuously for more than 1 year? OR Been homeless four or more times in the past three (3) years?	Yes: obtain documentation	No : not chronically homeless	Third party documentation or self-certification

Does this person meet the definition of Chronically Homeless?

Yes No