CHF RRH Household Eligibility Evaluation Form

Consolidated Homeless Fund (CHF) Grantees may use this worksheet to evaluate program eligibility at entry and annual re-evaluation. At the end of each evaluation, the case manager must attach the evidence to this form demonstrating the household is still eligible for the program. It is not acceptable to re- attach the evidence from previous eligibility decisions.

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| **Applicant Name:** |
| **Program Information:**  Initial eligibility evaluation (must demonstrate homeless status and need)  CHF-State Rental Assistance re-evaluation (must demonstrate continued need and lack of resources)  CHF-RRH re-evaluation (must have a household income at or below 30% AMI and demonstrate lack of resources)  Date of entry into program: Case Manager: Number of months household has received assistance: (Re-)Certification Date: |
| **Homeless Status**  Please enter the household’s current housing status AND attach the appropriate documentation. Eligible documentation (in order of preference) is as follows: HMIS records, written referral, outreach worker observation, or self-declaration of homeless status):  Literally homeless Documentation List:  Fleeing/attempting to flee domestic violence 1. Coming from the streets or emergency shelter 2. |
| **Household Information:**  Please list the member(s) of this household—to be eligible for RRH, a household must have minor-aged children:  Adult(s): Children (under 18):  1. 1.  2. 2.  3. 3.  4. 4.  5. 5. |
| **Income** (ESG Annual Re-Evaluation Only)  Please update the household’s current income status reflected in the ESG Income Eligibility Worksheet AND attach the appropriate documentation. Eligible documentation (in order of preference) is as follows: source documents (such as wage statement, unemployment compensation statement, public benefits statement, or bank statement), third party verification (written or oral) or self-certification.  Documentation List:  Household income meets AMI requirements for program 1. Household income does not meet AMI requirements for program 2.  3. |
| **Need**  F-VI-SPDAT Scores between 4 and 7 are recommended for Rapid Re-Housing. State Rental Assistance scores may exceed 7. Scores that are below 4 are not recommended for either program but should be referred to diversion.  Recommended for rapid re-housing NOT recommended for rapid re-housing |
| **Resources**  For clients who are receiving ongoing financial assistance, staff must document their inability to pay for the item BUT FOR the assistance (example: bank/savings statements, medical bills, etc).  Documentation List:  Household HAS NO other housing options, financial resources, or support networks identified. Household HAS other housing options, financial resources, or support networks identified. |
| **Staff Certification**  By signing below, I certify that to the best of my knowledge, the program participant named above: Meets all of the requirements to receive rapid re-housing assistance  DOES NOT meet the requirements to receive rapid re-housing assistance  I further certify the following: (1) to the best of my knowledge and ability, all of the information used in making this eligibility determination is true and complete. (2) I am not related to the program participant through family, business or other personal ties. (3) To the best of my knowledge, neither I nor anyone related to me has received or will receive any financial benefit for this eligibility determination. (4) I understand that fraud is investigated by the Department of Housing and Urban Development, Office of Inspector General, and may be punished under Federal laws. (5) I understand that if any of these certifications is found to be false, I will be subject to criminal, civil and administrative penalties and sanctions.  Staff Signature: Date: |

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