

HOMELESSNESS FUNDING MONITORING REVIEW

Complete this section separately for each HPO Grant		HPO Grant #:	
CLIENT FILE REVIEW WORKSHEET	File #1	File #2	File #3
General Client Information – All Clients	Client Identifier:	Client Identifier:	Client Identifier:
Name of Project the Client is Enrolled in			
The night before entry into project, was the client residing in shelter; the street; permanent housing; or released from an institution where they qualified as homeless prior to entry? (Specify which)			
Household Details: Included in file Y/N (SS card, Citizenship doc., Picture ID)	Hsehld # ____ Citizenship doc__ SS card _____ Picture ID ____	Hsehld # ____ Citizenship doc__ SS card _____ Picture ID ____	Hsehld # ____ Citizenship doc__ SS card _____ Picture ID ____
Date of Entry into HPO Project - (Application/ Intake Date)			
Date of Engagement (Street Outreach or Night-by Night Emergency Shelter projects only)			
Is the client still enrolled/receiving assistance? If NO, document the date of termination and reason. (e.g., agency terminated, client reached max assistance)			
To terminate rental assistance or housing relocation and stabilization services to a program participant, the required formal process, at a minimum, must consist of: 1) Written notice to the program participant containing a clear statement of the reasons for termination; 2) A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and 3) Prompt written notice of the final decision to the program participant.			

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<p>4) Ability to provide further assistance. Termination under this section does not bar the recipient or sub-recipient from providing further assistance at a later date to the same family or individual. (24 CFR 576.402)</p>			
<p>Evidence the client was informed of the Agency Grievance or Termination appeals policy. (24 CFR 576.402(a); 24 CFR 576.402(b))</p>			
<p>Is there a completed Homeless Certification – Category 1 (or equivalent) or Self-Declaration of Housing Status in case file? (24 CFR 576.500(b)(d))</p>			
<p>What documentation for Chronic Homeless in case file? (if applicable) (24 CFR 576.500(b))</p>			
<p>Where a disability is required for entry into a project, does the client file contain acceptable evidence of the qualifying individual’s disability?</p> <ul style="list-style-type: none"> • written verification from a professional or Social Security Administration; • receipt of a disability check from SSDI or Veteran’s Disability; • intake staff-recorded observation of disability with a confirmation in writing no later than 45 days after application; • or other documentation approved by HUD (24 CF 57.37(a)) 			
<p>Is there a completed Fleeing/Attempting to Flee DV Certification in case file, if applicable? Is there Documentation that client lacked resources or support networks necessary to obtain other housing, and has not identified subsequent residence? (24 CFR 576.500(b))</p>			
<p>Is there a completed UHMIS Release Of Information form?</p>			
<p>Is there a completed Self-Declaration of Income in the file? (Homeless Prevention and Rapid Re-Housing Projects)</p>			