



RAPID RE-HOUSING DOCUMENT READY CHECKLIST

For Coordinated Entry System Client

Client ID _____

Please mark the appropriate box(es) for all documentation you can affirm is in the client's **Document Ready File**. Because documents are not shared in our HMIS, you must keep this file locked in conformity with CES Policies and Procedures. It is appropriate to bring Document Ready Files to the Case Conference. Use the comment section to convey additional pertinent information.

Homeless Verification Form or Chronic Homeless Form

- Yes
 No

Required to document that a person is in the correct priority group (see pages 20-21 of the CES Policies and Procedures) and for eligibility purposes of the housing provider. Chronic Homelessness is not necessary for RRH. Although, Chronic Homelessness is sufficient.

Rapid Re-Housing Priority Group 1 Disability Verification Form(s)

- Yes
 No
 N/A (not disabled)

You may use the Disability Verification Form or for RRH 1 the disabling condition could be verified in a letter by certifying there are government issued benefits, worker observation, or verification by a health care provider.

Proof of income (within last month)

- Yes
 No
 N/A (no income)

You will have three business days to secure any new income documentation that may be required by the housing provider.

Bank statements (6 months)

- Yes
 No
 N/A (no bank)

You will have three business days to secure any new bank statements that may be required by the housing provider.

SS card

Yes

No

N/A (because there is another qualifying document)

Birth Certificate

Yes

No

N/A (because there is another qualifying document)

You may pick N/A and this will not hold up the document ready process.

Government Issued ID

Yes

No

N/A (if a private landlord doesn't require a Government Issued ID)

DD214 (if applicable)

Yes

No

N/A (not a veteran)

Other Housing Applications Submitted

In the comments include information about the housing applications submitted:

Family

If you are checking that a Family is Document Ready, have you verified that there are minor children in the household?

Yes

No

Birth Certificates For ALL Minor Children

Yes

No

Name and agency of person certifying the accuracy of this document

Name: _____

Agency: _____

Position: _____

Date: _____