

1. Income Documentation Standards

Standards and procedures for documenting eligibility related to income are further detailed in the tables on the following pages. While VA has established standards for various types of income, VA recognizes that in some instances only participant self-declaration may be possible. This method should be used only as a *last resort* when all other verification methods are not possible or reasonable. When using participant self-declaration, grantees should document why a higher verification standard was not used. Be sure to include this in the case file.

Wages and Salary, etc.	Yes	Copy of most recent paystub(s)	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent pay stub(s) from participant. ▪ Include copy(ies) in participant file.
		Written verification of income.	<ul style="list-style-type: none"> ▪ Mail, fax or email written verification of income request directly to the employer(s). ▪ Obtain signed and dated verification of income from employer(s). At a minimum, written verification should include the following: <ul style="list-style-type: none"> ○ Name of employer and participant name ○ Pay amount and frequency ○ Average hours worked per week ○ Amount of any additional compensation ○ Contact information for authorized employer representative ○ Signed and dated by authorized employer representative ▪ Include verification of income in participant file.
		<i>(If written verification cannot be obtained)</i>	
		Oral verification of income.	<ul style="list-style-type: none"> ▪ Contact the employer(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. At a minimum, oral verification should include the following: <ul style="list-style-type: none"> ○ Name of employer and participant name ○ Date of hire ○ Pay amount and frequency ○ Average hours worked per week ○ Amount of any additional compensation ○ Contact information for authorized employer representative ○ Signed and dated by SSVF staff who obtained oral verification ▪ Include SSVF Verification of Income in participant file.
		<i>(If written documentation or oral third party verification cannot be obtained)</i>	
Self-declaration of income.	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following: <ul style="list-style-type: none"> ○ Source of income ○ Income amount and frequency ○ Signed and dated by SSVF participant ▪ Grantee should document attempt to obtain third 		

Type of Income	Include in Income Calculation?	Acceptable Types of Documentation	Documentation Standards
			<ul style="list-style-type: none"> party verification (written or oral) and sign self-declaration of income. Include self-declaration of income in participant file.
Self-Employment / Business income ⁷	Yes	Copy of most recent federal or state tax return showing net business income	<ul style="list-style-type: none"> Obtain copy of most recent federal or state tax return from the participant. Include copy in participant file.
		OR <i>(if written documentation cannot be obtained)</i>	
		Self-declaration of income.	<ul style="list-style-type: none"> Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following: <ul style="list-style-type: none"> Source of income Income amount and frequency Signed and dated by SSVF participant Grantee should document attempt to obtain third party verification (written or oral) and sign self-declaration of income. Include self-declaration of income in participant file.
Interest and Dividend Income	Yes	Copy of most recent interest or dividend income statement	<ul style="list-style-type: none"> Obtain copy(ies) of most recent interest or dividend income statement from participant. Include copy(ies) in participant file.
		OR	
		Copy of most recent federal or state tax return showing interest, dividend or other net income	<ul style="list-style-type: none"> Obtain copy of most recent federal or state tax return from the participant. Include copy in participant file.
		OR <i>(if written documentation cannot be obtained)</i>	
		Self-declaration of income.	<ul style="list-style-type: none"> Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following: <ul style="list-style-type: none"> Source of income Income amount and frequency Signed and dated by SSVF participant Grantee should document attempt to obtain third party verification (written or oral) and sign self-declaration of income. Include self-declaration of income in participant file.

⁷ It can be a challenge for Grantees to obtain 3rd party verification of self-employment income. When 3rd party verification is not available, the Grantee should always request a notarized tenant declaration that includes a perjury statement.

Pension/ Retirement Income	Yes	Copy of most recent payment statement or benefit notice from Social Security Administration (SSA), pension provider, or other source	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent benefit notice, pension statement or other payment statement from participant. ▪ Include copy(ies) in participant file.
		<i>(If written documentation cannot be obtained)</i>	
		Written verification of income.	<ul style="list-style-type: none"> ▪ Mail, fax or email verification of income request directly to the Social Security Administration, pension provider or other source. ▪ Obtain signed and dated verification of income from income source. At a minimum, written verification should include the following: <ul style="list-style-type: none"> ○ Name of income source ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by authorized income source representative ▪ Include SSVF Verification of Income in participant file.
		<i>(If written third party documentation cannot be obtained)</i>	
		Oral verification of income.	<ul style="list-style-type: none"> ▪ Contact the source(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. At a minimum, oral verification should include the following: <ul style="list-style-type: none"> ○ Name of income source ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by SSVF staff who obtained oral verification ▪ Include SSVF Verification of Income in participant file.
		<i>(If written documentation or oral third party verification cannot be obtained)</i>	
		Self-declaration of income.	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following: <ul style="list-style-type: none"> ○ Source of income ○ Income amount and frequency ○ Signed and dated by SSVF participant ▪ Grantee should document attempt to obtain third party verification (written or oral) and sign self-declaration of income.

Type of Income	Include in Income Calculation?	Acceptable Types of Documentation	Documentation Standards	
Unemployment and Disability Income	Yes		<ul style="list-style-type: none"> Include self-declaration of income in participant file. 	
		Copy of most recent unemployment, worker's compensation, SSI, SSDI, or severance payment statement or benefit notice	<ul style="list-style-type: none"> Obtain copy(ies) of most recent payment statement(s) and/or benefit notice(s) from participant. Include copy(ies) in participant file. 	
		OR		
		Written verification of income.	<ul style="list-style-type: none"> Mail, fax or email verification of income request directly to the unemployment administrator, worker's compensation administrator, or former employer. Obtain signed and dated verification of income from income source. At a minimum, written verification should include the following: <ul style="list-style-type: none"> Name of income source, and participant name Income amount and frequency Contact information for authorized income source representative Signed and dated by authorized income source representative Include verification of income in participant file. 	
		OR <i>(if written third party documentation cannot be obtained)</i>		
Oral verification of income.	<ul style="list-style-type: none"> Contact the source(s) by phone or in person to obtain oral verification of income. Document oral verification of income. At a minimum, oral verification should include the following: <ul style="list-style-type: none"> Name of income source, and participant name Income amount and frequency Contact information for authorized income source representative Signed and dated by SSVF staff who obtained oral verification Include SSVF Verification of Income in participant file. 			
OR <i>(if written documentation or oral third party verification cannot be obtained)</i>				
Self-declaration of income.	<ul style="list-style-type: none"> Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following: <ul style="list-style-type: none"> Source of income Income amount and frequency Signed and dated by SSVF participant Grantee should document attempt to obtain third party verification (written or oral) and sign self-declaration of income. Include self-declaration of income in participant file. 			

TANF/ Public Assist- ance	Yes	Copy of most recent welfare payment statement or benefit notice	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent benefit notice(s) or payment statement(s) from participant. ▪ Include copy(ies) in participant file.
		OR	
		Written verification of income.	<ul style="list-style-type: none"> ▪ Mail, fax or email verification of income request directly to the welfare administrator. ▪ Obtain signed and dated verification of income from income source. At a minimum, written verification should include the following: <ul style="list-style-type: none"> ○ Name of income source, and participant name ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by authorized income source representative ▪ Include verification of income in participant file.
		OR <i>(if written documentation cannot be obtained)</i>	
		Oral verification of income.	<ul style="list-style-type: none"> ▪ Contact the source(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. At a minimum, oral verification should include the following: <ul style="list-style-type: none"> ○ Name of income source, and participant name ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by SSVF staff who obtained oral verification ▪ Include SSVF Verification of Income in participant file.
OR <i>(if written documentation or oral third party verification cannot be obtained)</i>			
Self-declaration of income.	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following: <ul style="list-style-type: none"> ○ Source of income ○ Income amount and frequency ○ Signed and dated by SSVF participant ▪ Grantee should document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file. 		

Type of Income	Include in Income Calculation?	Acceptable Types of Documentation	Documentation Standards	
Alimony, Child Support Payments	Yes	Copy of most recent alimony and/or child support or other contributions or gift payment statements, notice, or order	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent payment statement(s), notice(s) or order (e.g. court ordered child support) from participant. ▪ Include copy(ies) in participant file. 	
		OR		
		Written verification of income.	<ul style="list-style-type: none"> ▪ Mail, fax or email verification of income request directly to the child support enforcement agency, court liaison, or other source. ▪ Obtain signed and dated verification of income from income source. At a minimum, written verification should include the following: <ul style="list-style-type: none"> ○ Name of income source, and participant name ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by authorized income source representative ▪ Include SSVF Verification of Income in participant file. 	
		OR <i>(if written third party documentation cannot be obtained)</i>		
		Oral verification of income.	<ul style="list-style-type: none"> ▪ Contact the source(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. At a minimum, oral verification should include the following: <ul style="list-style-type: none"> ○ Name of income source, and participant name ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by SSVF staff who obtained oral verification ▪ Include SSVF Verification of Income in participant file. 	
OR <i>(if written documentation or oral third party verification cannot be obtained)</i>				
Self-declaration of income.	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following: <ul style="list-style-type: none"> ○ Source of income ○ Income amount and frequency ○ Signed and dated by SSVF participant ▪ Grantee should document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file. 			

Armed Forces Income	Yes	Copy of pay stubs, payment statement, or other government issued statement indicating income amount	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent payment stub(s), statement(s), or other government issued statement from participant. ▪ Include copy(ies) in participant file.
		OR	
		Written verification of income.	<ul style="list-style-type: none"> ▪ Mail, fax or email verification of income request directly to the appropriate armed services representative. ▪ Obtain signed and dated verification of income from income source. At a minimum, written verification should include the following: <ul style="list-style-type: none"> ○ Name of income source, and participant name ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by authorized income source representative ▪ Include SSVF Verification of Income in participant file.
		OR (if written documentation or oral third party verification cannot be obtained)	
		Oral verification of income.	<ul style="list-style-type: none"> ▪ Contact the source(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. At a minimum, oral verification should include the following: <ul style="list-style-type: none"> ○ Name of income source, and participant name ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by SSVF staff who obtained oral verification ▪ Include SSVF Verification of Income in participant file.
OR (if written documentation or oral third party verification cannot be obtained)			
Self-declaration of income.	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following: <ul style="list-style-type: none"> ○ Source of income ○ Income amount and frequency ○ Signed and dated by SSVF participant ▪ Grantee should document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file. 		

Type of Income	Include in Income Calculation?	Acceptable Types of Documentation	Documentation Standards
No Income Reported	N/A	Self-declaration of income.	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following: <ul style="list-style-type: none"> ○ Statement indicating "no current income" ○ Signed and dated by SSVF participant ▪ Grantee should document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file.

2. Housing Options/Resources Eligibility Documentation

Note: Grantees are encouraged to assess and document other housing options and resources for all SSVF participants.

Housing Options and Resources	Acceptable Types of Documentation	Documentation Standards
Other Subsequent Housing Options	Assessment form or other documentation (e.g. case notes) of housing options by SSVF case manager or other authorized SSVF staff	<ul style="list-style-type: none"> ▪ Assess with participant all other appropriate (i.e., safe, affordable, available) subsequent housing options. ▪ Verify that no other appropriate subsequent housing options are available. ▪ <i>Assessment Form or Other Documentation Should</i> <ul style="list-style-type: none"> ○ Be documented by SSVF case manager or other authorized staff. ○ Include assessment summary or other statement indicating that participant has no other appropriate housing options. ○ Be signed and dated by SSVF case manager or other authorized SSVF staff. ▪ Include assessment indicating no other subsequent housing options in participant case file.
Financial Resources and Support Networks	Assessment form or other documentation (e.g. case notes) of financial resources and support networks by SSVF case manager or other authorized SSVF staff.	<ul style="list-style-type: none"> ▪ Assess with participant all financial resources AND support networks (i.e., friends, family or other personal sources of financial or material support) ▪ Verify that participant lacks financial resources and support networks to obtain other appropriate subsequent housing or remain in their housing. ▪ <i>Assessment Form or Other Documentation Should</i> <ul style="list-style-type: none"> ○ Be documented by SSVF case manager or other authorized staff. ○ Include review of current account balances in checking and savings accounts held by participant household. ○ Include assessment summary or other statement indicating that participant lacks financial resources and support networks to obtain other appropriate subsequent housing or remain in their housing. ○ Be signed and dated by SSVF case manager or other authorized SSVF staff ▪ Include assessment indicating insufficient financial resources and support networks in participant case file.

3. Occupying Permanent Housing Category 1 Eligibility Documentation

<p>Rented by Participant</p> <p><i>Potential loss of housing due to non-payment of rent</i></p>	<p>Copy of written lease</p> <p>Oral lease (if all that exists) only to verify housing status</p>	<ul style="list-style-type: none"> ▪ Lease should identify the payee, the SSVF participant as tenant, the terms of the agreement (dates of tenancy, monthly amount due, etc.), and be current, signed by both parties and dated. ▪ Documentation of SSVF staff conversation with current landlord if all that exists at time is an oral lease. Please see note below regarding on-going financial assistance. <p>Note that a written lease is required for on-going financial assistance. If a written lease does not exist, one should be executed before on-going financial assistance can be provided. Self-declaration and third party verification of a pre-existing oral agreement cannot be used as a substitute when providing on-going financial assistance.</p> <ul style="list-style-type: none"> ▪ Include any documentation related to non-payment of rent in participant file.
<p>Rented by Participant</p> <p><i>Potential loss of housing due to utility non-payment</i></p>	<p>Copy of utility shut-off notice from utility company. If no shut-off notice is available, other evidence of housing being unfit for habitation due to utility shut-off</p> <p>AND</p> <p>If renting: copy of written lease indicating that tenant is responsible for utility at-risk of shut-off. If an oral lease is all that exists then oral verification of tenant's responsibility for utilities. (Please note documentation standard for on-going financial assistance)</p>	<ul style="list-style-type: none"> ▪ Obtain copy of utility shut-off notice AND copy of lease. If no utility shut-off available then third party provider assessment or SSVF staff assessment that housing is unfit for habitation due to utility shut-off ▪ Lease Should: <ul style="list-style-type: none"> ○ Identify the payee, the SSVF participant as tenant, the terms of the agreement (dates of tenancy, monthly amount due, etc), and be current, signed by both parties and dated. ○ Indicate that utility at-risk of shut-off is tenant responsibility. <p>Note that a written lease is required for on-going financial assistance. If a written lease does not exist, one should be executed before on-going financial assistance can be provided. Self-declaration and third party verification of a pre-existing oral agreement cannot be used as a substitute when providing on-going financial assistance.</p> <ul style="list-style-type: none"> ▪ Shut-Off Notice Should: <ul style="list-style-type: none"> ○ Identify the SSVF participant and unit where SSVF participant is the leaseholder ○ Indicate that utility shut off/disconnection will be shut-off if payment not received ○ Be signed and dated by utility company representative and/or include utility company contact information ▪ Include utility shut-off notice and copy of lease in participant file.

Living Situation	Acceptable Types of Documentation (in order of preference)	Documentation Standards
<p>Rented by Participant</p> <p>OR</p> <p>Other Housing Occupied by Participant without Paying Rent (including housing shared with friends or family)</p> <p><i>Potential loss of housing due to foreclosure on rental property</i></p>	<p>Copy of notice indicating building in which participant is renting or otherwise residing is being foreclosed on</p> <p>AND</p> <p>Copy of written lease Oral lease (if all that exists) <i>only</i> to verify housing status</p> <p>OR</p> <p>Copy of written lease between the owner and host family/friend</p>	<ul style="list-style-type: none"> ▪ Obtain copy of foreclosure notice (may include notice from landlord/property manager, court, published in local newspaper or other print or on-line public record documentation) AND copy of lease. ▪ <i>Lease Should:</i> <ul style="list-style-type: none"> ○ Identify the payee, SSVF participant (or host family/friend) as tenant, the terms of the agreement (dates of tenancy, monthly amount due, etc), and be current, signed by both parties and dated. ▪ If oral lease, documentation of SSVF staff conversation with current landlord if all that exists at time is an oral lease. Please note written lease required for on-going financial assistance. ▪ <i>Foreclosure Notice Should:</i> <ul style="list-style-type: none"> ○ Identify the building or unit where SSVF participant is the leaseholder or is otherwise residing ○ Indicate that housing is being foreclosed on ○ If written notice to participant be signed and dated by the landlord or property manager. ▪ Include notice and copy of lease in participant file.
<p>Other Housing Occupied by Participant without Paying Rent (including housing shared with friends or family)</p> <p><i>Potential loss of housing due to housing termination by host family/friend</i></p>	<p>Copy of notice that terminates housing, or eviction letter from host family or friend who owns or rents the housing that notifies the participant that they must leave</p> <p>AND</p> <p>Copy of written lease between the owner and host family/friend; oral lease if all that exists <i>only</i> for verification of housing status</p>	<ul style="list-style-type: none"> ▪ Obtain copy of notice that terminates housing, or eviction letter (typed or handwritten) AND copy of lease. ▪ <i>Lease Should:</i> <ul style="list-style-type: none"> ○ Identify the payee, the SSVF host family/friend as tenant, the terms of the agreement (dates of tenancy, monthly amount due, etc), and be current, signed by both parties and dated. ○ If oral lease, documentation of SSVF staff conversation with current landlord if all that exists at time is an oral lease. Please note written lease required for on-going financial assistance. ▪ <i>Eviction Letter Should:</i> <ul style="list-style-type: none"> ○ Identify the SSVF participant and unit where SSVF participant is residing ○ Indicate that participant must leave owner's/renter's housing ○ Be signed and dated by the host owner/renter ▪ Include eviction letter and copy of lease in participant file. ▪ Documentation of SSVF staff conversation with current host regarding verbal eviction if all that exists at time is an oral lease. Please note written lease required for on-going financial assistance.

<p>Rented by Participant</p> <p>OR</p> <p>Other Housing Occupied by Participant without Paying Rent (including housing shared with friends or family)</p> <p><i>Potential loss of housing due to uninhabitable conditions</i></p>	<p>Copy of notice from landlord/property manager, public health, code enforcement, fire marshal, child welfare or other government entity that housing is condemned</p> <p>AND</p> <p>Copy of written lease; oral lease if all that exists <i>only</i> for verification of housing status</p>	<ul style="list-style-type: none"> ▪ Obtain copy of notice (may include notice published in local newspaper or government jurisdiction's website) AND copy of lease. ▪ Lease Should: <ul style="list-style-type: none"> ○ Identify the payee, the SSVF participant (or host family/friend) as tenant, the terms of the agreement (dates of tenancy, monthly amount due, etc), and be current, signed by both parties and dated. ○ If oral lease, documentation of SSVF staff conversation with current landlord if all that exists at time is an oral lease. Please note written lease required for on-going financial assistance. ▪ Notice Should: <ul style="list-style-type: none"> ○ Identify the building or unit where SSVF participant is the leaseholder or is otherwise residing ○ Indicate that housing is condemned (i.e., unfit for human habitation) ○ If written notice, be signed and dated by the landlord, property manager, public health, code enforcement, fire marshal, child welfare or other government entity. ▪ Include notice and copy of lease in participant file.
<p>Owned by Participant</p> <p><i>Potential loss of housing due to non-payment of mortgage and/or foreclosure on owner-occupied property</i></p>	<p>Copy of deed or mortgage and if applicable, copy of foreclosure notice from lending institution</p>	<ul style="list-style-type: none"> ▪ Obtain copy of deed or mortgage and if applicable, foreclosure notice. ▪ Foreclosure Notice Should: <ul style="list-style-type: none"> ○ Be on financial institution letterhead ○ Identify the SSVF participant and residence where SSVF participant is the homeowner ○ Indicate that participant must leave their housing ○ Be signed and dated by financial institution ▪ Include documentation in participant file.

4. Occupying Permanent Housing Category 2 Eligibility Documentation

Living Situation	Acceptable Types of Documentation <i>(in order of preference)</i>	Documentation Standards	
Sleeping in an Emergency Shelter	Written documentation or oral third-party verification that the Veteran family is scheduled to become a resident of permanent housing within 90 days.	<ul style="list-style-type: none"> ▪ Obtain letter from future landlord / housing provider OR SSVF staff certification that housing will be developed or located within 90 days or letter to the file. 	
	AND		
	HMIS record of shelter stay.	<ul style="list-style-type: none"> ▪ Obtain HMIS record showing shelter stay concurrent with SSVF program entry date. ▪ Include HMIS record in SSVF participant file. 	
	OR <i>(if HMIS record cannot be obtained)</i>		
	Written homeless certification.	<ul style="list-style-type: none"> ▪ Obtain signed and dated original Homeless Certification from shelter provider. A Homeless Certification is a standardized form that, at a minimum, contains the following: <ul style="list-style-type: none"> ○ Name of the shelter program ○ Include statement verifying Emergency Shelter program is in the local CoC inventory or otherwise recognized by the CoC. ○ Statement verifying current shelter occupancy of SSVF participant ○ Signed and dated by authorized shelter provider representative ▪ Include Homeless Certification in SSVF participant file. 	
	OR <i>(if HMIS record and SSVF Homeless Certification cannot be obtained)</i>		
Emergency shelter provider letter.	<ul style="list-style-type: none"> ▪ Obtain letter from emergency shelter provider. ▪ <i>Letter Should:</i> <ul style="list-style-type: none"> ○ Be on shelter provider letterhead ○ Identify shelter program ○ Include statement verifying current shelter occupancy of SSVF participant, including most recent entry and exit (if applicable) dates. ○ Be signed and dated by shelter provider ▪ Include emergency shelter provider letter in participant file. 		
OR <i>(if SSVF Homeless Certification or provider letter cannot be obtained)</i>			

	Self-declaration of homelessness.	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration from participant. ▪ Grantee should document attempt to obtain written third party verification and sign self-declaration forms. ▪ Include self-declarations in participant file.
<p>Place Not Meant for Human Habitation (e.g., cars, parks, abandoned buildings, streets/sidewalks)</p> <p>Place Not Meant for Human Habitation (e.g., cars, parks, abandoned buildings, streets/sidewalks)</p>	Written documentation that the Veteran family is scheduled to become a resident of permanent housing within 90 days.	<ul style="list-style-type: none"> ▪ Obtain letter from future landlord / housing provider OR SSVF staff certification that housing will be developed or located within 90 days or letter to the file.
	AND	
	Written homeless certification.	<ul style="list-style-type: none"> ▪ Obtain signed and dated original Homeless Certification from homeless street outreach provider (may include other third-party referral source, such as a local law enforcement agency). A Homeless Certification is a standardized form that, at a minimum, contains the following: <ul style="list-style-type: none"> ○ Name of the outreach program ○ Statement verifying current living situation of SSVF participant ○ Signed and dated by authorized outreach provider representative ▪ Include Homeless Certification in SSVF participant file.
	OR (If SSVF-funded rapid re-housing provider is used)	
Homeless street outreach provider or referral source letter.	<ul style="list-style-type: none"> ▪ Obtain letter from homeless street outreach provider or referral source (e.g. local law enforcement agency). The letter may be from the SSVF-funded rapid re-housing provider if the provider also provides outreach to persons on the street as part of engagement and admission activities. ▪ <i>Letter Should</i> <ul style="list-style-type: none"> ○ Be on outreach provider or referral agency letterhead ○ Identify outreach program or referral agency ○ Include statement verifying current homeless status of SSVF participant ○ Be signed and dated by outreach provider or referral agency ▪ Include letter in participant file. 	
OR (If SSVF-funded rapid re-housing provider is used)		
Self-declaration of homelessness. Homelessness	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration from participant. ▪ Grantee should document attempt to obtain written third 	