



DV RRH File Checklist

Participant Name: _____ HMIS # _____

Homelessness Verification Date _____ Enrollment Date: _____ Inspection Date _____

Lease Signing Date: _____ Move-In Date: _____ Annual Assessment Due _____

Exit Date: _____

COORDINATED ENTRY

- Copy of Pre-screen form
- Copy of CE Right & Responsibilities
- Copy of HMIS CE Lists identifying proper prioritization (PDF version. Program page and date stamp on first page only)
- Non-HMIS CE Confirmation from Coalition CE List Holder

PROGRAM VERIFICATION

- BoS Verification of Homelessness
- Third Party verification (*exempt if attempts to get 3rd party verification poses a safety risk for those fleeing DV situation*)

ENROLLMENT/INTAKE

- Case Notes- *related to housing stability, housing search and placement, income, benefits, referrals.*
- Termination Policy with Signature
- Grievance and Appeal Policy with Signature
- Assessment of Need
- Income & Benefits received at enrollment.
- McKinney Vento Rights for children and youth enrolled in school documentation.
- Proof of Disability, if applicable

ONGOING FORMS

- Mainstream Resource Referral and Connection Form- *updated as needed.*
- Housing Stabilization plan

PROGRAM CONTRACTS

- Signed Program Briefing or Program Description
- Participant/Family Agreement
- Agency Release of Information

HOUSING (UNIT) INFORMATION

- Rental Assistance Contract with landlord
- Fair Market Rent and Rent Reasonableness Form with back-up documentation.
- Utility Allowance Schedule- from PHA or WHEDA
- Unit Approval Form (not required)
- Lease
- Inspection document indicating the unit passed.
- Unit Check-in/out document (not required)

LEAD PAINT INFORMATION

- Lead paint signed confirmation that HH received pamphlet: *Protect Your Family from Lead in Your Home*
- WIBOS Lead Safe Housing Rules Form
- Communication with local Health Department regarding EBLLs (if applicable)
- Verification of the date the unit was built.
- Lead Paint Disclosure signed by LL and participant (if applicable)

VAWA REQUIREMENTS

- VAWA Lease Addendum
- VAWA Form 5380 to be provided at enrollment, if denied housing, terminated, and if evicted.

PAYMENT INFORMATION (attached together in the file)

1. Agency internal requests initiating payment of rent or other assistance.
2. Rent Calculation form for initial payment *and* all subsequent rent calculation updates.
3. Third party verification of income used to calculate subsidy OR Zero income form.
4. Verification that the rent or other service was paid by agency.



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EXIT

- Exit Plan
- Exit Income & Benefits information.
- Reason for Termination (if applicable)

ANNUAL ASSESSMENT (+/- 30 days of enrollment annual anniversary)

- Annual assessment form that includes updated income and benefit information
- Updated ROI, if applicable
- Assessment of needs

AFTER 12 MONTHS IN UNIT

- Unit re-inspection
- Rent reasonableness with utility allowance (UA must be current year)

OTHER FILE REQUIREMENTS

- All units must have their utility allowance updated annually using utility allowance schedules that are for the current year.

ADDITIONAL CONSIDERATIONS TO BE INCLUDED IN AGENCY-CREATED FORMS:

- Did case manager offer (not require) supportive services including case mgmt.?
- Did Case manager offer supportive service availability for 6 months without the benefit of rental assistance?
- Is Housing First language reflected in agency documentation?
- Is Fair Housing explained and included in agency contract/agreements?
- Is client made aware of Housing First practices and policies at enrollment?
- Is the lease for at least 1 year and renewable after 12 months and states that it is automatically renewable?
- Were clients made aware of vacated unit policies including brief stays in institutions (not to exceed 90 days) and agency ability to continue paying rent?
- Were clients made aware of unit damages policy?