# **1.3 NC ESG RAPID REHOUSING CLIENT FILE CHECKLIST 2023**

|  |  |
| --- | --- |
| HMIS Client Identifying # |  |
| Entry Date |  |
| Move in Date |  |
| Exit Date |  |
| Coordinated Entry Referral (Circle One) | Y | N |

**Tab 1: Initial Assessment / Eligibility Criteria**

[ ]  **1.3** NC ESG Rapid Rehousing Client File

Checklist

[ ]  **2.0** NC ESG Verification of Homeless Status

 Supporting Documentation (Select one):

[ ] Written 3rd Party (preferred)

[ ] Oral 3rd Party

[ ] Self-certification

[ ]  **3.2** Intake:

NC HMIS: ESG RRH and Prevention Intake Form

 HMIS@NCCEH: Project Start Assessment – HP, SSO, DS, CE, TH, RRH, OPH, PSH

**Tab 2: Eligibility Reassessment (12 Months)**

[ ]  **3.5A** NC ESG Third Party Verification of Client’s Income

[ ]  **3.6A** NC ESG Client’s Self Certification of Income - **ONLY if 3.5 cannot be obtained**

[ ]  **3.7A** NC ESG Income Calculation Worksheet

**Tab 3: Interim Assessment / Client Exit Strategy**

[ ]  **3.3** Housing-Critical Needs Assessment Summary

[ ]  **3.4** Individual Housing Stabilization Plan

[ ]  **3.8A** NC ESG Monthly Update

[ ]  **3.9** NC ESG Financial Assistance Tracking

**Tab 4: Housing and Habitability Information**

[ ]  **4.0** NC ESG Rental Assistance Agreement

[ ]  Copy of Client’s current lease and/or new lease (if applicable)

[ ]  **4.1** NC ESG Rent Reasonableness Checklist and Certification

[ ]  **4.2** NC ESG HUD VAWA Form 5380 (required)

[ ]  **4.3** NC ESG HUD VAWA Form 5381 (given if client experiences a DV incident)

[ ]  **4.4** NC ESG HUD VAWA Form 5382 (required)

[ ]  **4.5** NC ESG HUD VAWA Form 5383 (given upon client request)

[ ]  **5.0** NC ESG Housing Stabilization Minimum Habitability Standards Checklist

[ ]  **6.0** Exit:

 NC HMIS: NC ESG Client Exit Form

 HMIS@NCCEH: Project Exit Assessment – SSO, DS, ES, TH, RRH, OPH, PSH

**Tab 5: Miscellaneous**

[ ]  Termination of Assistance (required if applicable)

[ ]  Client Grievances / Appeals (required if applicable)

**Tabs 1 – 5 are required to be present in the Client File**

**Tab 6 is recommended but not required**

**Tab 6: Recommended ESG Documentation**

[ ]  Coordinated Entry Documentation[ ]  Case Notes ***(required if 3.8A is not included/completed monthly)***

[ ]  Services Provided

[ ]  Referrals

[ ]  Correspondence

[ ]  HMIS/Comparable Database Release of Information and/or Sharing Plan