* 1. **NC ESG INELIGIBLE CLIENT FILE CHECKLIST 2022**

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

**1.5** NC ESG Ineligible Client File Checklist

**2.0** NC ESG Verification of Homeless Status

* Must attach documentation from ESG Record Keeping Requirements based on category of homelessness

**Tab 2: Miscellaneous**

Client Grievances / Appeals (required if applicable)

**Tabs 1 – 2 are required to be present in the Client File**

**Tab 3 is recommended but not required**

**Tab 3: Recommended ESG Documentation**

Coordinated Entry Documentation

Case notes

Referrals

Correspondence

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