* 1. **NC ESG INELIGIBLE CLIENT FILE CHECKLIST 2024**

**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