



HOME-ARP Supportive Services Documentation Requirements for Qualifying Populations

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Purpose

Changes in documentation eligibility for “qualifying populations” have been made since THDA’s HOME-ARP Supportive Services Grantee Workshop. This document serves as the final outline of the required documentation needed in order to prove “qualifying population” eligibility under the HOME-ARP Supportive Services Program at THDA. Requirements have been extracted from 24 CFR 576.500(b)(1), (2), (3), and (4) as cited in the Final HOME-ARP Implementation Notice under Section F “Recordkeeping” (2)(h). All income calculations to meet income criteria of a qualifying population or required for income determinations in HOME-ARP eligible activities must use the annual income definition in 24 CFR 5.609 in accordance with the requirements of 24 CFR 92.203(a)(1). All documentation must be obtained in the order listed in the following section of this document. Documentation must be included in all participant files. HOME-ARP requires that funds be used to primarily benefit individuals and families in the following specified “qualifying populations”:

1. Homeless
2. At Risk of Homelessness
3. Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking
4. Other Populations

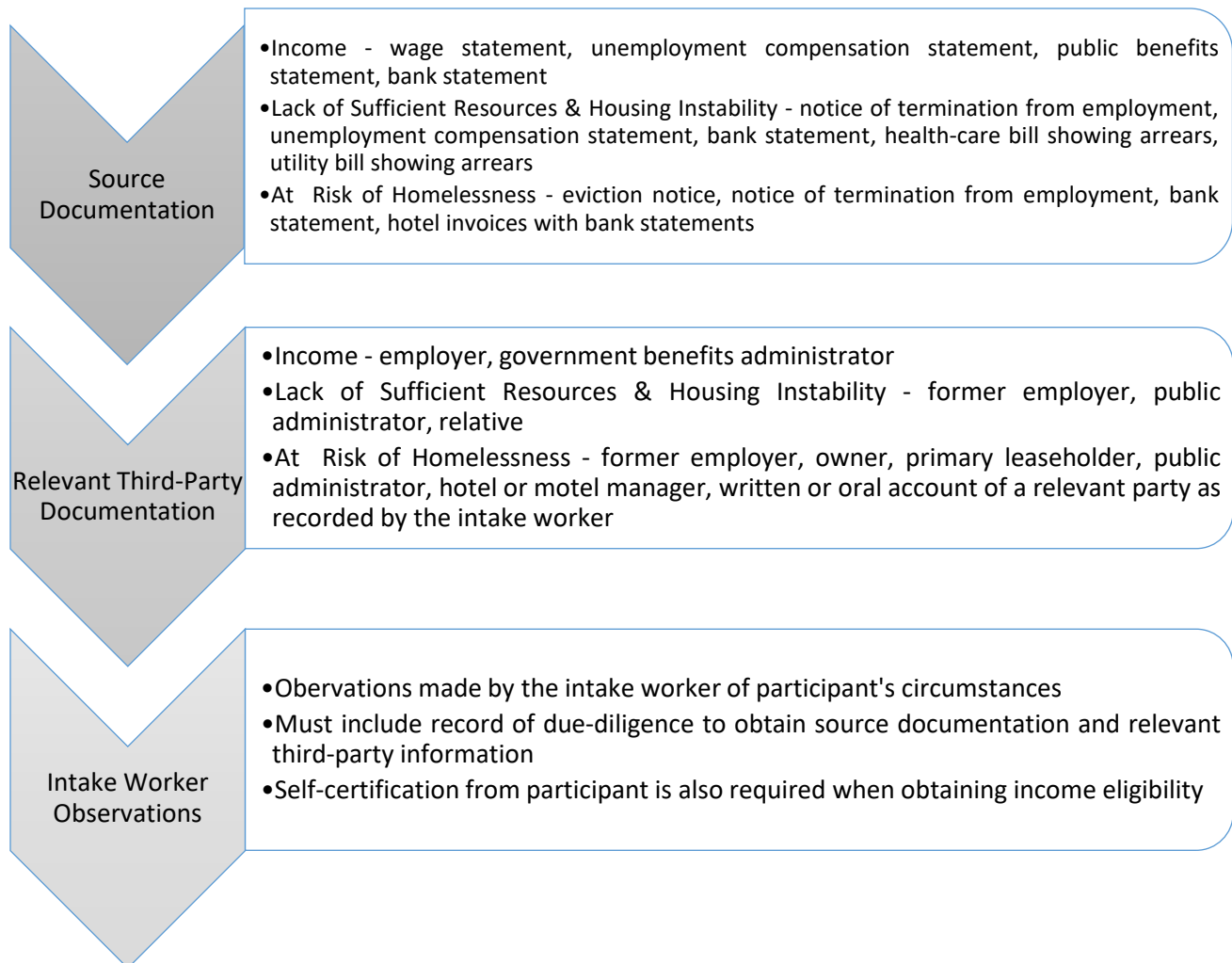
Any individual or family who meets the criteria for these populations is eligible to receive assistance or services funded through HOME-ARP without meeting additional criteria (e.g., additional income criteria).



Order of Obtaining Documentation

In order to ensure accurate participant eligibility, an order of obtaining documentation is required to the fullest extent possible and required as specified throughout the Qualifying Populations sections. Documentation must be obtained in the following order:

1. Source Documentation straight from the third party to sufficiently prove circumstances (*e.g.*, eviction letter, notice of termination from employment, unemployment compensation statement, bank statement, health-care bill showing arrears, utility bill showing arrears).
2. To the extent that source documents are unobtainable, a written statement by the relevant third party (*e.g.*, former employer, public administrator, relative) or the written certification by the intake staff of the oral verification by the relevant third party that the applicant meets eligibility.
3. To the extent that source documents and third-party verification are unobtainable, a written statement by the intake staff describing the efforts taken to obtain the required evidence. In some instances, a self-certification is also necessary.





Qualifying Population 1 – Homeless

Qualifying under Homeless paragraph 1(i) or (ii) – For individuals or families who lack a fixed, regular, adequate nighttime residence or living in a supervised publicly or privately owned shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals) must include one of the following:

- Written observation by an outreach worker of the conditions where the individual or family was living
- OR
- Written referral by another housing or service provider
- OR
- Certification by the individual or head of household seeking assistance

Qualifying under Homeless paragraph 1(iii) – An individual who is exiting an institution where they resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution must include one of the following:

- Discharge paperwork or a written or oral referral from a social worker, case manager, or other appropriate official of the institution, stating the beginning and end dates of the time residing in the institution. All oral statements must be recorded by the intake worker. When this is not obtainable
- OR
- A written record of the intake worker's due diligence in attempting to obtain the above evidence and a self-certification by the individual seeking assistance that states they are exiting or has just exited an institution where they resided for 90 days or less.

Qualifying under Homeless paragraph 2 – For individuals or family who will imminently lose their primary nighttime residence. The evidence must include:

1. One of the following:

- For individuals and families with a primary nighttime residence - Documentation that the primary nighttime residence will be lost within 14 days of the date of application for homeless assistance. Evidence could be a court order, the equivalent notice under applicable state law, a Notice to Quit, or a Notice to Terminate issued under state law.

OR

- For individuals and families whose primary nighttime residence is a hotel or motel room not paid for by charitable organizations or federal, state, or local government programs for low-income individuals -



Evidence that the individual or family lacks the resources necessary to reside there for more than 14 days after the date of application for homeless assistance.

OR

- An oral statement by the individual or head of household that the owner or renter of the housing in which they currently reside will not allow them to stay for more than 14 days after the date of application for homeless assistance. The intake worker must record the statement and certify that it was found credible. To be found credible, the oral statement must either: (I) be verified by the owner or renter of the housing in which the individual or family resides at the time of application for homeless assistance and documented by a written certification by the owner or renter or by the intake worker's recording of the owner or renter's oral statement; OR (II) if the intake worker is unable to contact the owner or renter, be documented by a written certification by the intake worker of his or her due diligence in attempting to obtain the owner or renter's verification and the written certification by the individual or head of household seeking assistance that his or her statement was true and complete.

AND

2. Self-certification by the participant that no subsequent residence has been identified.

AND

3. Certification or other written documentation that the individual or family lacks the resources or support networks needed to obtain other permanent housing.

Qualifying under Homeless paragraph 3 – The individual or family does not otherwise qualify as homeless under the homeless definition but is an unaccompanied youth under 25 years of age, or homeless family with one or more children or youth who do not otherwise qualify as homeless under this definition but who (i) is defined as homeless under another Federal statute or section 725(2) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a\(2\)](#)), etc., (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; AND (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment. Documentation must include:

For paragraph (3)(i) of the homeless definition in [§ 576.2](#) –

1. Certification of homeless status by the local private nonprofit organization or state or local governmental entity responsible for administering assistance under the Runaway and Homeless Youth Act ([42 U.S.C. 5701 et seq.](#)), the Head Start Act ([42 U.S.C. 9831 et seq.](#)), subtitle N of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e et seq.](#)), section 330 of the Public Health Service Act ([42 U.S.C. 254b](#)), the Food and Nutrition



Act of 2008 ([7 U.S.C. 2011](#) *et seq.*), section 17 of the Child Nutrition Act of 1966 ([42 U.S.C. 1786](#)), or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11431](#) *et seq.*), as applicable.

For paragraph (3)(ii) of the homeless definition in [§ 576.2](#) –

1. Referral by a housing or service provider, written observation by an outreach worker, or certification by the homeless individual or head of household seeking assistance.

For paragraph (3)(iii) of the homeless definition in [§ 576.2](#) –

1. Certification by the individual or head of household and any available supporting documentation that the individual or family moved two or more times during the 60-day period immediately preceding the date of application for homeless assistance, including:
 - Recorded statements or records obtained from each owner or renter of housing, provider of shelter or housing, or social worker, case worker, or other appropriate official of a hospital or institution in which the individual or family resided; or, where these statements or records are unobtainable, a written record of the intake worker's due diligence in attempting to obtain these statements or records.

OR

- Where a move was due to the individual or family fleeing domestic violence, dating violence, sexual assault, or stalking, then the intake worker may alternatively obtain a written certification from the individual or head of household seeking assistance that they were fleeing that situation and that they resided at that address.

For paragraph (3)(iv) of the homeless definition in [§ 576.2](#) –

1. Written diagnosis from a professional who is licensed by the state to diagnose and treat that condition (or intake staff-recorded observation of disability that within 45 days of date of the application for assistance is confirmed by a professional who is licensed by the state to diagnose and treat that condition); employment records; department of corrections records; literacy, English proficiency tests; or other reasonable documentation of the conditions required under paragraph (3)(iv) of the homeless definition.

Note: Except that youth aged 24 and under must not be required to provide third-party documentation to show they are homeless to receive any shelter, housing, or services for which ESG or CoC Program funds may be used to supplement the HOME-ARP assistance.



Qualifying Population 2 – At Risk of Homelessness

Qualifying under “At Risk of Homelessness” paragraph 1 – An individual or family who has an annual income below 30 percent of median family income for the area, as determined by HUD; who does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or place not meant for human habitation and Meets one of the following conditions: (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance; (B) Is living in the home of another because of economic hardship; (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low income individuals; (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau; (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan. Documentation must include:

1. Income evaluation form which shows eligibility of less than 30% AMI for the area.
 - To the extent that source documents and third-party verification are unobtainable, the written certification by the household of the amount of income the household received for the most recent period representative of the income that the household is reasonably expected to receive over the 3-month period following the evaluation.
2. The program participant's certification on a form that the program participant has insufficient financial resources and support networks; *e.g.*, family, friends, faith-based or other social networks, immediately available to attain housing stability and meets one or more of the conditions
3. Evidence showing that participant does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or place not meant for human habitation.
 - To the extent that source documents and third-party verification are unobtainable, a written statement by the intake staff describing the efforts taken to obtain the required evidence
4. The most reliable evidence available to show that the program participant meets one or more of the conditions of “At Risk of Homelessness”.
 - To the extent that source documents and third-party verification are unobtainable, a written statement by the intake staff that the staff person has visited the applicant's residence and determined that the applicant meets one or more of the criteria under the definition of “At Risk of Homelessness”; if a visit is not practicable or relevant to the determination, a written statement by the intake staff describing the efforts taken to obtain the required evidence.

Qualifying under At Risk of Homelessness paragraph (2) or paragraph (3) definition in § 576.2 –

1. Certification of the child or youth's homeless status by the agency or organization responsible for administering assistance under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.), the Head Start



Act (42 U.S.C. 9831 et seq.), subtitle N of the Violence Against Women Act of 1994 (42 U.S.C. 14043e et seq.), section 330 of the Public Health Service Act (42 U.S.C. 254b), the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), section 17 of the Child Nutrition Act of 1966 (42 U.S.C. 1786) or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), as applicable.



Qualifying Population 3 - Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking

Qualifying if Individual or family is fleeing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence documented by either –

1. An oral statement that the individual or head of household seeking assistance that
 - they are fleeing that situation,
 - that no subsequent residence has been identified and
 - that they lack the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other housing

OR

1. If the individual or family is receiving shelter or services provided by a victim service provider, the oral statement must be documented by either a certification by the individual or head of household; or a certification by the intake worker. Otherwise, the oral statement that the individual or head of household seeking assistance has not identified a subsequent residence and lacks the resources or support networks needed to obtain housing must be documented by a certification by the individual or head of household that the oral statement is true and complete.

AND

2. Where the safety of the individual or family would not be jeopardized, the domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening condition must be verified by a written observation by the intake worker or a written referral by a housing or service provider, social worker, legal assistance provider, health-care provider, law enforcement agency, legal assistance provider, pastoral counselor, or any other organization from whom the individual or head of household has sought assistance for domestic violence, dating violence, sexual assault, or stalking. The written referral or observation need only include the minimum amount of information necessary to document that the individual or family is fleeing, or attempting to flee domestic violence, dating violence, sexual assault, and stalking.



Qualifying Population 4 – Other Populations

Qualifying under “Other Populations” paragraph 1 – “Other Families Requiring Services or Housing Assistance to Prevent Homelessness” is defined as households (i.e., individuals and families) who have previously been qualified as “homeless” as defined in 24 CFR 91.5, are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness. Documentation must include:

1. Documentation that participant was previously receiving temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some other type of assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.
 - If unable to obtain source documentation from a previous assistance provider, intake worker must record due diligence of attempt to obtain documentation and a self-certification from participant is required.
2. Proof that previous temporary or emergency assistance has stopped before application, if applicable.
3. Proof that the household lacks sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or place not meant for human habitation following the order of obtaining documentation.

Qualifying under “Other Populations” paragraph 2(i) – “At Greatest Risk of Housing Instability” is defined as either AMI less than or equal to 30% with severe cost burden. Documentation must include all:

1. Proof individual or family has of annual income that is less than or equal to 30% of the area median income, as determined by HUD.
2. Documentation that participant is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs).
3. Evidence showing that participant does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or place not meant for human habitation.
 - To the extent that source documents and third-party verification are unobtainable, a written statement by the intake staff describing the efforts taken to obtain the required evidence.

For those qualifying under “Other Populations” 2(ii) – both the following documentation must be included:

1. Proof the individual or participant has annual income that is less than or equal to 50% of the area median income, as determined by HUD.
2. The most reliable evidence available to show that the program participant meets one or more of the following conditions of “At Risk of Homelessness” in 24 CFR 91.5: (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance; (B) Is living in the home of another because of economic hardship; (C) Has been notified in writing that their right to occupy their current housing or living



situation will be terminated within 21 days after the date of application for assistance; (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals; (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau; (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan

- Examples of source documentation - eviction notice, notice of termination from employment, bank statement, lease
- Examples of third-party documentation - former employer, owner, primary leaseholder, public administrator, hotel or motel manager
- To the extent that source documents and third-party verification are unobtainable, a written statement by the intake staff that the staff person has visited the applicant's residence and determined that the applicant meets one or more of the criteria under the definition of "At Risk of Homelessness"; if a visit is not practicable or relevant to the determination, a written statement by the intake staff describing the efforts taken to obtain the required evidence