



ESG-CV Client File Checklist

Client Name _____ Program _____

Entry Date _____ Exit Date _____ Case Manager Initials _____

EMERGENCY SHELTER / TEMPORARY EMERGENCY SHELTER

ESG-CV funds may be used for costs of providing essential services to homeless households in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters. *In general, the client file must demonstrate (a) eligibility, (b) types, amounts, and duration of services, and (c) that program requirements were met.*

1. _____ **Intake Form/Initial Assessment.** (24 CFR 576.401(a))

- Written Grievance Policy
- Lead-based paint disclosure
- Policies and Procedures
- Right to Fair Housing
- Releases of Information between participant and other entities

2. _____ **Documentation** that the client meets an eligible **definition of homelessness** at program entry. (24 CFR 576.500(b))

- Literally Homeless (category 1 homeless)
- Imminent-Risk-of-Homelessness (category 2 homeless)
- Homeless under other federal statutes (category 3 homeless)
- Fleeing or attempting to flee domestic violence (category 4 homeless)

3. _____ **Record of services provided** (24 CFR 576.101(a), 576.500(l))

Essential Services

- Shelter stay
- Hotel/motel costs
- Case management
- Transportation
- Childcare
- Education services

CARES Activities

- Cell phone/internet
- Vaccine incentive
- Employment assistance/job training
- Outpatient health services
- Legal services
- Life skills training
- Mental health services
- Substance abuse treatment services

4. _____ **Termination procedure** and any correspondence related to a termination proceeding, if applicable. (24 CFR 576.500(f)(3))

5. _____ Certification of the client's program **enrollment in HMIS** (or comparable database). (24 CFR 576.500(n))

6. _____ Demonstration of **referral and connection** to homeless and mainstream services. (24 CFR 576.401(d))

If ESG was used to provide a motel voucher, the following requirements apply:

7. _____ **Documentation of motel stay**, including dates the client stayed and documentation of payments made (i.e. fiscal ledger, check stubs, etc.)

Notes

revised 01/06/22