

(Agency Name or Logo)

At Risk of Homelessness Verification

Applicant Name (Head of Household): UNITY ID #:

Individual Family Total Members # Adults # Children

Category 1 Individuals & Families At Risk

I certify that the above named applicant and family, if applicable, has an annual income below 30% of area median family income and does not have sufficient resources or support networks immediately available to prevent she/he or them from becoming literally homeless and meets one of the following conditions: (Income and lack of resources must be verified. Source documents for Risk Factors on page 2.)

- 1. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for assistance
2. Is living in the home of another because of economic hardship
3. 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
4. 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
5. 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 per room,
6. 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) after more than 90 days, or less than 90 days and was not homeless upon admission to the facility
7. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the jurisdiction's (Hillsborough County or City of Tampa) Consolidated Plan

Category 2 Unaccompanied Youth

- I certify the above named applicant qualifies as an unaccompanied child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute to include 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e- 2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)).

Category 3 Children Eligible Under McKinney Vento

- I certify the above named applicant qualifies as an unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

I certify the case file contains the required documentation for each situation checked above.

Case Manager Completing Interview (print name):

Signature: Date:

	Risk Factor	Criteria	Source and Type of Documentation
1	Risk 1: Persistent housing instability	Housing history must demonstrate 2 or more moves within 60 days immediately preceding the application for homelessness prevention assistance	<ul style="list-style-type: none"> •HMIS records •Referral from housing/service provider •Letter from tenant/owner Intake observation is not appropriate
		Economic reasons may include termination from employment, unexpected medical costs, inability to maintain housing including utilities, etc.	<ul style="list-style-type: none"> •Notice of termination •Health care bills indicating arrears •Utility bills indicating arrears Intake observation is not appropriate
1	Risk 2: Living in the home of another because of economic hardship	Housing must be in the home of another (i.e., doubled up)	<ul style="list-style-type: none"> •Letter from tenant/homeowner Intake observation may be appropriate
		Economic hardship may include termination from employment, unexpected medical costs, inability to maintain housing including utilities, etc.	<ul style="list-style-type: none"> •Notice of termination •Health care bills indicating arrears •Utility bills indicating arrears Intake observation is not appropriate
1	Risk 3: Housing loss within 21 days	Notification to leave within 21 days must be written Only third party –source/written is appropriate	<ul style="list-style-type: none"> •If tenant/homeowner: eviction notice, court order to leave within 21 days •If living with another (doubled up): eviction letter from tenant/homeowner
1	Risk 4: Living in a rented hotel or motel	Housing must be in hotel/motel Costs have not be covered by charitable organization or government program	<ul style="list-style-type: none"> •Letter from hotel/motel manager •Cancelled checks •Intake observation
1	Risk 5: Living in a severely overcrowded unit as defined by US Census Bureau	Census Bureau Definition: <ul style="list-style-type: none"> •SRO or efficiency apt: more than 2 persons •Larger housing: more than 1 ½ persons per room 	<ul style="list-style-type: none"> •Must document # of rooms in unit AND • # of individuals living in unit (Lease, Unit details from Tax Assessor’s Office, Intake observation)
1	Risk 6: Exiting publicly funded institution or system of care	Documenting discharge from health care facility, mental health facility, foster care or other youth facility or correction program	<ul style="list-style-type: none"> •Discharge paperwork •Referral letter
1	Risk 7: Living in housing associated with instability & an increased risk of homelessness as described in approved Consolidated Plan	Appropriate documentation depends on characteristics identified in Recipient's Approved Consolidated Plan	Policies and procedures must establish documentation requirements in line with HUD’s required order
2	Defined under another Federal Statute	Verification of Homeless Status must be provided by agency administering applicable Federal program	<ul style="list-style-type: none"> •Third Party •Written ONLY •Certification of homeless status (letter or standardized form)
3	Defined under § 725(2) of McKinney-Vento	Third Party –Written ONLY	–Certification of homeless status –May be letter or referral (**recommend standardized Homeless Certification form) –Provided by agency administering Federal program –Must confirm that family/guardian is residing with children/youth