

What is the current nighttime residence? (circle one)	Documentation Required	Document(s) Attached (select)	Supervisor Initial/Date	
Transitional Housing Category 1(ii)	1 Third Party: a) HMIS report; OR			
	b) Documentation from the transitional housing provider's staff on Form 108 or on the respective agency's letterhead with ALL of the information from Form 108. Forward Form 108 to third party to use as a template to ensure all required information is obtained			
	c) Oral: Documented statement obtained from third-party transitional housing provider when written third-party documentation is not available. Form 109 must be completed by agency staff. If you are using this method, you must also complete Form 110 documenting the reason verification through methods 1a and 1b were not obtainable.			
	Due Diligence: Form 110 completed by agency staff describing efforts to obtain third-party verification.			
	AND for PSH projects only verify the status of the individual(s) prior to entering TH use one of the following methods			
	Category 1(i) The Street; or Category 1(ii) Shelter			
Hotel/Motel Category 1(ii)	1 Third Party: a) Documentation from charitable organization, federal, state or local government or hotel/motel staff on Form 111 or on the respective agency's letterhead with ALL of the information from Form 111. Forward Form 111 to third party to use as a template to ensure all required information is obtained; OR			
	b) Oral: Documented statement obtained from third-party entity providing hotel/motel assistance when written third-party documentation is not available. Form 112 must be completed by agency staff. If you are using this method, you must also complete Form 110 documenting the reason verification through method 1a was not obtained.			
	2) Self Certification: A self certification by the individual seeking assistance must be completed on Form 105 . Note: If <u>all</u> criteria in section 2 of Form 105 are not applicable to the applicant's situation, this applicant is not eligible under this category. If you are using this method, you must also complete Form 110 documenting the reason verification through methods 1a 1b were not obtainable.			
	Due Diligence: Form 110 completed by agency staff describing efforts to obtain third-party verification.			
Institution Category 1(iii)	1 Third Party: a) Discharge paperwork from the institution.			
	b) Documentation from institution on Form 113 or on the respective agency's letterhead with ALL of the information from Form 113. Forward Form 113 to third party to use as a template to ensure all required information is obtained.			
	c) Oral: Documented statement obtained from institution when written third-party documentation is not available. Form 114 must be completed by agency staff. If you are using this method, you must also complete Form 110 documenting the reason verification through methods 1a and 1b were not obtainable.			
	2) Self Certification: A self certification by the individual seeking assistance must be completed on Form 105 . Note: If <u>all</u> criteria in section 2 of Form 105 are not applicable to the applicant's situation, this applicant is not eligible under this category. If you are using this method, you must also complete Form 110 documenting the reason verification through methods 1a, 1b and 1c were not obtainable.			
	Due Diligence: Form 110 completed by agency staff describing efforts to obtain third-party verification.			
	AND to verify the status of the individual(s) prior to entering the institution use one of the following methods			
Category 1(i) The Street; or Category 1(ii) Shelter				

Staff Name

Signature

Date