

# CHRONICALLY HOMELESS CERTIFICATION

THIS CHRONICALLY HOMELESS CERTIFICATION MUST BE COMPLETED FOR EACH HOUSEHOLD.

Agency /Program Name: \_\_\_\_\_

Individual/Household Name: \_\_\_\_\_ Date Form Completed: \_\_\_\_\_

**This form is to certify the above individual or household is currently chronically homeless based on the category checked and required documentation.**



## HOW DO THEY MEET THE CHRONICALLY HOMELESS DEFINITION?

The individual/household meets the definition of chronic homelessness\* because he/she is a single individual or a head of household with a disability living in a place not meant for human habitation, safe haven or in an emergency shelter who has experienced homelessness... *(check one appropriate box)*

- ...continuously for at least 12 months, during which time they may have lived in a shelter, safe haven or a place not meant for human habitation.
- ...over a period of 4 or more separate episodes totaling 12 months in the last 3 years that were separated by breaks of *at least 7 nights* between each episode. *(Stays in institutions for less than 90 days do not constitute a break.)*
- ...living in a shelter, safe haven or a place not meant for human habitation *before* exiting an institutional care facility like a jail, prison, substance abuse or mental health facility, hospital or similar facility after spending less than 90 days there.
- ...is a family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in option 1 or 2 of this section, including a family whose composition has fluctuated while the head of household has been homeless.

*\*Refers to HUD definition which became effective January 15, 2016. See page 4 for additional resources and HUD links.*



## WHAT EVIDENCE HAS BEEN PROVIDED TO DOCUMENT CHRONIC HOMELESS STATUS?

It has been verified that the individuals/household whose primary nighttime residence is a public or private place not meant for human habitation, or who are living in a publicly/privately operated shelter designated to provide temporary living arrangements (like congregate shelters and motels paid for by charitable organizations or public dollars), have been documented as meeting the definition of chronic homelessness through the following standard documentation: *(check each appropriate box)*

- Third party documentation *(proceed to question 2a)*.
- Intake worker observation *(proceed to question 2b)*.
- Certification from the person seeking assistance *(proceed to question 2c)*.



**Third party documentation** has been provided and is present in the case file in the following way: *(check all appropriate boxes)*

- HMIS records that retain an auditable history of all entries (example: "who, what, when") and prevent overrides or changes of the dates of entries.
- A written referral by another housing or service provider.

**2b**

**Intake Worker Observation** has been provided and is present in the case file in the following way:  
(check all appropriate boxes)

- Written observation(s) by an outreach worker of the conditions where the individual was living.
- Written referral by another housing or service provider.
- Evidence of due diligence to secure third party documentation and the individual's self-certification of the living situation is documented in the case file.

**2c**

**Certification from the person seeking assistance** is available to all clients for up to 3 months of their homelessness but in limited circumstances, up to 12 months can be obtained through self certification where there is evidence in the case file that third party documentation and initial worker observations are unavailable. In the case of self-certification, both of the following items must be documented:

- Written self-certification.
- The intake worker's documentation of the individual/household's living situation and evidence of due diligence in attempting to obtain third party documentation and intake worker observation.

Has evidence that the individual/household has experienced homelessness for 12 months included a combination of these three forms (i.e. 2a, 2b or 2c) of standard documentation? (Check one box):  YES  NO

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### WHAT ABOUT INSTITUTIONAL CARE?

If an individual resided in an institutional care facility for 90 days or less and was chronically homeless before entering the facility, the following evidence of homelessness—in addition to the standard documentation already noted in this section—is also required. (Check appropriate box to reflect which documentation has been provided in the case file).

- Discharge paperwork or a written/oral referral from a social worker, case manager or other appropriate official of the institutional care facility stating the start and end dates of the individual's stay, or
- Where discharge paperwork cannot be obtained, a written record of the intake worker's due diligence in attempting to obtain it and a certification by the individual that they exited the facility where the individual or head of household resided for less than 90 days.

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### HOW HAS DISABILITY BEEN DOCUMENTED?

Those qualifying under the chronic homeless definition must meet the standards demonstrating homelessness, but they must also demonstrate evidence of a disability. (Check all appropriate boxes to reflect which documentation has been provided in the case file).

- Written verification of the disability from a professional licensed by the state to diagnose and treat the disability AND his/her certification that the disability is expected to be long-continuing or of indefinite duration and that it substantially impedes the individual/head of household's ability to live independently.
- Written verification from the Social Security Administration.
- Receipt of a disability check (e.g. SSDI, Veterans Disability Compensation).
- Intake staff-recorded observation of disability that—no later than 45 days from the application for assistance—is confirmed and accompanied by at least one other piece of evidence.
- Other documentation as may be approved by HUD and the City of New Bedford.

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**ARE THE 12 MONTHS OF HOMELESSNESS CONTINUOUS OR CUMULATIVE?**

Those identified as being chronically homeless must be literally homeless and living either in a place not meant for human habitation, in a safe haven or in an emergency shelter for 12 months or longer. *(Check one box to reflect whether the individual/household being documented was continuously or cumulatively homeless and complete the documentation section for the selected option).*

**Continuous**

The chronically homeless persons must be homeless and living in a place not meant for human habitation, a safe haven or in an emergency shelter continuously for 12 months or greater.

*Check any boxes that may apply:*

- If records show that there are not 12 months of continuous homelessness in HMIS with no break, but the client reports that they have been homeless for the last 12 months with no breaks, other third-party sources providing adequate documentation are now in the case file.
- In rare and extreme cases, if at least 9 months of continuous homelessness cannot be obtained by third party documentation, up to the full 12 months can be documented through self-certification, only. If this has been done, evidence of documented attempts to obtain third-party documentation and why the third-party documentation was not obtained must be included within the case file along with a written certification from the individual or head of household of the living situation for the undocumented period.

**Cumulative**

For chronically homeless persons experiencing 4 or more occasions of homelessness over a period of 3 years, the cumulative total of the occasions must be 12 months or greater.

*Check one box, only:*

- A review of HMIS data demonstrated that there were 12 months of cumulative homelessness over the last 3 years and is documented in the case file.
- Although HMIS data did not demonstrate 12 months of cumulative homelessness over the last 3 years, other third party sources were identified and documentation of the homeless episodes totaling 12 months has been documented in the case file.
- Although there were fewer than 3 breaks found in HMIS, the client was able to identify additional breaks between separate occasions of homelessness that brought the total to 4 or more occasions of homelessness over the past 3 years. This self-certifying information is documented in the case file.
- In rare and extreme cases, if at least 9 months of cumulative homelessness cannot be obtained by third party documentation, up to the full 12 months can be documented through self-certification, only. If this has been done, evidence of documented attempts to obtain third-party documentation and why the third-party documentation was not obtained must be included within the case file along with a written certification from the individual or head of household of the living situation for the undocumented period.

**STAFF CERTIFICATION**

All of the information identified on this form has been placed in the client’s case file.

Intake Staff Signature: \_\_\_\_\_

Date Form Completed: \_\_\_\_\_