

OPTIONAL CLIENT FILE ORDER

Emergency Solutions Grant

Three or Four Part Files Used

Left Side

Top to Bottom

- Intake form / Application
- Social Security Identification
- Photo Identification (all HH members age 18 and over)
- ESG Consent form (ESG-209)
- Verification of eligibility (proof of homelessness)
 - Third party verification
 - Documentation of attempts to verify if unable to obtain third party
 - Self-Certification

Middle Section of file

- Each certification should be separated by a tab or blank sheet of paper

Top to Bottom

- Income Verification Worksheet
- Income / Asset Verifications
- Zero Income form (as applicable)

Third Section of File

- Proof of need i.e.
 - Lease
 - Eviction Notice
 - Letter from landlord
 - Self-Certification
 - Utility bill, print-out, &/or notice of shut-off
- Proof of payment &/or copy of cleared payment
- Rental Assistance Agreement
- Housing Stability Standards Inspection
- Lead Paint Certification
- Rent Reasonableness and FMR (including Utility Allowance documentation)

Fourth Section of File

- Case management documentation (related to housing stability and services)
- Housing Stability Plan

NOTE: Prongs or Fasteners should be used to secure papers in all sections