

OPTIONAL CLIENT FILE CHECKLIST

MHTF EA/RA/HR and HFP

Three or Four Part Files

Left Side

Top to Bottom

- Intake form / Application
- Social Security Identification
- Photo Identification (all HH member age 18 and over)
- Consent form (MHTF-205) (HFP-106)
- Verification of eligibility (proof of living situation, NA for home repair)

Middle Section

Top to Bottom (each 90 day certification should be separated by a tab or blank sheet of paper)

- Income Verification Worksheet (MHTF-204 or HFP-105; all HH members age 18 and over)
- Income / Asset Verifications
 - Zero Income form (as applicable; all HH members age 18 and over)
 - Employment verification
 - Copies of pay stubs
 - SSI/SSDI award letter/printout
 - Child support statement
 - EBT statement for TANF

Right Side

Top to Bottom (EA/RA/HFP)

- Proof of need i.e.
 - Lease
 - Eviction Notice
 - Letter from landlord
 - Self-Certification
 - Utility bill &/or notice of shut-off
- Proof of payment &/or copy of cleared payment
- Proof of client contribution (if applicable)
- Case management documentation

Top to Bottom (Home Repair)

- Proof of ownership
 - Recorded warranty deed or quit claim deed
- Proof of address
- Proof of three bids
- Work Write up
- Before and after pictures
- Final Inspection (MHTF-219)
- Certificate of Completion (MHTF-220)
- Regulatory Agreement (if applicable)

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