

HOUSING FIRST PROGRAM

STAFF CERTIFICATION OF HOMELESS STATUS

Oral Third Party Verification

I understand that securing third party documentation is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for HFP assistance, but cannot obtain source documents. Below I am providing details of oral third party verification of eligibility or risk factors and certifying all statements to be true, accurate and complete.

HFP Applicant Name: _____

Date of Third Party Verification: _____

Name of Third Party Representative: _____

Verification of homeless status was provided: Over the phone In person

The following information was provided regarding the HFP applicant's homeless status and available resources:

I understand that obtaining third party verification of eligibility or risk factors is the preferred method of certifying eligibility for an individual who is applying for HFP assistance, but cannot meet this standard. I made the following efforts to obtain third party verification:

HFP Staff Signature: _____ Date: _____

Staff Observation Verification

I have observed the following conditions which serve as evidence related to the applicant's housing status and available resources. Due to the following factors I certify this applicant's eligibility for HFP assistance:

I understand that obtaining third party verification of eligibility or risk factors is the preferred method of certifying eligibility for an individual who is applying for HFP assistance, but cannot meet this standard. I made the following efforts to obtain third party verification:

HFP Staff Signature: _____ Date: _____