

ESG Monitoring Client File Checklist

Client Name:		Date:	
Date Entered:		Date Exited:	
		Client HMIS #:	
Household:	<input type="checkbox"/> Client is Head of Household <input type="checkbox"/> Client is Member of Household		
Project Name:			
Component Type:	<input type="checkbox"/> ES Shelter <input type="checkbox"/> ES Homeless Prevention <input type="checkbox"/> ES Rapid Re-Housing		

Yes	No	N/A		Project Category
PRE-SCREENING ASSESSMENT				
			Evidence of Initial Consultation	ALL
			Documentation that client has been screened through Coordinated Entry	ALL
			HMIS Intake Printout	ALL
			HMIS Release of Information (ROI) and Confidentiality Info	ALL
			Identification Documentation	ALL
ELIGIBILITY DOCUMENTATION				
			ESG FORM 0: Homeless History Timeline	ES RR
			ESG FORM 1: Homeless Certification and required documentation	ALL
			ESG FORM 2: At Risk of Homelessness Certification	HP
			ESG FORM 3: Chronic Homeless Certification and required documentation	ES RR
			ESG FORM 4: Disability Certification	ES RR
			ESG FORM 5: Self Certification	ALL
			ESG FORM 6: Staff Affidavit of Eligibility	ALL
INCOME DOCUMENTATION				
			ESG FORM 7: Verification of Tracking of Income	HP RR
			ESG FORM 8: Verification of Income	HP RR
			ESG FORM 9: Calculation Worksheet or HUD Income Calculator Printout	HP RR
			Income Recertification documentation.	HP RR
CASE MANAGEMENT DOCUMENTATION				
			Housing Assessment and Housing Plan Completed	HP RR
			Documentation Case Manager has met with client monthly	HP RR
			Demonstration of referral to mainstream services	HP RR
			Signed Client Receipt for Program Rules, Privacy Policy, Termination Policy, Grievance Policy	HP RR
			Record of Essential Services/ Services by Category	ALL
<i>Continued on next page</i>				

Yes	No	N/A		Project Category
RENTAL ASSISTANCE				
			Copy of Lease	HP RR
			Housing Stability Plan	HP RR
			ESG FORM 10: Rent Reasonableness Checklist and FMR Certification	HP RR
			ESG FORM 11: Housing Habitability Standards Inspection	ALL
			ESG FORM 12: LBP Lead Screen Worksheet	HP RR
			ESG FORM 13: Utility Assistance Eligibility	HP RR
ELIGIBILITY DOCUMENTATION OF NEED				
			Court Ordered Summons, Complaint or Judgment <i>(If applicable-HP Programs, only)</i>	HP
			Eviction Notice <i>(If applicable-HP Programs, only)</i>	HP
			Utility Shut-off or Late Payment Notice <i>(If applicable-HP Programs, only)</i>	HP
			Denial Notices of services from agencies <i>(If applicable-HP Programs, only)</i>	HP
			Certification of Domestic Violence <i>(If applicable-RRH Programs, only)</i>	RRH
			Shelter Referral Documentation <i>(If applicable)</i>	RRH
			Verification that no other resources available <i>(Applicable to RRH Programs, only)</i>	RRH
HOUSING RELOCATION AND STABILIZATION				
			Utility Payment Documentation	HP RR
			Moving Costs Documentation	HP RR
			Storage Cost Documentation	HP RR
			Hotel/Motel Voucher Documentation	HP RR
FISCAL DOCUMENTATION AND CLOSEOUT				
			Documentation Supporting End of Assistance	
			Termination Documentation	
			Exit Interview and/or Client Satisfaction Survey	
			Documentation of Client Follow-Up	