
SSVF DOCUMENT CHECKLIST

1. PRESCREEN

- Document Check List
- Prescreen
HP Eligibility Screening Tool (If Applicable)

2. CASE NOTES

- Case Notes/ Emails

3. ELIGIBILITY

- ID, SS cards, Birth Certificate (birth certificates for anyone under the age of 18)
- DD214, VA Medical Card, VBA Letter, Vista print out
- Income verification (employment pay stubs, SS, SSDI, VA, Child Support, TANF, Pension and etc.)
- Lease, Property Appraisal
- Program Agreement/Staff Certification of Eligibility/ SSVF Certification of Eligibility
- Eligibility Screening Disposition/ Targeting Criteria (if applicable)
- Other (bank statements, food stamps, monthly bills or etc.) _____

4. APPLICATION

- Intake
- Client Consent for Release of Information
- Consent for Data Collection

5. HOUSING PLAN

- Income Eligibility Calculation/Housing Plan/ Budget Form
- Asset Worksheet

6. FINANCIALS

- Landlord Information form
- Eviction notice- (if applicable)
- Utility Allowance worksheet
- Rent reasonableness worksheet
- Request for funds as submitted for payment
- Completed W-9
- Client Track Case members, Client Track Services provided, BUT FOR Case Note, Client Track Exit documentation
- Copy of Check issued to pay for services provided