

## CERTIFICATION

### (Housed Clients)

Required Documents: For New and Re-Certifications

- Photo ID for all adults in the households (**ONLY FOR NEW CLIENTS**)
- Form of ID for all children in the household (**ONLY FOR NEW CLIENTS**)
- Complete Intake packet (Signatures and Initials)
- Completed Budget sheet
- Current Rental Agreement:  
Includes rental address, name of adults on the lease, and  
Signature of both landlord and tenant OR mortgage statement  
*\*OR most recent proof of rental payment*
- PG&E bill (OR other official mail sent to the current address) within the past 30 days
- Proof of Income (from the last 30 days) OR “No income Self-Certification”
- Verification of Benefits (CalFresh/ Calworks)
- Completed Cover Sheet (GREEN Sheet **By Staff/Board Member**)
- Complete SSM if required (**By Case Manager**)

## CERTIFICATION

### (HTH Clients)

Required Documents: For New and Re-Certifications

- Photo ID for all adults in the households (**ONLY FOR NEW CLIENTS**)
- Form of ID for all children in the household (**ONLY FOR NEW CLIENTS**)
- Complete Intake packet (Signatures and Initials)
- Agency Verification/self-certified homeless
- Proof of Income (from the last 30 days) “No income Self-Certification”
- Verification of Benefits (CalFresh/ calworks)
- Complete SSM if required (**By Case Manager**)
- Completed Cover Sheet (PINK Sheet **By Staff/Board Member**)
- (**\*By a Case Manager**) HMIS ROI (All boxes have initials, date of expiration and signed (Last Page)  
*\*Must complete HMIS ROI per Individual*  
*\*Client(s) can refuse*
- (**\*By a Case Manager**) Complete VI-SPDAT  
*\*Client(s) can refuse*

## Financial Assistance

### Required Documents:

- Photo ID for all adults in the households
- Form of ID for all children in the household
- Complete Intake packet (Signatures and Initials)
- Current Rental Agreement OR 3 Day Notice
  - \*Includes rental address, name of adults on the lease, and Signature of both landlord and tenant OR mortgage statement OR intent to rent letter/document \***
- PG&E bill (OR other official mail sent to the current address) within the past **30** days
- Proof of Income (from the last **30** days)
- Emergency Financial Assistance Application Complete
- Verification of Emergency
- Proof of Ability to pay moving forward
- All current bills/debt over \$300
- Bank and or credit card statements from the last 30 days
- Verification of Benefits (Calfresh/ calworks)
- Complete SSM if required (**By Case Manager**)
- Completed Cover Sheet
- (**\*By a Case Manager**) HMIS ROI (All boxes have initials, date of expiration and signed (Last Page))
  - \*Must complete HMIS ROI per Individual
  - \*REQUIRED FOR ALL HOUSEHOLD MEMBERS*
- (**\*By a Case Manager**) Complete PR-VI-SPDAT (Housed Individuals or Family) OR Complete VI-SPDAT (For HTH Client(s))