

**SEK-CAP TBRA Program:  
Homelessness Verification Procedures for Helping Organizations**

Homelessness Category	Verification Methods
<b>Category 1: Literally Homeless</b>	<ul style="list-style-type: none"> <li>• Written observation by the outreach worker; <u>or</u></li> <li>• Written referral by another housing or service provider; <u>or</u></li> <li>• Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;</li> <li>• For individuals exiting an institution – one of the forms of evidence above <u>AND:</u> <ul style="list-style-type: none"> <li>○ Discharge paperwork or written/oral referral, <u>or</u></li> <li>○ Written record of intake worker’s due diligence to obtain above evidence and certification by individual that they exited institution.</li> </ul> </li> </ul>
<b>Category 2: Imminent Risk of Homelessness</b>	<ul style="list-style-type: none"> <li>• A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u></li> <li>• For individual and families leaving a hotel or motel – evidence that they lack the financial resources to stay; <u>or</u></li> <li>• A documented and verified oral statement; <u>and</u></li> <li>• Certification that no subsequent residence has been identified; <u>and</u></li> <li>• Self certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing</li> </ul>
<b>Category 3: Homeless under other Federal statutes</b>	<ul style="list-style-type: none"> <li>• Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u></li> <li>• Certification of no PH in last 60 days; <u>and</u></li> <li>• Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u></li> <li>• Documentation of special needs or 2 or more barriers</li> </ul>
<b>Category 4: Fleeing/Attempting to Flee Domestic Violence</b>	<p>For victim service providers:</p> <ul style="list-style-type: none"> <li>• An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.</li> </ul> <p>For non-victim service providers:</p> <ul style="list-style-type: none"> <li>• Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and <ul style="list-style-type: none"> <li>○ Certification by the individual or head of household that no subsequent residence has been identified; and</li> <li>○ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.</li> </ul> </li> </ul>