

Brighter Days Youth Homeless Documentation Worksheet (Cat. 1,2, & 4)

Project Name _____

Youth Name _____

Date of Intake _____

Considerations when determining eligibility:

-Youth are not responsible for obtaining their own documentation. Instead, intake workers are responsible for documenting the youth's homeless status by verifying the information provided by the youth starting at the initial interview. Using contact information or documents provided by the youth, the intake worker should obtain necessary information.

-If at any point the youth does not want someone to be contacted because he or she fears for their safety – the intake worker SHOULD NOT contact the person and should document the youth's feelings and statements in the case file.

-If the intake worker cannot obtain a higher level of documentation (e.g., a letter from a third-party) the youth can self-certify and the intake worker should document their effort to obtain a higher level of documentation, including notes about why they were not able to.

-If the intake worker is able to obtain documentation at any point during the youth's participation in the project, then the information should be added to the case file to backup intake documentation.

-When documenting category 4, the intake worker needs to ask only enough questions to know what is going on; intake workers should rely on the youth's own statement about their feelings and concerns. If the youth indicates there is a safety risk then no further documentation of the safety risk is needed – the intake worker should simply document what the youth stated.

Pre- Eligibility Screening:

1.Are you figuring out your housing on your own or with a parent(s) or guardian(s)?

Short Answer: _____

2.Where are you currently staying?

Short Answer: _____

3.How long do you think you can stay there? (Are you unsure of how long your current housing will last?)

Short Answer: _____

4.Is your current living arrangement a safe place for you? (Does your current living arrangement feel safe to you?)

Short Answer: _____

5.Are you fleeing or attempting to flee a person/place you feel is unsafe?

Short Answer: _____

6. Are you in need of immediate housing?

Short Answer: _____

CATEGORY 1

Red - Youth self certification		
Blue - staff certification/documentation		
Homeless Status	Type of Documentation	Documentation Attached
Category 1 : Literally homeless individuals/ families		
Shelter including emergency shelter, transitional housing, or hotel or motel paid by government or charity	1. Third Party Documentation: -Written referral from the agency (on the agency's letter and be signed and dated) -HMIS or Victim Service Provider printed record- OR-	
	2. Intake worker direct observation -Category 1 Homeless Verification form- -OR-	
	3. Youth self-certification AND documentation of intake workers attempts to verify information	
Street or other place not meant for human habitation (ex. car, garage, park, abandoned building)	1. Third Party Documentation: -A signed and dated verification from an outreach worker, community member or service provider verifying that the services are going to unsheltered YYA/ YYA family, and indicates where the person served resided - OR- -HMIS records	
	2. Intake worker direct observation- Category 1 Homeless Verification form -OR-	
	3. Youth self-certification AND documentation of intake workers attempts to verify information	
An institution (ex. jail, hospital, juvenile detention) that the youth is exiting and where youth was resident for 90 days or less AND the youth resided in emergency shelter or place not meant for human habitation immediately prior to entering that institution	1. Discharge paperwork written AND documentation of shelter or place not meant for human habitation prior to entering institution. -OR-	
	2. Written or oral statement from staff of the institution with beginning and end dates of the time the youth spent in the institution AND documentation of shelter or place not meant for human habitation prior to entering institution -OR-	
	3. Certification by youth that they exited institution AND documentation of intake worker's attempts to verify information AND documentation of shelter or place not meant for human habitation prior to entering institution.	

CATEGORY 2

Red - Youth self certification		
Blue - staff certification/documentation		
Homeless Status	Type of Documentation	Documentation Attached
Category 2: Imminent Risk of Homelessness		
In own housing, but being evicted within 14 days and with no safe alternative housing, resources or support networks to maintain or obtain permanent housing	Notice of eviction or equivalent legal document AND documentation that the youth has no safe alternative housing, no financial or other resources, and no family or other support networks.-OR-	
A hotel or motel paid for by the youth, family, or friends where the youth cannot stay for more than 14 days and with no safe alternative housing, resources or support networks to maintain or obtain permanent housing	Proof of inability to continue to pay for hotel or motel AND documentation that the youth has no safe alternative housing, no financial or other resources, and no family or other support networks.-OR-	
With family or friends and being asked to leave within 14 days and with no safe alternative housing, resources or support networks to maintain or obtain permanent housing	Statement by youth that they cannot continue to stay at the place they have been AND written or oral verification from owner or renter of housing obtained by intake worker AND documentation that the youth has no safe alternative housing, no financial or other resources, and no family or other support networks. -OR-	
	Statement by youth that they cannot continue to stay at the place they have been AND documentation of intake worker's attempts to verify information AND documentation that the youth has no safe alternative housing, no financial or other resources, and no family or other support networks.	

CATEGORY 4

Red - Youth self certification		
Blue - staff certification/documentation		
Homeless Status	Type of Documentation	Documentation Attached
Category 4 : Individuals/Families Fleeing or Attempting to Flee Domestic Violence		
<p>Youth fleeing or attempting to flee their housing or the place they are staying because of domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions related to violence that has taken place in the house or has made them afraid to return to the house, including:</p> <ul style="list-style-type: none"> • Trading sex for housing • Trafficking • Physical abuse • Violence (or perceived threat of violence) because of the youth's sexual orientation <p>Additionally, the youth must have no safe, alternative housing, resources or support networks to maintain or obtain permanent housing.</p>	<p>For Victim Service Providers: -Statement by the youth that they are fleeing domestic or other violence AND certification of the statement by the intake worker AND youth's self-certification certification that they have no safe alternative housing, no financial or other resources, and no family or other support networks. -OR-</p>	
	<p>Is there any documentation or supporting statements to verify the youth's certification? (for example Police report of third party, or a neighbor)</p>	
	<p>For Non -Victim Service Providers: -Statement by the youth that they are fleeing domestic or other violence AND youth's self-certification certification that they have no safe alternative housing, no financial or other resources, and no family or other support networks.</p>	
(Same as above)	<p>If the safety of the youth is not jeopardized by documentation, verification of the statement through written observation by the intake worker or staff at other organizations, including law enforcement, housing or service provider, social worker, homeless liaison or legal assistance provider youth has sought assistance from OR documentation of intake worker's attempts to verify information and certification of the statement by the youth or intake worker</p>	

