



## System Guide Documentation Checklist Coordinated Entry System (CES)

### Required Documents for Project Enrollment

- Brighter Days Documentation Worksheet
- Documented Proof of Homelessness completed by the intake worker

### Children (*if available*- for YYA Families)

- Birth Certificate or
- Proof of Guardianship

### YYA 18+ (*if available*)

- Valid Gov't issued ID
- Social Security Card

### Break Down of Required Documentation

- **Homeless Certification-** Proof of Homelessness which can be in the form of either a:
  - Brighter Days Youth Self-Certification of Homelessness (*Category 1,2 and 4*)
  - System Guide Direct Observation (*Cat. 1*)
  - System Guide Direct Observation (*Cat. 2*)
  - HMIS records (*shelter entries, BH entries, service transactions, case notes*)
  - Third Party Written Verification
  - Category 4 Self Attestation
- **ROI-** This document grants permission for information to be entered into HMIS and shared with partner agencies. ***This is required for all adults 18+.***

### Additional Documentation for Housing

- **Valid ID-** Any government issued ID that's not expired (Driver's License, ID, Passport, Military ID)
- **Social Security-** Social security card or receipt of social security application.
- **Proof of Guardianship-** While birth certificated is ideal If the child/children birth certificate cannot be easily obtained one of the following can be used as an alternative. ***It must have both the adult's name and child name on the document:***
  - SNAP Letter (Food Stamps or TANF)
  - Shot Record
  - SSI/SSDI Award Letter
  - School Record
  - Current Court Documents demonstrating custodial or guardian relationship
- **Proof of Pregnancy:** This is required if there are no other children in the home. This can be:
  - Signed letter from doctor on letter head with due date
  - Medicaid/WIC Acceptance Letter for unborn