

Documentation of Homelessness for Youth Homelessness Demonstration Programs

YHDP TH, RRH, and PSH programs serve youth who are literally homeless or fleeing violence.

- < Literally homeless means they're staying in a Shelter or a place not meant for human habitation.
- < If someone is moving between Shelter, places not meant for habitation, family/friends, and unsafe/unstable situations, they can be considered literally homeless.
- < Fleeing or attempting to flee domestic violence means they are experiencing domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions **AND** have no other residence **AND** lack resources or support to obtain other housing.
- < Violence includes trading sex for housing; trafficking; physical, emotional, financial abuse; conflict that makes the youth unsafe; violence because of sexual orientation or gender identity; active drug use; gang or neighborhood violence directed to a youth at home; or other illegal activity putting the household at risk.

The easiest and clearest documentation of homelessness is the **HMIS program history record**.

- < Enroll the client in your program and enter them into your program in HMIS.
- < On the programs tab, look for an open Shelter or Outreach program immediately prior to the client's enrollment into your program.¹
- < Make sure the client was open in Shelter or Outreach within **7 days** prior to enrollment into your program.
- < Print the HMIS program history record or save it as a PDF **immediately**. Do not wait for a DCA or USHS application.

Enrollment in CARR Team is not documentation of literal homelessness because CARR Team also serves youth at risk of homelessness. For CARR Team clients, use the HMIS entry/exit record **AND** the Current Living Situation that CARR Team entered in HMIS. If the current living situation shows literal homelessness, file it with the HMIS entry/exit record. If it does not show literal homelessness, use the guidance below.

If the client was not open in a Shelter or Outreach program or CARR Team does not show literal homelessness within 7 days of enrollment into your program, you need additional documentation.

- < If the client is unsheltered, ask an Outreach partner for a [Verification of Street Homelessness Form](#).
- < If the client is working with another provider, ask them for written certification of homelessness.
- < If the client was in the hospital, jail/prison, or another institution for less than 90 days, ask the institution for written certification, including entry/exit dates and confirmation that the client was literally homeless when they entered.
- < Clients can self-certify homelessness **as a last resort**, with documentation of attempts to get third-party documentation. **Self-certification should be rare**. It may be more common for those fleeing violence, since it may be unsafe to obtain documentation.

If a PSH or RRH program enrolls a client and they leave Shelter before they're housed, they're still eligible for PSH or RRH, even if they are staying with friends/family or in a hotel/motel. One of the documentation methods above is still required to show homelessness at enrollment. The temporary housing situation between Shelter and permanent housing should be limited to 30 days.

YHDP CARR Team serves youth who are literally homeless, youth fleeing violence, and youth at imminent risk of literal homelessness. For literal homelessness, use the above guidance. For imminent risk of homelessness:

- < Evidence that client must leave their current housing imminently (court-ordered or landlord-issued eviction notice, letter from host family or friend indicating the date by which the family must leave, or other documentation showing the household can no longer stay in their current residence) **AND**
- < Evidence that they have no alternative, safe, and appropriate housing (client self-certification) **AND**
- < Evidence that they have no other resources to obtain or maintain housing (client self-certification).

If you have an unusual situation and don't know how to document homelessness, please contact Aubre Jones (ajones@csb.org) and/or Heather Notter (hnotter@csb.org).

¹ "Enrollment" means that the relevant coordinated point of access referred the client to your program and you initiated or attempted to initiate intake.