

RRH Transfer Assessment Frequently Asked Questions

Transitional Housing

1.) Do nights in Boston transitional housing programs count towards someone's cumulative Boston homeless nights in the last three years?

Yes. In the warehouse, use the larger number of nights, labeled "homeless nights".

Documenting Boston Homeless Nights- Not in the Warehouse

2.) Is there a template letter we have to use to verify additional nights?

Here is guidance on documenting additional homeless nights not in the Warehouse. Page 2 is a [suggested template](#) to use to verify additional nights.

3.) Does the person doing the assessment have to document the additional nights?

RRH providers must document all nights in the three years prior to someone's lease up in the RRH program. This is because homeless set asides and all permanent supportive housing programs require documentation of length of time homeless for the resource. The receiving housing program is responsible for obtaining that documentation if the client is matched to a resource. Assessors should:

- Inform the client that any nights they are adding must be documented
- If the assessor can document or obtain documentation, upload the documents to the client's warehouse record so the receiving program can easily move forward with admissions.
- If your agency is not one that uses the Warehouse, retain the documentation in your files and submit it to the receiving program if the client is matched.

Boston Housing Authority Emergency Housing Vouchers (EHV)

4.) What documents does BHA require for the EHV's?

In general, the BHA can work with clients if they're not able to provide documents listed from one or more of the above categories. Documentation of the above from governmental sources BHA can generally accept. BHA also generally recommends that if a client has compiled all the information/documentation that they believe they are able to in a reasonable time frame but are still missing something of the above, that they should go ahead and submit their application anyway, even if incomplete. BHA can then work with clients to resolve outstanding issues on a case-by-case basis.

The BHA must obtain the following information for all Applicants as applicable:

(a) Photo Identification for the Head of Household and the Co-Head of Household. *One of the following forms of photo identification for the Head of Household and the Co-Head of*

Household only:

- (1) Driver's License;*
- (2) Registry of Motor Vehicles picture ID;*
- (3) Passport;*
- (4) Student or Employer ID; or*
- (5) Other Photo ID acceptable to the BHA.*

(b) Proof of Birth. *One of the following proof-of-birth documents (shown in order of preference) for all Applicant Family members:*

- (1) Original and copies of Birth certificates;*
- (2) Passports;*
- (3) Original INS documents for eligible Non-Citizens;*
- (4) Other records deemed appropriate by BHA (DDG214, Statement from Social Security Administration, Original Baptismal Records); or*
- (5) A medical letter documenting pregnancy as well as anticipated date of birth will be required for all unborn children listed on the application.*

(c) Proof of Relationships. *One of the following proof-of-relationship documents for all Minor children or situations involving the care of adults under guardianship:*

- (1) Birth certificates;*
- (2) Court records of adoption;*
- (3) Court records of guardianship; or*
- (4) Other written documentation such as written designation from the Minor Child's parent.*

(d) Social Security Numbers. *One of the following documents may be accepted to verify Social Security Numbers (SSN):*

- (1) Original Social Security Card;*
- (2) Original Report from the Social Security Administration documenting the availability/non-assignment of a SSN (BHA will make a copy for the file); or*
- (3) A written statement from the Social Security Administration documenting the assigned SSN.*

Family members under the age of six (6) years old do not need to provide a SSN.

No SSN or verification needs to be provided for individuals who certify that they have not been assigned a SSN. However, proof must be provided to show that no SSN was assigned. "