

Housing Navigation Checklist

1. Complete the **Housing Triage Questions** to determine a housing pathway for the guest.
 - a. Use **client flier** to bring guest in as a partner in the discussion.
 - b. Use **Housing Pathway info sheets** for details on each pathway to determine referral.
 - c. Use **elderly, HIV+ and/or Veteran checklists** if someone identifies w/a status.
 2. Make referral to housing pathway.
 3. Complete the guest's entry on the "LT resident spaces" tab on the [Street 2 Home list](#). Update guest's entry on the list weekly.
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If guest needs intensive housing navigation for subsidized and/or supportive housing options:

1. [Housing Authority- place of residency \(often live or work\)](#)
2. [Boston Housing-](#) Priority Status for being in a shelter; may belong in other priority categories
3. Complete the Pathways 2021 Coordinated Entry assessment- this accesses Boston's permanent supportive housing and "homeless set aside" units. See [here](#) for the Pathways 2021 toolkit. New staff must watch 2 recordings in order to get access to the assessment 1.) [Training for Pathways 2021- All Users](#) and 2.) [Training for Pathways 2021- Clarity Users](#).
 - a. Have your guest sign a [Housing Assistance Network \(HAN\) release](#) to share information with other housing partners in the City- upload this to their [warehouse record](#).
 - b. If the guest does not want to share their information but still wants supportive housing opportunities, you can fill out [a Limited CAS release- upload this to their warehouse record](#).
 - c. Complete the Pathways 2021 assessment in Clarity. Update the guest's assessment every 90 days.
 - d. If guest already has a Pathways 2021 assessment in Clarity, check to make sure the information, including the # of Boston nights in shelter or unsheltered are up to date. Complete a new assessment if nights have increased.
4. Begin collecting guest's ID documents. See [the next page](#) for what can be used for housing purposes.
5. [State Public Housing-](#) *Emergency Status (DV, natural disaster, medical emergency, no-fault eviction or displacement); check off Alternative Housing Voucher Programs (AHVP) for people under 62 y/o and with a disability.*
6. [Project Based Vouchers](#)
7. Project Based MRVP's- *see MassHousing excel w MRVP's labeled*
8. [BHA Mod Rehab Fast Tracks](#)
9. Boston Pathways Assessment (Individuals)
10. For those with a disability:
 - a. 811 applications- need training from DHCD
 - b. Community Based Housing units- those at risk of institutionalization
 - c. Specialized Housing ([nursing homes](#), [assisted living](#), [group homes](#), etc.)
11. [Boston Homeless Set Aside Form](#) (Families w/children)
12. Other areas' Coordinated Entry assessments
13. [Centralized S8](#) and [DHCD Housing Choice Vouchers](#)

ID Documents to Collect for a Subsidized Housing Search

(a) Photo Identification for the Head of Household and the Co-Head of Household.

- (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.