

Documenting Current Boston Homelessness

Guidance on Documenting Eligibility

- ✓ If Boston homeless days are in the client's Warehouse record
 - If the client's warehouse record indicates there are current Boston homeless days at the time of application **agencies may use the warehouse record.**
- ✓ If Boston homeless days are outside of the Warehouse
 - Verification must follow the City of Boston's preferred order of documentation below. Staff should move down the list of this preferred order, and only use self-certification in instances where all above options have been exhausted.

Boston's Preferred Order of Documentation of Homeless Status	
1.	HMIS record of of Boston bed/outside days
2.	Third-party written documentation/ shelter letter
3.	Oral verification to the intake worker (written by the intake worker)
4.	Intake worker written observation of one's homelessness
5.	Self-certification from the participant