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| <p>Instructions for: Form C: History of Homelessness and Housing</p> |  <p>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</p> |
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Description: Form C creates a timeline for the Client’s history of homelessness and housing (residential history) and may be used to collect and track the verification documents for each episode of homelessness. Form C may be used to document **chronic homelessness**, as required for the Continuum of Care (CoC) program and the residential history required for LIHTC-CTCAC.

Applicability: Form C should be filled out as completely as possible for all Clients during the intake/assessment process.

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|---|-----------------------------------|
| 1 | Continuum of Care |
| 2 | General Fund/LOSP |
| 3 | HUD 202/Section 8 PBV |
| 4 | MHSA-FSP |
| 5 | HSH Fund (formerly Care Not Cash) |
| 6 | LIHTC - CTCAC |

General Instructions: Form C should be filled out as completely as possible by Staff based on records in the ONE System and any additional information that the Client is willing and able to share. See detailed instructions on the form.

Only the following two programs require that Form C be filled out **completely** with verification documentation for each episode of homelessness:

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|---|-------------------|
| 1 | Continuum of Care |
| 6 | LIHTC - CTCAC |

Therefore, it may be prudent to complete Form C using only available records, unless/until the Client is matched with a CoC and/or LIHTC-CTCAC unit.

For Continuum of Care (CoC) ONLY:

Proof of **chronic homelessness** is only required under the Continuum of Care (CoC) program. New chronic homelessness documentation standards require evidence that the participant was literally homeless for a total of 12+ months or experienced 4 or more episodes of homelessness in the past 3 years.

On Form C:

- Add up the total number of months that the Client experienced homelessness
- Attach verification documentation for each episode of homelessness

Notes on Verification Documentation:

- There is not a minimum number of months for which third-party documentation is required, but housing navigators should seek to obtain verification for as much of the self-reported history as possible except in instances where doing so will extend the length of time an eligible participant will remain homeless.
- Written self-certification for the full period of time homeless may be sufficient in situations where obtaining third-party verification would impede program enrollment for eligible households or extend the participants' time homeless.
- For participants currently in RRH you must attach evidence that they met these criteria prior to entry into RRH. RRH participants retain their chronically homeless status during the time period that they are receiving the RRH assistance. Time spent in RRH does not count towards an applicants' duration of homelessness.
- Veterans residing in VA-funded transitional housing, including the VA Grant and Per Diem program (GPD), do maintain their homeless and/or chronic homeless status for the purpose of determining eligibility for PSH. Note that this differs from non-veterans living in transitional housing, who are not considered chronically homeless, regardless of their status upon entry into transitional housing.
- Documentation of a single encounter with a service provider on a single day within 1 month is sufficient to consider an individual as homeless for the entire calendar month.

Beginning October 26, 2020, all Continuum of Care (CoC) PSH will be operating under HUD's DedicatedPLUS program designation, which has new requirements for documenting homeless history. Recipients are required to document eligibility of all program participants served at the time of program enrollment. Third-party verification continues to be the preferred method for documentation of homeless history and homeless status ([HUD FAQ 3298](#)), however please note:

In circumstances where obtaining third-party verification would impede eligible households from enrolling in a project or extend the time they would remain literally homeless, certification from the housing navigator and the Client can be used. Housing navigators must document the steps taken to obtain third-party verification in this situation.