


<p>Instructions for: Form F: Declaration of Citizenship or Immigration Status for Federally Funded PSH Programs</p>	 <p>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</p>
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Description: HSH and its contractors must confirm and verify that all federally funded PSH program participants, including CoC PSH and HUD 202/Section 8 PBV, are citizens or qualified aliens, as defined under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (“PRWORA”) which restricts eligibility for “federal public benefits” to citizens and qualified aliens. Form F declares that the Client is in the United States lawfully.

Applicability: all federally funded PSH programs.

1	Continuum of Care
3	HUD 202/Section 8 PBV

Note: The San Francisco Housing Authority may require an additional declaration of citizenship, such (particularly for HUD 202/Section 8 PBV units). See OHS Form G-845 <https://www.uscis.gov/sites/default/files/document/forms/g-845.pdf> and consult with the PSH provider for details.

General Instructions: verification of immigration status shall only occur after the participant has otherwise demonstrated eligibility to participate in the program.

Staff shall notify prioritized applicants of all eligibility requirements for supportive housing units, including the need to verify immigration or citizenship status for federally funded units. If the Client is not able to produce documentation of citizenship or immigration status, the Client should be referred to other (non-federally funded) PSH options within the coordinated entry portfolio.

There are two (2) options for verifying the Client’s status as a U.S. Citizen or U.S. Non-Citizen National:

- **Option 1 (preferred):** ask the applicant to present a document demonstrating that he or she is a U.S. Citizen or non-citizen national; **or**
- **Option 2:** accept a written declaration, made under penalty of perjury, from one or more third parties indicating a reasonable basis for personal knowledge that the applicant is a U.S. citizen or non-citizen national.

Additional Instructions:

- For verification of the status of a Qualified Alien, ask the applicant to provide documentation evidencing his or her status as a qualified alien.
- If the verification is not accepted, the applicant should be provided with instructions to correct or appeal this determination to a qualified evaluator of immigration status.