# Participant File Checklist

**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OHCS Forms and Tools can be found at: <https://www.oregon.gov/ohcs/Pages/housing-assistance-program-forms.aspx>

**ELIGIBILITY DOCUMENTS**

[ ]  **Release of Information**

 (OHCS Release of Information (Authorization to Use and Disclose Information) Form)

**[ ]  Assessment**

(OHCS Assessment Tool; OHCS HSP Barriers to Housing Stability Assessment/Plan Forms; HMIS Assessment)

**[ ]  HMIS Entry of UDE/State required elements**

[ ]  **Identification**

 (Birth Certificate; Naturalization Papers; Driver’s License; Baptismal Records; Passport; Military DD214)

**[ ]  Verification of Citizenship**

 (Birth Certificate; Immigration/Refugee Documents; OHCS HSP Citizenship Self-Certification Form)

**[ ]  Verification of SSN** (HSP only)

 (SS Card; Proof of Application for SSN)

**[ ]  Proof of Pregnancy or Relationship to Child** (HSP only)

 (Client Written Statement of Pregnancy; Birth Certificate; Adoption Records; Custody Agreement)

**[ ]  Verification of Housing Status**

 (Eviction Notice; Foreclosure Notice; Court Order; Eviction Letter; Written Statement from Hospital, Institution, or Shelter; OHCS Homeless Status Self-Certification Form); OHCS Tools: Homeless Status Documenting; Homeless Status Staff Certification Checklist; ESG At-Risk Homeless Status Documenting; ESG At-Risk of Homeless Status Staff Certification Checklist; ESG Homeless Status Documenting Chronic Homelessness; ESG Homeless Status Documenting Homelessness Prevention; ESG Homeless Status Documenting Rapid Re-Housing

**[ ]  Verification of Income**

(Pay Stubs; 3rd Party Written Statement; Tax Returns; Bank Statements; Unemployment Statement; SSI/SSDI Statement; TANF Benefit Notice/DHS Printout; OHCS Income Self-Certification of Zero Income and OHCS Income Self-Employment Certification Forms); ***OHCS Tools***: Income Documenting; Income Documenting Lack of Housing Options and Financial Resources; Income Eligibility Calculation Worksheet; Income Inclusions and Exclusions; Income Staff Verification Checklist; Income Third-Party Verification of Child Care Expenses; Income Third-Party Verification of Child Support Payments; Income Third-Party Verification of Informal Support; Income Third-Party Verification of Public Assistance and Job Training Assistance; Income Third-Party Verification of Social Security; Income Third-Party Verification of Wages

**[ ]  Proof of Disability, if applicable**

(Written Statement; SSDI Benefit Statement; Veteran Affairs Disability Statement; OHCS Disability Third Party Verification Form)

**[ ]  Proof of Age, if applicable**

(Birth Certificate; SS Retirement Benefit Statement if DOB is on Statement; Driver’s License; State ID; School Records if DOB is on Records)

**[ ]  Proof of Veteran Status, if applicable**

(DD214; Other Acceptable Veteran’s Affairs Documentation)

**[ ]  Proof of Student Status, if applicable**

(School Records; OHCS HTBA Student Status Third-Party Verification Form)

**EXPENDITURE DOCUMENTS**

[ ]  **Lease/Rental Agreement** (signed by landlord and tenant)

**[ ]  Habitability Standards, if applicable**

(OHCS ESG Habitability Standards and Certification Form)

**[ ]  Rent Reasonableness, if applicable**

 (OHCS Rent Reasonableness Certification Form)

[ ]  **Client Services/Housing Plan**

(OHCS ESG Housing Plan, OHCS Housing Stability/Self-Sufficiency Plan, OHCS HSP Barriers to Housing Stability Assessment/Plan Forms)

**[ ]  Client Allocation Plan** (HSP only)

 (OHCS HSP Client Allocation Plan)

**[ ]  Referral Tracker**

 (OHCS Referral Tracking Form)

**[ ]  Lead-Based Paint Disclosures, if applicable**

(OHCS Lead-Based Paint and Its Hazards Disclosure Form; *Protect Your Family from Lead in Your Home* Pamphlet)

**[ ]  Grievance/Appeals Disclosure**

(Client Signed Disclosure Statement; Case Manager Documentation)

**[ ]  VAWA Disclosures, if applicable**

(OHCS VAWA Certification Form; OHCS VAWA Notice of Occupancy Rights Form; OHCS VAWA HTBA Lease Addendum Form)

**[ ]  VAWA Emergency Transfer Plan Disclosures, if applicable**

(OHCS VAWA Emergency Transfer Plan Form; OHCS VAWA Emergency Transfer Request Form)

**[ ]  Notice of Equal Access Disclosure**

 (OHCS Notice on Equal Access Form)

**[ ]  Documentation of Expenditure Need**

(Utility Shut-Off Notice; Past Due Notice; Bills; Statements; Quotes; Purchase Requests; Case Manager Documentation of How Expenses Help a Household Obtain or Maintain Permanent Housing)