# Income – Documenting Lack of Housing Options and Financial Resources

| **Applicable Program** | **Housing Options/****Support Networks** | **Acceptable Types of Documentation** | **Documentation** |
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| **EHA, ERA, ESG, HSP, HTBA, SHAP** | **Other Subsequent Housing Options***(if no appropriate subsequent housing options have been identified)* | Assessment of housing options by case manager or other authorized staff | * Assess with applicant all other appropriate (i.e., safe, affordable, available) subsequent housing options
* Verify that no other appropriate subsequent housing options are available
* *Assessment:*
	+ Be documented by EHA case manager or other authorized staff
	+ Include assessment summary or other statement indicating that applicant has no other appropriate housing options
	+ Be signed and dated by case manager or other authorized staff
* Include assessment and verification of no other subsequent housing options in file
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| **AND** |
| **EHA, ERA, ESG, HSP, HTBA, SHAP** | **Financial Resources and Support Networks***(if participant lacks resources and support networks needed to obtain immediate housing or remain in existing housing)* | Assessment of financial resources and support networks by case manager or other authorized staff | * Assess with applicant all financial resources and support networks (i.e., friends, family or other personal sources of financial or material support)
* Verify that applicant lacks financial resources and support networks to obtain other appropriate subsequent housing or remain in existing housing
* *Assessment:*
	+ Be documented by case manager or other authorized staff
	+ Include review of current account balances in checking and savings accounts held by applicant household
	+ Include assessment summary or other statement indicating that applicant lacks financial resources and support networks to obtain other appropriate subsequent housing or remain in existing housing
	+ Be signed and dated by case manager or other authorized staff
* Include assessment and verification of insufficient financial resources and support networks in file
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