**HAP Client File Checklist / HOUSING ASSISTANCE PROGRAM Only**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Client Identifier | |  | | | Program |  | |
| Entry Date |  | | Exit Date |  | Program Type | | Choose an item. |

1. \_\_\_\_\_\_ Record of **services provided** with HAP fundswhile in housing program

|  |  |  |
| --- | --- | --- |
| Housing Payments |  | Supportive Services |
| Rental application fees  Security deposit  Rental payments  Rental arrears | Utility payments/deposits  Utility arrears  Moving costs  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Housing search and placement  Housing stability case management  Tenant/landlord mediation  Legal services  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. \_\_\_\_\_\_ Documentation of program **enrollment in HMIS** (or comparable database)

*Provide a screenshot of the client’s enrollment in the program, with entry and exit dates.*

1. \_\_\_\_\_\_ **Intake Form**/Initial Assessmentidentifying client’s most pressing needs

*Must be dated within 30 days of entry date.*

1. \_\_\_\_\_\_ Documentation of **homelessness** or at-risk of homelessness
2. \_\_\_\_\_\_ Documentation of **referral and connection** to homeless and mainstream services *(Wis. Stats. 16.306 (2b3))*

*Must show that the referral/connection(s) occurred while the client was in the program.*

1. \_\_\_\_\_\_ Documentation of provision of, or referral to, **training in self-sufficiency** *(Wis. Stats. 16.306 (2b4))*

*Examples of training in self-sufficiency include budgeting/financial education, tenant education, employment services, job training, life skills education, etc.*

1. \_\_\_\_\_\_ Documentation of provision of **Termination Procedure**

*Procedure should include possible reasons for termination, the procedure if a client is terminated from the program, and the appeal process.*

Was the client terminated from the program?  Yes  No

*If yes, provide documentation related to the termination proceeding.*

1. \_\_\_\_\_\_ Documentation that at least **25% of client income** is spent on rent *(Wis. Stats. 16.306 (2b5))*

*Include income calculation form, income source documentation, and rent calculation form.*

*If client did not pay required rent, include corrective action plan(s).*

1. \_\_\_\_\_\_ Documentation of **housing and employment status** of each person **at** **program exit** (*Wis. Stats. 16.306 (3c))*

N/A: client still in program; not exited

1. \_\_\_\_\_\_ Documentation of **financial assistance** provided using HAP funds, including source and payment

documentation (*includes rental application fees, security deposits, last month’s rent, utility*

*deposits/payments, and moving costs)*

*Source documentation includes lease agreements, utility bills, invoices for moving expenses, or charges for rental application fees.* *Payment documentation (e.g. fiscal ledger, check stubs, etc.) should contain payment dates, payment amounts, and type(s) of expenses.*

N/A: no financial assistance was provided

Was any **rental assistance** provided using HAP funds? *(includes rent and rent arrears)*  Yes  No

*If yes, the following requirements apply:*

1. \_\_\_\_\_\_ A copy of the **lease agreement** covering the dates of rental assistance provided
2. \_\_\_\_\_\_ Documentation of unit compliance with **Rent Reasonableness**
3. \_\_\_\_\_\_ Documentation of unit compliance with **Habitability Standards** or Housing Quality Standards (HQS)
4. \_\_\_\_\_\_ **Lead Paint** **Disclosure Form**, including provision of [HUD’s Lead Safety Pamphlet](https://www.epa.gov/lead/protect-your-family-lead-your-home-real-estate-disclosure" \l "12)

N/A: unit built after 1978

N/A: no child under 6 or pregnant woman was/will be in residence

1. \_\_\_\_\_\_ **Rental assistance agreement** between agency and landlord outlining the terms of the assistance

*See Program Manual for required elements.*

1. \_\_\_\_\_\_ Documentation of **rental assistance** provided, along with supporting documentation

*Include payment documentation* *(e.g. fiscal ledger, check stubs, etc.) that contains payment dates,*

*payment amounts, and types of expenses.*

**Notes**

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*revised 11/2024*