

# Verification of Homelessness



Please see WIBOS “Documentation of Homelessness Eligibility and Recordkeeping Requirements” for instructions to complete this form. <https://www.wiboscoc.org/boscoc-forms-standards-and-policies.html>

## **Category 1 Homeless: Literally Homeless**

### **Please indicate homeless status night prior:**

I, \_\_\_\_\_ verify that I lack financial resources and /or support network to secure housing on my own.

### **Please INITIAL any/all applicable items that apply to your current situation**

I am currently staying at an Emergency Shelter.

Name of Shelter \_\_\_\_\_ Date Entered: \_\_\_\_\_ Date Exited: \_\_\_\_\_

I am being discharged within a week from an institution such as a mental health or substance abuse treatment facility or jail/ prison. I have been residing in the institution for less than 90 days and immediately prior, I was at an emergency shelter, motel paid by an agency, or place not meant for human habitation.

Name facility \_\_\_\_\_ Date Entered: \_\_\_\_\_ Date Exited: \_\_\_\_\_

Please indicate where you were the night before entering facility: \_\_\_\_\_

Last night I spent the night in a place not meant for human habitation (signed statement must be provided).

Abandoned Building  Park  
 Streets / sidewalk  Car  
 Other: (please describe) \_\_\_\_\_

I spent last night in a hotel/motel paid for by a charitable organization or a government funded program.

Name of charitable organization or government program: \_\_\_\_\_

## **Category 4 Homeless: Fleeing or attempting to flee a domestic violence, dating violence, sexual assault, stalking or human trafficking.**

I am fleeing a domestic violence situation and have no other residence and lack the resources or support networks to obtain other permanent housing.

Are you working with a DV advocate (name and number) \_\_\_\_\_

## **Category 2 Homeless: For Shelters and Homeless Prevention Programs ONLY**

I am being evicted from my place of residence and asked to leave within 14 days, no other residences have been identified and lack the resources / support networks to obtain permanent housing. (Eviction notice must be attached).

Address: \_\_\_\_\_

Landlord \_\_\_\_\_

Eviction Notice Date: \_\_\_\_\_

I am staying with friends or family and being asked to leave within 14 days (signed statement must be provided).

Address: 154 S. Park Lane  
Wisconsin Rapids, WI 54495

Owner/Renter Edith Lopez

Notice Date June 15, 2022

Last night I spent the night in a hotel/motel (a receipt or statement must be provided).

Paid for by myself but lack financial means to continue to pay

Paid for by another individual (family member or friend) who can no longer help pay

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## Applicant's Statement of Housing Situation:

What are the reasons you currently lack the financial resources and/or support network to secure housing without assistance?

Recently divorced and cannot pay for rent and after-school care for two children.

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I agree that statements provided are accurate to the best of my knowledge.

Applicant Signature: Amelia Lopez

Date: 06/22/2022

For staff to fill out:

## Documentation of Homelessness

Please indicate which documentation was obtained. All supporting letters and additional documents for verification must accompany this form. Check all that apply.

- Third-party Documentation (HUD preferred form of documentation)
- Intake Worker Documentation (If third-party cannot be obtained and **MUST** fill out due diligence section on this form)
- Self-Certification (**MUST** have WIBOS Self-Certification form and due diligence filled out)

## Documentation of Due Diligence

A **detailed** description of efforts to obtain third-party verification must be recorded, including the outcome of the efforts and obstacles. Users should document all efforts to collect third-party verification, the Applicant's current living situation, and why the attempts to collect third-party documentation were unsuccessful.

Amelia had mentioned that she attends church on a weekly basis and has talked to the priest about what to do about her situation. He was willing to provide a letter on behalf of Amelia to help her in her situation.

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Based on the information provided by the client (s) seeking assistance and evident by my due diligence, I believe everything stated above is true and correct.

Staff Signature: Bunny Homes

Date: 06/22/2022

Staff Supervisor Signature: Louis Case

Date: 06/22/2022