

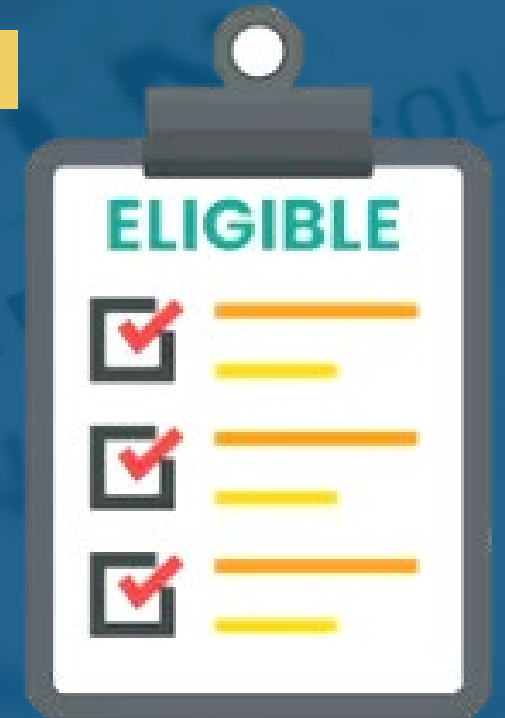


HUD Homelessness Categories & Documentation Requirements

Presented: February 2024

General Eligibility Requirements

- To be eligible based on HUD* Homelessness classifications, the individual needs to meet the category requirements **ON THE DAY** they enter the program and have the necessary documentation.
 - It is NOT sufficient for the individual to:
 - Have been eligible in the past.
 - Become eligible while they are in the program.
 - Provide documentation after being entered in the program.
- Consideration: Some programs have two steps. An individual enters the overall program, and then there is second step (examples: the individual is placed in housing, enters a training program etc.). Check whether the individual needs to be eligible at the point of entry into the overall program and at the second step, or just at entry. *This may provide enhanced flexibility.*



* HUD = US Department of Housing & Urban Development

HUD Homelessness Categories

- There are four HUD Homelessness Categories

1	Literally Homeless
2	Imminent Risk of Homelessness
3	Homeless Under Other Federal Statutes
4	Fleeing/Attempting to Flee Domestic Violence

Each category has a technical definition, and specific documentation requirements. All categories will be covered in the following slides.

Cat. 1 Literally Homeless - Definition

- Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - i. Has a primary nighttime residence that is a public or private place not meant for human habitation;
 - ii. Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
 - iii. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

Examples include:

- An individual staying in their car or in a park.
- Someone staying in an emergency shelter.



Cat. 1 Literally Homeless - Documentation

Documentation Requirements

1. Written observation by the outreach worker; or
2. Written referral by another housing or service provider; or
3. Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;
4. For Individuals exiting an institution – one of the forms of evidence above and:
 - i. Discharge paperwork or written/oral referral, or
 - ii. Written record of intake worker's due diligence to obtain above evidence and certification by individual that they exited an institution.

Verification beyond self-certification by the individual should be collected whenever possible. Examples:

- Screenshot from HMIS showing the individual is in shelter.
- Note from a street team that they saw the individual.
- Note from case manager that the individual's car appears to be lived in.
- Case manager documenting a call they had verifying the individual's location the night before.
- If the individual is self-certifying they need to list where they were staying the night before.



Cat. 2 Imminent Risk of Homelessness - Definition

- Individual or family who will imminently lose their primary nighttime residence, provided that:
 - i. Residence will be lost within **14 days** of the date of application for homeless assistance;
 - ii. No subsequent residence has been identified; and
 - iii. The individual or family lacks the resources or support networks needed to obtain other permanent housing.

Example:

- An individual staying with friends or family, that has been told they need to leave within 14-days or less.

Watchout

The definition of **Imminent Risk of Homelessness** is different and much stricter than HUD's definitions for At Risk of Homelessness.



Cat. 2 Imminent Risk of Homelessness - Documentation

Documentation Requirements

1. A court order resulting from an eviction action notifying the individual or family that they must leave; or
2. For individual and families leaving a hotel or motel – evidence that they lack the financial resources to stay; or
3. A documented and verified oral statement; and
 - i. Certification that no subsequent residence has been identified; and
 - ii. Self-certification or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing.

Only a ruling in the landlord's favor (eviction) is sufficient documentation by itself.

The following documents are NOT considered a court order and therefore are not sufficient documentation by themselves and must be accompanied by all items in #3:

- 5-day notice with or without the right to cure.
- 14-day notice with no right to cure.
- 30-day notice with the right to cure.

The individual must be within 14-days of losing their housing and there must be documentation of this such as:

- Letter from friend/family or a recovery residence that the individual must leave by a certain date.
- The above notices.

Cat. 3 Homeless under other Federal Statutes - Definition

- Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - i. Are defined as homeless under the other listed federal statutes;
 - ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing (PH) during the 60 days prior to the homeless assistance application;
 - iii. Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and
 - iv. Can be expected to continue in such status for an extended period of time due to special needs or barriers.

Examples include:

- Families that are constantly moving and don't have a consistent place to call home.
- Individuals who are 18-24 and are couch surfing.



Cat. 3 Homeless under other Federal Statutes - Documentation

Documentation Requirements

1. Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and
2. Certification of no permanent housing (PH) in last 60 days; and
3. Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; and
4. Documentation of special needs or 2 or more barriers.

- Certification can come from the Department of Public Instruction, or other organizations. The certification must be signed by the issuer or verified by the caseworker (example: documented phone call).
 - Other federal statutes include: 387 Runaway & Homeless Youth Act; section 14043 of the Violence Against Women Act of 1994; section 330(h) of the Public Health Service Act; section 725 of the McKinney-Vento Homeless Assistance Act.
- Requirements 2 and 3 can be provided through self-certification by the individual/head-of-household, however third-party documentation is preferred when possible. Examples:
 - Letters from people the individual/family was staying with.



Cat. 3 Homeless under other Federal Statues - Documentation

Documentation Requirements

1. Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and
2. Certification of no permanent housing (PH) in last 60 days; and
3. Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; and
4. Documentation of special needs or 2 or more barriers.

- Special needs and barriers can include, but are not limited to:
 - **Chronic disabilities:** chronic physical or mental health conditions, substance addiction, history of domestic violence or childhood abuse/neglect, a child with a disability.
 - **Barriers (to employment):** lack of a high school degree or a GED, illiteracy, low English proficiency, history of incarceration, history of unstable housing.
- Potential ways of documenting the above include but are not limited to:
 - Professional medical diagnosis.
 - Employment records.
 - Department of Corrections.
 - Literacy or English test scores.
 - Domestic Violence advocate statement.
 - Treatment facility statement.



Cat. 4 Fleeing/Attempting to Flee DV* - Definition

Any individual or family who:

- i. Is fleeing, or is attempting to flee, domestic violence;
- ii. Has no other residence; and
- iii. Lacks the resources or support networks to obtain other permanent housing.

Examples include:

- Fleeing violence (or perceived threat of violence) because of a youth's sexual orientation or another reason.
- Trading sex for housing.
- Physical and sexual abuse.
- Trafficking.

**Domestic Violence (DV) includes dating violence, sexual assault, stalking, and other dangerous or life-threatening conditions that relate to violence against the individual or family member that either takes place in, or makes him or her afraid to return to, their primary nighttime residence (including human trafficking).*



Cat. 4 Fleeing/Attempting to Flee DV - Documentation

Documentation Requirements

For victim service providers:

- An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.

For non-victim service providers:

- Oral statement by the individual seeking assistance that they are fleeing. This statement is documented by self-certification or by the caseworker. Where the safety of the individual is not jeopardized, the oral statement must be verified; and
- Certification by the individual that no subsequent residence has been identified; and
- Self-certification, or other written documentation, that the individual lacks the financial resources and support networks to obtain other permanent housing.

**Self
certification by
the individual
or caseworker,
will meet the
minimum
requirements**

Scenarios – Are they eligible?

1. Someone who was homeless and just got housing.
2. Someone who was told by her friend she was staying with she must leave in 30 days.
3. Someone who has been in jail 45 days and before going to jail they were living in their car.
4. Someone who is living with extended family on a temporary basis.
5. Someone who is attempting to flee domestic violence but is currently housed.

If yes,
which
category?



* Answers are in the appendix.

DOA.WI.GOV

Resources

- Balance of State Continuum of Care Verification of Homelessness Forms:
 - Verification of Homelessness WIBOSCOG
 - Form to document category 1, 2, and 4 homelessness.
 - Verification of Homelessness Criteria 3 ONLY WIBOSCOG
- Housing and Urban Development's - At a Glance - Criteria and Recordkeeping Requirements for Definition of Homeless
 - Provides a description Homelessness categories and documentation requirements.
- Housing and Urban Development – At a Glance – Criteria for Definition of At Risk of Homelessness
 - Provides a description of **At Risk of Homelessness** categories





Appendix

Scenario Answers

1. No. They are housed therefore they are not considered homeless even if they were homeless before.
2. Right now, no. Could she later? Yes, once she is within the 14-day window of needing to leave and has documentation she needs to go (example letter from the friend, email to the case worker, etc.) or self-certifies (not preferred). Once they are within the 14-day window, they would qualify for category 2.
3. Yes. This person was in an institution for less than 90 days, and immediately before going to jail they were staying in a place not meant for human habitation (car), therefore they qualify for category 1.
4. Maybe. Most people won't qualify because if the person is living in a temporary situation so long as they are not being asked to leave and are not within a 14-day window of needing to leave they don't qualify. A person would qualify if, they are between the ages of 18-24 or have a family with children (under 18) and youth (18-24) and qualify as homeless under other federal statutes, and haven't had formal occupancy agreement in permanent housing in the past 60-days, and have moved two or more times in the past 60 days, and have barriers or disabilities that make it likely they will continue moving from place to place. If they do meet that definition, they qualify for category 3.
5. Yes. They qualify for category 4.

