

# CT BOS CONTINUUM OF CARE

## CoC Program Participant Homelessness Verification

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### Sample Third Party Documentation of Chronic Homelessness

**Updated to Comply with HUD Final Rule on Chronic Homeless Definition**

**1/6/2017**

These sample letters can be used by CoC funded Permanent Supportive Housing projects in combination with the Program Participant Homelessness and Disability Verification Forms and Chronic Homelessness Documentation Checklist to document chronic homelessness. They are intended only as a resource.

Letters are not required to follow the formats shown.

Forms and checklist available at:

<http://www.csh.org/csh-solutions/community-work/housing-development-and-operation/2578-2/>

**EXAMPLE #1: This example would suffice alone to document at least**

**12 months of continuous homelessness.**

*Note: HUD has indicated that if there is a delay between when documentation was initially gathered and when the participant **accepts** a vacant slot in the project, you must document homelessness during that period. For example, if your CAN documented someone is chronically homeless and eligible for PSH on 9/1/16, and the person **accepts** an available slot in a PSH project on 10/1/16, the documentation must be updated to reflect that the person was still currently chronically homeless as of 10/1/16.*

(AGENCY LETTERHEAD)

Hope House

123 Mountain Blvd.

Sometown, CT 11111

August 15, 2015

To Whom It May Concern:

I am writing this letter as verification of homelessness for John Doe. Mr. Doe is currently residing at the emergency shelter operated by Hope House. He has been a resident at our shelter continuously without a break of seven or more consecutive nights since July 20, 2014.

Please contact me at (555)555-5555 with any questions.

Best Regards,

(INSERT SIGNATURE)

Jane Doe

Program Director

**EXAMPLE #2: This example would suffice alone to document at least**

**12 months of continuous homelessness.**

*Note: HUD has indicated that if there is a delay between when documentation was initially gathered and when the participant **accepts** a vacant slot in the project, you must document homelessness during that period. For example, if your CAN documented someone is chronically homeless and eligible for PSH on 9/1/16, and the person **accepts** an available slot in a PSH project on 10/1/16, the documentation must be updated to reflect that the person was still currently chronically homeless as of 10/1/16.*

(AGENCY LETTERHEAD)

Hope House

123 Mountain Blvd.

Sometown, CT 11111

August 15, 2015

To Whom It May Concern:

I am writing this letter as verification of homelessness for John Doe. Mr. Doe is currently homeless and receiving services from Hope House. We are referring him to your agency for housing to resolve his homelessness. Mr. Doe was a resident at our shelter from July 20, 2014 to September 2, 2014. He was then living at a campsite from September 5, 2014 through at least January 5, 2015, the date of a Hope House outreach worker's last encounter with him at the campsite. During the period he resided at the campsite, our Hope House outreach worker encountered him at least monthly observing the location in which he resided. Mr. Doe returned to the Hope House Emergency shelter on January 10, 2015 and has resided at the shelter continuously without a break of seven or more consecutive nights since that time.

Please contact me at (555)555-5555 with any questions.

Best Regards,

(INSERT SIGNATURE)

Jane Doe

Program Director

**EXAMPLE #3: This example would suffice alone to document**

**at least 12 months of continuous homelessness.**

*Note: HUD has indicated that if there is a delay between when documentation was initially gathered and when the participant **accepts** a vacant slot in the project, you must document homelessness during that period. For example, if your CAN documented someone is chronically homeless and eligible for PSH on 9/1/16, and the person **accepts** an available slot in a PSH project on 10/1/16, the documentation must be updated to reflect that the person was still currently chronically homeless as of 10/1/16.*

(AGENCY LETTERHEAD)

Hope House

123 Mountain Blvd.

Sometown, CT 11111

August 15, 2015

To Whom It May Concern:

I am writing this letter as verification of homelessness for John Doe. Mr. Doe is currently living outside and receiving services from our Day Shelter. Mr. Doe has been receiving services from our agency since 2013. During that period he has been either residing in our emergency winter shelter or living outside continuously without a break of seven or more consecutive nights. Since at least April 2013, staff at Hope House have encountered Mr. Doe at least monthly residing in shelter, in a place not meant for human habitation, or at our Day Shelter. Based on the services we have provided to Mr. Doe, including overnight shelter, access to a shower, laundry facilities, and day shelter and based on discussions with Mr. Doe, during which he provided information we believe to be credible about his living situation, I believe, according to my professional judgment, that he was homeless during the entire period described above.

Please contact me at (555)555-5555 with any questions.

Best Regards,

(INSERT SIGNATURE)

Jane Doe

Program Director

**EXAMPLE #4: This example includes 5 letters (A, B, C, D, & E) that together would suffice to document four separate occasions of homelessness in three years totaling at least 12 months**

**Letter A – Documents 4 months & Occasions #1 & #2**

(AGENCY LETTERHEAD)

Hope House

123 Mountain Blvd.

Sometown, CT 11111

August 15, 2015

To Whom It May Concern:

I am writing this letter as verification of homelessness for John Doe. Mr. Doe was a resident at our shelter from July 20, 2013 to September 15, 2013.

He returned to the Hope House Emergency shelter on January 10, 2015 and resided at the shelter until January 12, 2015.

Please contact me at (555)555-5555 with any questions.

Best Regards,

(INSERT SIGNATURE)

Jane Doe

Program Director

**EXAMPLE #4: This example includes 5 letters (A, B, C, D, & E) that together would suffice to document four separate occasions of homelessness in three years totaling at least 12 months**

**Letter B – Documents 1 month and Occasion #3**

(AGENCY LETTERHEAD)

Central CT Community Services

123 Main Street

Sometown, CT 11111

August 15, 2015

To Whom It May Concern:

I am writing this letter as verification of homelessness for John Doe. Mr. Doe was a resident at our shelter from April 5, 2014 to April 10, 2014.

Please contact me at (555)555-5555 with any questions.

Best Regards,

(INSERT SIGNATURE)

Jane Doe

Program Director

**EXAMPLE #4: This example includes 5 letters (A, B, C, D, & E) that together would suffice to document four separate occasions of homelessness in three years totaling at least 12 months**

**Letter C – Documents 5 months and Occasion #4**

*Note: HUD has indicated that if there is a delay between when documentation was initially gathered and when the participant accepts a vacant slot in the project, you must document homelessness during that period. For example, if your CAN documented someone is chronically homeless and eligible for PSH on 9/1/16, and the person accepts an available slot in a PSH project on 10/1/16, the documentation must be updated to reflect that the person was still currently chronically homeless as of 10/1/16.*

(AGENCY LETTERHEAD)

Hospitality House

123 Union Street

Sometown, CT 11111

August 15, 2015

To Whom It May Concern:

I am writing this letter as verification of homelessness for John Doe. Mr. Doe is currently homeless and receiving services from Hospitality House. We are referring him to your agency for housing to resolve his homelessness. Mr. Doe has been receiving services from our agency and living in locations not meant for human habitation periodically since at least 2012. He is currently living in a park and has been residing outside and at a bus station since April 20, 2015. I spoke yesterday to Mr. John Smith who resides at 123 River Road adjacent to the park where Mr. Doe is living. Mr. Smith verified that he has observed Mr. Doe bedded down in the park on at least 3 occasions during each of the months of June, July and August 2015. I also spoke on August 6, 2015 to Ms. Jane Jones who operates a coffee shop inside of the Sometown bus station. Ms. Jones verified that she observed Mr. Doe bedded down in the bus station on at least 5 occasions during each of the months of April and May 2015. Based on my professional judgment, I believe the information reported by Ms. Jones and Mr. Smith to be credible and that Mr. Doe has been living in places not meant for human habitation since April 2015 through present.

Please contact me at (555)555-5555 with any questions.

Best Regards,

(INSERT SIGNATURE)

Jane Doe

Program Director

**EXAMPLE #4: This example includes 5 letters (A, B, C, D, & E) that together would suffice to document four separate occasions of homelessness in three years totaling at least 12 months**

**Letter D – Client Self Report (Documents More than Remaining Months Needed and breaks of more than 7 nights separating each occasion)**

*NOTE: For at least 75 percent of the chronically homeless households assisted by a project during an operating year, no more than 3 months of living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter may be documented using a certification by the individual seeking assistance. This limitation does not apply to documentation of breaks in homelessness between separate occasions, which may be documented entirely based on self-report. HUD allows self-certification while third-party documentation is gathered for up to 180 days (participants enrolled for fewer than 180 days can be excluded from determination of whether at least 75% of participants have at least 9 months of third-party documentation).*

August 15, 2015

To Whom It May Concern:

I am writing this letter to verify that I am homeless. I have been homeless since I lost my job and was evicted in 2012. During that time I have lived in many different places. I was arrested in September 2013 and spent about 5 months in jail. When I got out I stayed for a few days at a shelter then with a friend for about two months in February and March 2014. I had to leave my friend's place when he moved, and I camped in the woods for about 6 months during the Spring and Summer of 2014 until it got cold. During that time I kept to myself and didn't tell anyone about my situation. Then I left to stay with my grandmother in Georgia for a few months. When I came back I stayed in a shelter for a few days, then started staying with friends again from about the middle of January 2015 until it started to get warmer in April. Since then I have been sleeping in a park and sometimes a bus station.

Best Regards,

(INSERT SIGNATURE)

John Doe

**EXAMPLE #4: This example includes 5 letters (A, B, C, D, & E) that together would suffice to document four separate occasions of homelessness in three years totaling at least 12 months**

**Letter E – Intake Worker Certification (Documents Steps Taken to Obtain Third Party Documentation)**

*NOTE:* Where third-party evidence cannot be obtained, a certification by the individual seeking assistance, must be accompanied by the intake worker’s documentation of the living situation of the individual or family seeking assistance and the steps taken to obtain evidence.

*(AGENCY Letterhead)*

August 15, 2015

To Whom It May Concern:

Please accept the letter signed by John Doe on 8/15/15 as self-certification of his unsheltered homelessness for the period he lived in the woods in the Spring and Summer of 2014. As he states above, he did not tell anyone about his living situation at that time and did not seek services from any homeless service providers. We have checked with the outreach team and day shelter serving our area and they are unable to provide third party documentation of Mr. Doe’s unsheltered homelessness during that period. They did confirm that he is very proud, tries to get by on his own as much as possible without help, and avoids sharing details about his living situation.

Contained in his file are third-party documentation letters containing evidence of 4 separate occasions of homelessness over less than 3 years totaling 10 months. The letter from Mr. Doe documents more than the required additional 2 months and the breaks between each episode in order to confirm Mr. Doe’s status as chronically homeless

Please contact me at (555)555-5555 with any questions.

Best Regards,

(INSERT SIGNATURE)

Jane Doe

Intake Specialist