



CoC Required Documents Checklist for Housing Coordinators

Permanent Supportive Housing (PSH)

This document contains required documents for Housing Coordinators along with a section on HMIS forms for PSH programs within the Connecticut Balance of State Continuum of Care (CT BOS). It is designed to use at program entry, recertification/annual assessment, if the program participant moves to a new unit and at discharge. There are 5 section headings for different types of documents. The notes/details column includes information about when the document is required, and if the form can be found in the Department of Mental Health and Addiction Services (DMHAS) PSH [workbooks](#). Additional guidance about the timing of documentation required can be found in [the CT Permanent Supportive Housing Requirements and Operations Guide](#). Note that this checklist does not contain requirements for those providing supportive services for PSH participants. There are additional requirements for that provider type.

Participant Name:		
HMIS ID#:		
<input type="checkbox"/> Program Entry <input type="checkbox"/> Recertification (annual at program entry anniversary date) <input type="checkbox"/> New Address		
Document	Included	Notes/Details
* Items marked with an asterisk are optional best practices or N/A for non-DMHAS PSH		
Eligibility/Release of Information Documentation		
CAN Referral Form	<input type="checkbox"/>	Entry
Homelessness Verification & back-up docs	<input type="checkbox"/>	Entry
Disabling Condition Verification	<input type="checkbox"/>	Entry
HMIS Release of Information	<input type="checkbox"/>	Entry and recert/as needed. Update every 2 years.
Additional (non-HMIS) Releases of Information	<input type="checkbox"/>	Entry and as needed
Agency HIPAA or other Release of Information	<input type="checkbox"/>	Entry and recert/as needed
* Federal Privacy Act	<input type="checkbox"/>	Entry and recert
Income Certification		
Income Verification for household member (paystubs, third-party query procedure (TPQY)-online SSA benefits verification request, & any/all back-up documents for income adjustments such as unreimbursed medical expenses, etc.)	<input type="checkbox"/>	Entry, recert, or income change
Zero Income Verification, if applicable	<input type="checkbox"/>	Entry, recert & income change
Rent Calculation Worksheet	<input type="checkbox"/>	Entry, recert & income change; workbook
Rental & Financial Assistance/Certificate Information		
Rent Reasonableness Form and printouts of backup documentation for comparable units	<input type="checkbox"/>	Entry, recert & new address
HQS Inspection Form	<input type="checkbox"/>	Entry, recert, new address and exit
Failed Inspection Letter, if applicable	<input type="checkbox"/>	As needed
Documented Receipt of Lead Paint Disclosure	<input type="checkbox"/>	Entry, Recert & new address



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Lease & VAWA Lease Addendum – signed & dated	<input type="checkbox"/>	Entry, Recert & new address; workbook
*DMHAS Rental Certificate	<input type="checkbox"/>	Entry
W-9 (Property Owner or Property Manager receiving rents)	<input type="checkbox"/>	Entry & change of owner. Confirm annually
* Vendor Profile Form (Property Owner or Property Manager receiving rents)	<input type="checkbox"/>	Entry & change of owner. Confirm annually
* Request for Lease Approval	<input type="checkbox"/>	Entry & when moving
*Payment Notification Approval Letter	<input type="checkbox"/>	Entry; Workbook, to tenant, copy to landlord & file
*New Admission Form	<input type="checkbox"/>	Entry, recert and new address for tenant; Workbook
Housing Assistance Program (HAP) Contract – TRA only	<input type="checkbox"/>	Entry, recert and new address for tenant; Recommended for non-DMHAS as well; Workbook
*Contract Amendment, if applicable – TRA only	<input type="checkbox"/>	Workbook
* Unified Authorization to Sign , if applicable	<input type="checkbox"/>	Entry
* Owners Assurance Form	<input type="checkbox"/>	Recert
*Occupancy Continuation Form	<input type="checkbox"/>	Entry, Recert & new address; Workbook
Annual recertification letter	<input type="checkbox"/>	Recert; Workbook
*Property Damage Documentation, if applicable	<input type="checkbox"/>	If damages withheld from SD or charged to grant
* Termination from HEARTH	<input type="checkbox"/>	Entry & Recert
Subsidy Termination Warning	<input type="checkbox"/>	As needed, when subsidy is in jeopardy
Discharge/Termination Letter with appeal instructions and list of available advocates, if applicable	<input type="checkbox"/>	Exit/discharge from program
Security Deposit Return – written request for deposit return	<input type="checkbox"/>	Exit; Workbook
Additional Documents Required		
Participants’ Rights Notice - Consolidated	<input type="checkbox"/>	Entry & Recert – original to applicant & sign off form in file
VAWA Forms - Occupancy Rights (Form HUD 5380), & Incident form (Form HUD 5382)	<input type="checkbox"/>	When admitted to housing, upon notice of discharge, when denied housing, or upon receipt of eviction notice
Emergency Transfer Request Documentation, if applicable	<input type="checkbox"/>	As needed – keep all related documents
Grievance Documentation, if applicable	<input type="checkbox"/>	As needed – keep all related grievance documents
Reasonable Accommodation Documentation	<input type="checkbox"/>	As needed– keep all related reasonable accommodation, and/or grievance documents
Miscellaneous: Referrals, Correspondence, Housing Apps, Safety planning for DV survivors	<input type="checkbox"/>	As needed
CAN Notification – notify CAN of at-risk participants to convene case conference	<input type="checkbox"/>	As needed - keep all related grievance documents
HMIS Requirements		Do not print
HMIS Intake/program enrollment & Discharge	<input type="checkbox"/>	Entry and Discharge
HMIS move-in date	<input type="checkbox"/>	At time of move-in
HMIS Annual Assessment	<input type="checkbox"/>	Annually, at anniversary of program entry
Case notes ⁺	<input type="checkbox"/>	Support Service Providers: At intervals appropriate to participant needs; typically, not less than every 2 weeks; ⁺ Note: allowable in other format