



CoC File Checklist

Rapid Rehousing (RRH)

This resource contains required documents along with a section on HMIS forms for RRH programs within the Connecticut Balance of State Continuum of Care (CT BOS). The first section contains a “master” list of all RRH required documents. The following sections delineate what documents are required at program entry, annual assessment, and discharge. Note that some documents included in the master list are situation specific (e.g., someone makes a reasonable accommodation request) and they do not appear in the other sections. Staff and supervisors can use the program entry, annual assessment and discharge sections to ensure all required documents are in participants' files at each of these critical junctures. Staff and Supervisors can use the master checklist when conducting chart reviews that cover a longer period of time.

There are 6 section headings for different types of documents, with the last being for ESG RRH only. The Form Number column includes the document number as listed on the [CT BOS website](#), if applicable. The notes/details column includes information about when the document is required and if the requirement restrictions if applicable. Additional information related to documentation needed, policies and procedures can be found in the [CT DOH Rapid Rehousing Requirements and Operations Guide](#).

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Connecticut Balance of State Continuum of Care

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Participant Name:			
HMIS ID#:			
<input type="checkbox"/> Program Entry <input type="checkbox"/> Annual <input type="checkbox"/> Interim Adjustment (income or address change) <input type="checkbox"/> Exit			
Document	Form # from CT BOS Website	Included	Notes/Details
Eligibility/Release of Information Documentation			
Homelessness Verification & back-up docs	1A	<input type="checkbox"/>	Entry
HMIS Release of Information	0	<input type="checkbox"/>	Entry and Annual
Agency Release of Information		<input type="checkbox"/>	Entry and Annual
RRH Exception Form, if applicable	21	<input type="checkbox"/>	As needed
Date of Birth Documentation		<input type="checkbox"/>	YHDP only, if 18 or over
Income Certification			
RRH Rental/Utility Calculation Tool Household Income	25	<input type="checkbox"/>	N/A for Rapid Exit; Entry, 90-day & annual re-calc., & if income decreases over \$40; must say utility allowance to utility co. if ACT is paying
Income Verification	14	<input type="checkbox"/>	N/A for Rapid Exit; entry, annual re-calc., & if income decreases over \$40
Zero Income Verification, if applicable	15	<input type="checkbox"/>	N/A for Rapid Exit; Entry & Annual
Other (i.e. income correspondence, budgeting tools)		<input type="checkbox"/>	As needed
Rental & Financial Assistance Information			
Rent Reasonableness Form	8	<input type="checkbox"/>	Entry & Annual
Completed & Passed HQS Inspection Form	9	<input type="checkbox"/>	Entry & Annual
Rental Form Lead Paint Disclosure	11	<input type="checkbox"/>	Entry & Annual
Failed Inspection Letter, if applicable	12	<input type="checkbox"/>	As needed
Lease – signed & dated (landlord & tenant)		<input type="checkbox"/>	Entry & Annual
Rental Assistance Agreement	16	<input type="checkbox"/>	N/A for Rapid Exit
VAWA Lease Addendum	16A	<input type="checkbox"/>	Upon lease signing & annual
Payment Letter	17/17A	<input type="checkbox"/>	Entry & Annual, copied to landlord
W-9 (Property Owner)	18	<input type="checkbox"/>	Entry & change of owner
Proof of Property Ownership		<input type="checkbox"/>	
Utility account documentation from utility co.		<input type="checkbox"/>	CoC & YHDP only - If utility payment through ACT, prior to payment
Utility Account Payment Permission	13	<input type="checkbox"/>	CoC & YHDP Only – if utility payment through ACT, prior to payment
Fund Request Form	19 A/B/C	<input type="checkbox"/>	Entry, Monthly, 3-month recert
Recertification form	20	<input type="checkbox"/>	3-month certification, only
Property Damage Documentation, if applicable		<input type="checkbox"/>	As needed
Subsidy Termination Warning Letter		<input type="checkbox"/>	As needed
Stop Payment letter	22	<input type="checkbox"/>	As needed



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Discharge/Termination Letter, if applicable	23	<input type="checkbox"/>	Exit/termination from program; YHDP Div/RE can be provided at time of initial assistance
Documentation supporting additional supportive service fund expenses		<input type="checkbox"/>	Work with internal finance dept. to ensure allowable
Linkages – documentation of connection to appropriate on-going services & subsidies prior to planned discharge		<input type="checkbox"/>	Prior to exit
Security Deposit Return – written request for deposit return		<input type="checkbox"/>	If using CoC funds for security deposit – at exit; Deposits to be returned to participant
Additional Documents Required			
RRH Program Agreement Form	2	<input type="checkbox"/>	N/A if Rapid Exit
Sign-off form for Client Rights docs: Bill of Rights, Grievance, Emergency Transfer, VAWA forms, ESSA	6	<input type="checkbox"/>	Entry & annual recert; Note – VAWA Occupancy rights also provided at termination
Housing Stabilization Plan or equivalent	7	<input type="checkbox"/>	Reviewed at least monthly; completed at least every 90 days
Final Written Attempt to Contact Before Termination-no contact over 30 days		<input type="checkbox"/>	As needed; must be in writing and allow 5 days for participant response
Re-set Discussion Letter		<input type="checkbox"/>	As needed; see p. 76 of RRH Manual for details
Grievance documentation, if applicable		<input type="checkbox"/>	As needed
Reasonable accommodation requests		<input type="checkbox"/>	As needed
Safety Plan, required for DV-specific programs		<input type="checkbox"/>	As needed
Miscellaneous: Releases of Information, Referrals, Housing Apps, Correspondence		<input type="checkbox"/>	
CAN Notification of at-risk of homeless discharge		<input type="checkbox"/>	As needed; not separate document – to be reflected in case notes
HMIS Requirements			Do not print
RRH HMIS Intake/program enrollment		<input type="checkbox"/>	At entry
HMIS housed date (move-in date)		<input type="checkbox"/>	Upon move-in to unit
RRH HMIS Annual Assessment, if applicable		<input type="checkbox"/>	At annual anniversary of program entry
HMIS program enrollment discharge		<input type="checkbox"/>	Upon project discharge/exit
Case notes		<input type="checkbox"/>	At least monthly; YHDP DIV/RE – only required if receiving more than 1-time help
Financial Service Requests		<input type="checkbox"/>	Monthly
ESG RRH Only – Utility Payments via ACT and Moving Costs			
Account documentation from utility company		<input type="checkbox"/>	For utility deposit – prior to utility arrears payment
Utility arrears documentation showing how arrears prevent from obtaining housing		<input type="checkbox"/>	ESG only – prior to utility arrears payment
Utility correspondence showing outstanding balance		<input type="checkbox"/>	ESG only – prior to utility arrears payment
Time monitoring of storage not to exceed 3 months		<input type="checkbox"/>	ESG only - prior to paying for storage/moving costs
Documentation of reasonable costs for moving/storage expenses		<input type="checkbox"/>	ESG only – prior to moving costs payment
Documentation of why storage and/or truck rental is necessary		<input type="checkbox"/>	ESG only – prior to moving costs payment

CoC RRH File Checklist - Program Entry

Participant Name:		HMIS ID#:	
Date:		Staff Initials:	
Complete in file	Document Name	Form #	Notes
Eligibility & Release of Information Documents			
<input type="checkbox"/>	Homeless Verification & back-up docs	1A	
<input type="checkbox"/>	HMIS Release of Information	0	
<input type="checkbox"/>	Agency Release of Information		
<input type="checkbox"/>	RRH Exception Form, if applicable	21	As needed
<input type="checkbox"/>	Date of Birth Documentation		YHDP Only, if 18+
Income Documentation			
<input type="checkbox"/>	Income Certification - RRH Rental/Utility Calculation Tool	25	N/A for Rapid Exit; 90-day recert; also needed if income decreases over \$40; must say utility allowance to utility co. if ACT is paying
<input type="checkbox"/>	Income Verification	14	N/A for Rapid Exit; also needed if income decreases over \$40
<input type="checkbox"/>	Zero Income Verification, if applicable	15	N/A for Rapid Exit
<input type="checkbox"/>	Other Income Documents, as needed		budgeting, tools, correspondence, etc.
Rental & Financial Assistance			
<input type="checkbox"/>	Rent Reasonableness Form	8	
<input type="checkbox"/>	HQS Inspection - Completed & Passed	9	
<input type="checkbox"/>	Lead Paint Disclosure	11	
<input type="checkbox"/>	Failed Inspection Letter, if applicable	12	
<input type="checkbox"/>	Lease - Signed & Dated		landlord & tenant
<input type="checkbox"/>	Rental Assistance Agreement	16	N/A for Rapid Exit
<input type="checkbox"/>	VAWA Lease Addendum	16A	
<input type="checkbox"/>	Payment Letter	17/17A	copied to landlord
<input type="checkbox"/>	W-9 (Property Owner)	18	also needed if change of owner
<input type="checkbox"/>	Proof of Property Ownership		also needed if change of owner
<input type="checkbox"/>	Utility Account Documentation from utility co.		CoC & YHDP only; Needed before payment
<input type="checkbox"/>	Utility Account Payment Permission - if ACT paying utilities	13	CoC & YHDP only; Needed before payment
<input type="checkbox"/>	Fund Request Form	19 A/B/C	& Monthly & 3-month re-cert
<input type="checkbox"/>	Discharge/Termination Letter	23	YHDP Div/RE - at time of initial assistance
Additional Required Documents			
<input type="checkbox"/>	RRH Program Agreement Form	2	N/A for Rapid Exit
<input type="checkbox"/>	Client Rights Sign-Off for: Bill of Rights, Grievance, Emergency Transfer, VAWA forms, ESSA	6	Entry and annual recert; Note - VAWA Occ. Rights required at termination
<input type="checkbox"/>	Housing Stabilization Plan	7	Reviewed at least monthly; completed at least every 90 days
<input type="checkbox"/>	Miscellaneous (Referrals, Housing Apps, Correspondence)		As needed
<input type="checkbox"/>	Safety Plan, required for DV specific programs		As needed
HMIS Requirements - Do not print			
<input type="checkbox"/>	RRH HMIS Intake/Program Enrollment		
<input type="checkbox"/>	HMIS Housed Date (Move-In Date)		Upon move-in to unit
<input type="checkbox"/>	Case Notes		At least monthly; YHDP Div/RE only needed if receiving more than 1-time help
ESG RRH Only – Utility Payments via ACT and Moving Costs			
<input type="checkbox"/>	Account Documentation from Utility Co.		For utility deposit – prior to utility arrears payment
<input type="checkbox"/>	Utility arrears documentation showing how arrears prevent from obtaining housing		ESG only - prior to utility arrears payment
<input type="checkbox"/>	Utility correspondence showing outstanding balance		ESG only - prior to utility arrears payment
<input type="checkbox"/>	Time monitoring of storage not to exceed 3 months		ESG only - prior to storage costs payment
<input type="checkbox"/>	Documentation of reasonable costs for moving/storage		ESG only - prior to moving costs payment
<input type="checkbox"/>	Documentation of why storage and/or truck rental is needed		ESG only - prior to moving costs payment

CoC RRH File Checklist - Annual Recertification

Participant Name:		HMIS ID#:
Date:		Staff Initials:

*Items with an asterisk are required as needed and may not be needed at annual re-certification

Complete in file	Document Name	Form #	Notes
Release of Information Documents			
<input type="checkbox"/>	HMIS Release of Information	0	
<input type="checkbox"/>	Agency Release of Information		
<input type="checkbox"/>	RRH Exception Form, if applicable	21	As Needed
Income Documentation			
<input type="checkbox"/>	RRH Rental/Utility Calculation Tool Household Income	25	N/A for Rapid Exit; 90-day re-calc. and needed if income decreases over \$40; must say utility allowance to utility co. if ACT is paying
<input type="checkbox"/>	Income Verification	14	N/A for Rapid Exit; and needed if income decreases over \$40
<input type="checkbox"/>	Zero Income Verification, if applicable	15	N/A for Rapid Exit
<input type="checkbox"/>	Other Income Documents		budgeting, tools, correspondence, etc., as needed
Rental & Financial Assistance			
<input type="checkbox"/>	Rent Reasonableness Form	8	
<input type="checkbox"/>	HQS Inspection - Completed & Passed	9	
<input type="checkbox"/>	Lead Paint Disclosure	11	
<input type="checkbox"/>	Failed Inspection Letter, if applicable	12	As Needed
<input type="checkbox"/>	Lease - Signed & Dated		landlord & tenant
<input type="checkbox"/>	Rental Assistance Agreement	16	
<input type="checkbox"/>	VAWA Lease Addendum	16A	
<input type="checkbox"/>	Payment Letter	17/17A	Copied to landlord
<input type="checkbox"/>	W-9 (Property Owner)	18	Needed if change of owner
<input type="checkbox"/>	Proof of Property Ownership		Needed if change of owner
<input type="checkbox"/>	Fund Request Form	19 A/B/C	Montly
<input type="checkbox"/>	Recertification Form	20	3-month certification, only
<input type="checkbox"/>	*Property Damage Documentation, if applicable		As Needed
<input type="checkbox"/>	*Subsidy Termination Warning Letter		As Needed
<input type="checkbox"/>	*Stop Payment Letter	22	As Needed
<input type="checkbox"/>	*Documentation supporting additional supportive service fund expenses		As Needed; work with internal finance dept. to ensure allowable
Additional Required Documents			
<input type="checkbox"/>	Sign-Off form for Client Rights docs: Bill of Rights, Grievance, Emergency Transfer, VAWA forms, ESSA	6	Entry & annual recert
<input type="checkbox"/>	Housing Stabilization Plan	7	Reviewed at least monthly; completed every 90 days
<input type="checkbox"/>	Miscellaneous (Referrals, Applications, Correspondence)		
<input type="checkbox"/>	*Final Written Attempt to Contact Before Termination- no contact over 30 days		As needed; must be in writing and allow 5 days for participant response
<input type="checkbox"/>	*Re-set Discussion Letter		As needed; see p. 76 of RRH Manual for details
<input type="checkbox"/>	*Grievance documentation		As Needed
<input type="checkbox"/>	*Reasonable Accommodations Requests		As Needed
<input type="checkbox"/>	*Safety Plan, required for DV survivors		As Needed
<input type="checkbox"/>	CAN Notification of at-risk of homeless discharge		As Needed; not separate document - include in case notes
HMIS Requirements - Do not print			
<input type="checkbox"/>	RRH HMIS Annual Assessment		at anniversary of program entry
<input type="checkbox"/>	Case Notes		At least monthly; YHDP-Div/RE only required if receiving more than 1-time help

CoC RRH File Checklist - Program Exit

Participant Name:			
HMIS ID#:			
Date:			
Staff Initials:			

Complete - in file	Document Name	Form #	Notes
Release of Information Documents			
<input type="checkbox"/>	Agency Release of Information		As needed for any discharge referrals
Income Documentation			
<input type="checkbox"/>	Other Income Documents		budgeting, tools, correspondence, etc., as needed
Rental & Financial Assistance			
<input type="checkbox"/>	Stop Payment Letter	22	
<input type="checkbox"/>	Discharge/Termination Letter	23	YHDP Div/RE can be provided at time of initial assistance
<input type="checkbox"/>	Linkages - documentation		Connection to appropriate on-going services & subsidies prior to planned discharge
<input type="checkbox"/>	Security Deposit Return - Written request for deposit return		If used CoC funding for security deposit; funds to be returned to participant
<input type="checkbox"/>	*Property Damage Documentation, if applicable		As Needed
<input type="checkbox"/>	*Subsidy Termination Warning Letter		As Needed
<input type="checkbox"/>	*Documentation supporting additional supportive service fund expenses		As Needed; work with internal finance dept. to ensure allowable
Additional Required Documents			
<input type="checkbox"/>	Client Rights Sign-Off	6	VAWA Occupancy Rights required at termination
<input type="checkbox"/>	Miscellaneous (Referrals, Applications, Correspondence)		As Needed
<input type="checkbox"/>	*Final Written Attempt to Contact Before Termination-no contact over 30 days		As needed; must be in writing and allow 5 days for participant response
<input type="checkbox"/>	*Safety Plan, required for DV programs		As Needed
<input type="checkbox"/>	CAN Notification of at-risk of homeless discharge		As Needed; not separate document - show in case notes
HMIS Requirements - Do not print			
<input type="checkbox"/>	RRH HMIS Program Enrollment Discharge		Upon exit from the program
<input type="checkbox"/>	Case Notes		Discharge summary note; YHDP Div/RE - only required if receiving more than 1-time help