Connecticut Balance of State Continuum of Care

Ending Homelessness in Connecticut | **Email:** ctboscoc@gmail.com | **Website:** www.ctbos.org

Use of Self-Certification to Document Participant Eligibility in HUD Continuum of Care (CoC) Projects

This document provides a brief overview regarding use of self-certification to establish participant eligibility for CoC Projects. For more information see the CT BOS [Eligibility Documentation Webinar Slides](#) and [Recording](#)

Project Type	Self-Certification Rules
All Project Types	Except when it would jeopardize an applicant's health or safety or your agency is a victim services provider verifying Category 4 homelessness, always attempt to get **third-party documentation** of homelessness first. Use **intake worker certification**[1] of homelessness second. Use **self-certification** of homelessness only where permitted as detailed below and as a last resort. Document your attempts to get third-party verification. See [sample tools for documenting attempts and for documenting self-certification](#). Never contact someone for third-party documentation if the individual or family believes that their health or safety will be jeopardized by contacting that person. **HUD Homelessness Definition Category 4**[2]**:** • If your agency is a Victim Services Provider[3] self-certification to verify Category 4 homelessness is allowed, and you do not need to attempt to obtain third-party verification. • If your agency is not a Victim Services Provider, attempt to verify the individual or family's statements regarding their homelessness, unless obtaining third-party evidence would jeopardize the individual or family's health or safety.
Rapid Rehousing (RRH) & Transitional Housing (TH)	Do not use self-certification of homelessness unless obtaining third-party evidence would jeopardize the individual or family's health or safety.

---

[1] An intake worker at the receiving project who has not physically observed the location where the individual is sleeping can document why, in their professional judgement, they are able to verify homelessness, e.g., intake worker has spoken to shelter staff where the person is staying, intake worker can verify that the client pushes all belongings around town in a cart, bathes regularly at the drop-in center, and is commonly understood by staff to be experiencing homelessness.

[2] For information see the [National Network to End Domestic Violence Policy Brief on Category 4 Homelessness](#).

[3] HUD defines a Victim Services Provider to mean a private nonprofit organization whose primary mission is to provide direct services to victims of domestic violence.

Project Type	Self-Certification Rules
Youth Homelessness Demonstration Project (YHDP) All Project Types	**Homelessness:** If neither third-party verification of homelessness nor intake worker certification is obtainable, YHDP projects can admit participants based on self-certification of homelessness. **Age (under 25 at project entry):** If YHDP projects cannot obtain third-party documentation of age. Youth can self-certify their age. Be sure to document attempts to obtain third-party documentation of age and homelessness, unless obtaining third-party evidence would jeopardize the individual or family's health or safety. Be sure to add third-party documentation to the case file if you obtain it. See YHDP sample tools for documenting third-party attempts and for documenting self-certification of age and homelessness.
Permanent Supportive Housing (PSH)- Dedicated Plus	Note that disability can never be self-certified. For all clients, up to 3 months of homelessness can be documented through self-certification. Self-certification of more than 3 months may not be used for more than 25% of households served by a project during an operating year. Documentation of breaks in homelessness between occasions can be entirely based on self-report. BE CAUTIOUS WHEN EXERCISING THIS OPTION: HUD allows self-certification while third-party documentation is gathered for up to 180 days. You will need to obtain third-party documentation or intake worker certification for at least 75% of participants you serve in any given operating year. Be sure to get self-certification at project entry and keep track of the follow-up necessary to get third-party documentation. Self-certification must be accompanied by documentation of intake workers attempts to obtain third-party documentation, unless obtaining third-party evidence would jeopardize the individual or family's health or safety.