



## Required Documents for the Coordinated Entry Housing Referral Process

Housing navigators should work with clients to gather required documents before the nomination process begins. A housing referral will be delayed for a client if they are not prepared with a photo or state-issued ID and the ability to document homelessness, income, and disability. Coordinated Entry (CE) strongly encourages housing navigators to prepare for housing application paperwork requirements before nominating their clients to housing, and upload photos of client documents to HMIS. This handout highlights the most common documents required for housing resources. **Please keep in mind that ALL requirement types will vary depending on the program and funding source.**

### Proof of Identity

- State ID, Clarity ID, Shelter ID or Passport
- For Families: All birth certificates of dependents and/or minors
- If pregnant: a housing provider could ask for documentation from a doctor confirming the pregnancy or a dated ultrasound

### Proof of U.S. Residency

- Social Security card
- For all non-U.S. citizens, proof of: Permanent Residency card, Refugee or Asylee granted documents
- Requirements by Funding Resource:
  - Some Continuum of Care (CoC) funded resources do not require proof of residency.
  - All King County and Seattle housing authority funded resources will require proof of residency.
  - Some HUD funded resources will require proof of residency.

### Verification of Disability

Verifying disability can be different than preparing to verify income or homelessness, where it is possible to collect documents ahead of time. Often, for disability, the verification paperwork itself cannot be obtained until the client has been referred to a resource. There are other ways of verifying disability outlined below, but at a minimum, please have your client connect with a

medical or behavioral health provider who is able to sign a disability verification before nominating them to housing resources. Here are some other tips and acceptable forms of disability verification:

- Connection with a licensed primary care, substance use, or mental health professional who can sign the disability form. Pay close attention to program requirements – some programs require proof of specific disability types which require specific provider credentials
- Written verification from the Social Security Administration (SSA) dated within the last 60 days
- Receipt of a disability check

## Verification of Homelessness

Homelessness requirements will either be defined as literal homelessness or chronic homelessness. There are different ways to document each:

***Literal Homelessness:*** Individual or family who lacks a fixed, regular, and adequate nighttime residence.

- Shelter bed night records
- Receipt for a hotel or motel that a homeless service provider paid for
- Provider verification letter

***Chronic Homelessness:*** A homeless individual with a disability as defined in section 401(9) of the McKinney-Vento Assistance Act (42 U.S.C. 11360(9)), who:

- Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter, and*
- Has been homeless and living as described for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described*

How to document:

- Housing Management Information System (HMIS) records
- Provider internal client tracking system records
- Self-certification\*\* (clients can self-certify for 3 months only of the 12 required to meet chronic homelessness)
- Provider letter verification\*\*

(\*\*Note: These letters must have specific verbiage. For guidelines and examples, please [see here](#))

## Proof of Income

Required documents will vary by housing type but these are some of the most common examples requested:

- SSA benefits statement or Washington State Department of Social Services and Health Services (DSHS) benefits statement
- Documentation of other income types (earned/annuity)
- Zero income affidavit
- Temporary Assistance for Needy Families (TANF), child support, unemployment, worker's compensation, ABD (Aged, Blind and Disabled)