

# ACTIVITIES, DEFINITION AND RECORDKEEPING FOR HOMELESSNESS

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## QUESTIONS

- Enter questions into Question panel of GoToWebinar
  - Questions will be addressed at the end of each section
- If have questions after the webinar, email [esg@tdhca.state.tx.us](mailto:esg@tdhca.state.tx.us)

## OVERVIEW

- For Emergency Solutions Grants (ESG) Program:
  - Eligible activities for persons experiencing Homelessness
  - Recordkeeping requirements for the definition of Homeless


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## HOMELESS CATEGORIES

Four categories for homeless:

1. Literally Homeless
  2. Imminent Risk of Homelessness
  3. Homeless Under Other Statutes
  4. Fleeing Domestic Violence
- Homeless Definition and Recordkeeping Handout:  
<https://www.hudexchange.info/resource/1974/criteria-and-recordkeeping-requirements-for-definition-of-homeless/>

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## Homeless Definition

<b>CRITERIA FOR DEFINING HOMELESS</b>	Category 1	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u></li> <li>(iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</li> </ul>
	Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: <ul style="list-style-type: none"> <li>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; <u>and</u></li> <li>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>
	Category 3	Homeless under other Federal statutes	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: <ul style="list-style-type: none"> <li>(i) Are defined as homeless under the other listed federal statutes;</li> <li>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u></li> <li>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>
	Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: <ul style="list-style-type: none"> <li>(i) Is fleeing, or is attempting to flee, domestic violence;</li> <li>(ii) Has no other residence; <u>and</u></li> <li>(iii) Lacks the resources or support networks to obtain other permanent housing</li> </ul>

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## PROGRAM PARTICIPANT SERVICES FOR ESG

Four Program Participant Services for ESG:

1. Street Outreach
2. Emergency Shelter
3. Rapid Re-housing
4. Homelessness Prevention

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## SERVICES DETAILS

- ESG Basics:
- <https://www.tdhca.state.tx.us/home-division/esgp/video-library.htm>

### ESG Webinar Training Video Archive

Windows Media Player is required.

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▶ Income Eligibility Training

▼ ESG Webinars

ESG webinars are topic-specific technical assistance and guidance for ESG Subrecipients. The webinars are often presented by Texas Department of Housing and Community Affairs' staff, and can also feature guest speakers, and peer-to-peer learning. Interested parties may sign up for notices regarding ESG webinars and other ESG-related notices online via [TDHCA's email list](#). For specific questions regarding ESG, please email [esg@tdhca.state.tx.us](mailto:esg@tdhca.state.tx.us).

Archived ESG Webinars	
<a href="#">Calculating Assets</a> – February 3, 2016 <a href="#">Calculating Assets (PDF)</a>	00:51:59
<a href="#">Community Services Block Grant</a> – May 2, 2018 <a href="#">Community Services Block Grant (PDF)</a>	00:21:03
<a href="#">Coordinated Access and Fair Housing</a> – January 6, 2016 <a href="#">Coordinated Access and Fair Housing (PDF)</a>	00:51:00
<a href="#">Domestic Violence and Homelessness</a> – December 7, 2016 <a href="#">Domestic Violence and Homelessness (PDF)</a>	00:55:29
<a href="#">ESG and HOME TBRA Rent Reasonableness</a> – September 12, 2018 <a href="#">ESG and HOME TBRA Rent Reasonableness with webinar question responses (PDF)</a>	00:41:12
<a href="#">ESG and Services or Institutions</a> – September 7, 2016 <a href="#">ESG and Services or Institutions (PDF)</a>	01:02:32
<a href="#">ESG Basics</a> – May 22, 2019 <a href="#">ESG Basics Handout (PDF)</a>	00:43:50

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## ACTIVITIES AND DEFINITION

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## STREET OUTREACH

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### STREET OUTREACH HOMELESS CATEGORY 1(i)

Homeless Category 1(i), Literally Homeless

1. Lacks a fixed, regular and adequate nighttime residence...
  - (i) has a primary nighttime residence that is a public or private place not meant for human habitation;

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# Homeless Definition

S	Category 1	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation; <i>street outreach</i></li> <li>(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <i>or</i></li> <li>(iii) Is exiting an institution where (s)he has resided for 90 days or less <i>and</i> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</li> </ul>
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## EMERGENCY SHELTER

## EMERGENCY SHELTER

- Homeless Category 1(i) – 1(iii), Literally Homeless
  - Homeless Category 2(i)-2(iii), Imminent Risk of Homelessness
  - Homeless Category 3(i)-(iv), Homeless Under Other Federal Statutes
  - Homeless Category 4(i)-(iii), Fleeing/Attempting to Flee Domestic Violence
- Note: HUD has outlined specific guidance for youth who are wards of the state and youth exiting foster care.



## Homeless Definition

CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless  Eligible for emergency shelter	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; <b>street outreach</b> (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <b>or</b> (iii) Is exiting an institution where (s)he has resided for 90 days or less <b>and</b> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness  Eligible for emergency shelter	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <b>and</b> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes  Eligible for emergency shelter	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <b>and</b> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV  Eligible for emergency shelter	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <b>and</b> (iii) Lacks the resources or support networks to obtain other permanent housing

**EMERGENCY SHELTER  
HOMELESS CATEGORY 1**

(1) “An individual or family who lacks a fixed, regular, and adequate nighttime residence...”

- (i) Not meant for human habitation; or
- (ii) Public/private shelter; or
- (iii) Exiting institution where stayed 90 days or less and homeless before entry.

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**EMERGENCY SHELTER  
HOMELESS CATEGORY 1 FOR YOUTH IN FOSTER CARE**

- ESG cannot serve youth who are currently wards of the state, including youth in foster care, juvenile justice and health care systems.

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**EMERGENCY SHELTER****HOMELESS CATEGORY 1 FOR YOUTH IN FOSTER CARE (con't)**

- Youth exiting foster care are not homeless under Category 1 if they:
  - Have been in foster care more than 90 days; and
  - Were not living on the street or in an emergency shelter prior to entering foster care.

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**QUIZ 1**

Paul is living under a highway overpass but agrees to go to the shelter for services. On his way to the shelter, he can be served by Street Outreach. True or False?

- A. True
- B. False

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**QUIZ 1  
ANSWER**

Paul is living under a highway overpass but agrees to go to the shelter for services. On his way to the shelter, he can be served by Street Outreach. True or False?

**A. True**

Even though Paul agreed to go to the shelter, he can be served by Street Outreach until he reaches the shelter.

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**EMERGENCY SHELTER  
HOMELESS CATEGORY 2**

- 24 CFR §576.2, paragraph (2) of “homeless”:
- “(2) An individual or family who will imminently lose their primary nighttime residence, provided that”...
  - Will lose housing in 14 days;
  - No other housing identified; and
  - No other resources or support.

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**EMERGENCY SHELTER****HOMELESS CATEGORY 2 FOR YOUTH EXITING FOSTER CARE**

- Youth exiting foster care are not Homeless under Category 2:
  - Even if they are within 14 days of discharge.
  - Even if they have not identified a subsequent residence.

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**EMERGENCY SHELTER****HOMELESS CATEGORY 3**

- 24 CFR §576.2, paragraph (3) of “homeless”:
- “(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who...”
  - (i) Meets definitions listed in other statutes; and
  - (ii) Not had lease or housing agreement in 60 days; and
  - (iii) Moved two or more times in 60 days; and
  - (iv) Will continue with housing instability because of a list of reasons (continued on next slide)

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**EMERGENCY SHELTER****HOMELESS CATEGORY 3 (con't)**

(iv) Will continue with housing instability because of a list of reasons\*:

- One of these:
  - chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability; or
- Two of these:
  - barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

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**EMERGENCY SHELTER****HOMELESS CATEGORY 3 EXAMPLE**

Andrew is 17 and receives a referral from his school that he meets the McKinney Vento definition of homelessness. He certifies that he has not had a lease in 60 days and two of his friends sign statements that Andrew stayed with them over the last 60 days. Plus, he is expected to remain homeless because he will not return to his parents due to abuse at home.

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**EMERGENCY SHELTER****HOMELESS CATEGORY 3 FOR YOUTH EXITING FOSTER CARE**

- Youth exiting foster care may meet Category 3 of Homeless if:
  - The youth is under the age of 25;
  - The youth meets another federal definition of homeless;
  - The youth has not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
  - The youth has experienced persistent instability as measured by two moves or more during the preceding 60 days; and
  - The youth can be expected to continue in such status for an extended period of time due to special needs or barriers.

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**EMERGENCY SHELTER****HOMELESS CATEGORY 4**

“(4) Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence ...” AND
- (ii) Has no other residence identified; AND
- (iii) Lacks support networks.

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## QUIZ 2

Mary and her daughter Margaret have been staying with Mary's brother, Rob, in the condo he owns. Rob says Mary and Margaret can no longer stay with him as of next week. Mary and Margaret can stay in the emergency shelter if:

- A. They have income below 30% AMFI
- B. Margaret goes to school in an area close to the shelter
- C. Rob provides a notice to vacate to Mary

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## QUIZ 2 ANSWER

Mary and her daughter Margaret have been staying with Mary's brother, Rob, in the condo he owns. Rob says Mary and Margaret can no longer stay with him as of next week. Mary and Margaret can stay in the emergency shelter if:

### **C. Rob provides a notice to vacate to Mary and Margaret**

Mary and Margaret qualify for Emergency Shelter under Homeless Category 2. They don't have an AMFI qualification with Emergency Shelter.

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## **RAPID RE-HOUSING**

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### **RAPID RE-HOUSING**

- Homeless Category 1(i)-(iii), Literally Homeless
  - No income requirement at intake
  - Recertify with income requirement annually
- Homeless Category 4, Fleeing Domestic Violence
  - No income requirement at intake
  - Recertify with income requirement annually

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 <b>Homeless Definition</b>			
<b>CRITERIA FOR DEFINING HOMELESS</b>	Category 1	<p>Literally Homeless</p> <p>Eligible for emergency shelter, rapid re-housing</p>	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation; <i>street outreach</i></li> <li>(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <i>or</i></li> <li>(iii) Is exiting an institution where (s)he has resided for 90 days or less <i>and</i> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</li> </ul>
	Category 2	<p>Imminent Risk of Homelessness</p> <p>Eligible for emergency shelter</p>	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; <i>and</i></li> <li>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>
	Category 3	<p>Homeless under other Federal statutes</p> <p>Eligible for emergency shelter</p>	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>(i) Are defined as homeless under the other listed federal statutes;</li> <li>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <i>and</i></li> <li>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>
	Category 4	<p>Fleeing/ Attempting to Flee DV</p> <p>Eligible for emergency shelter, rapid re-housing</p>	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Is fleeing, or is attempting to flee, domestic violence;</li> <li>(ii) Has no other residence; <i>and</i></li> <li>(iii) Lacks the resources or support networks to obtain other permanent housing</li> </ul>

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### QUIZ 3

Larry has been living in his car for three days and is willing to receive services. He can be helped with:

- A. Emergency Shelter
- B. Rapid Re-housing
- C. Emergency Shelter and Rapid Re-housing

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**QUIZ 3**  
**ANSWER**

Larry has been living in his car for three days and is willing to receive services. He can be helped with:

**C. Emergency Shelter and Rapid Re-housing**

Larry could be served by Emergency Shelter and Rapid Re-housing. He qualifies under Homeless Category 1, Literally Homeless.

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**QUIZ 4**

Adeline exited a correctional institution after 57 days and has no place to go. Before entering the correctional institution, Adeline was living with her aunt, but her aunt won't take her back. Adeline can be helped with:

- A. Emergency Shelter
- B. Rapid Re-housing
- C. None of the above

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**QUIZ 4**  
**ANSWER**

Adeline exited a correctional institution after 57 days and has no place to go. Before entering the correctional institution, Adeline was living with her aunt, but her aunt won't take her back. Adeline can be helped with:

**A. Emergency Shelter**

Adeline can be helped with emergency shelter, since she qualifies under Homeless Category 2, Imminent risk of homelessness. She's not eligible for Rapid Re-housing because she was not homeless before entering the institution.


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**HOMELESSNESS PREVENTION**

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## HOMELESSNESS PREVENTION

- Same definition as Emergency Shelter for:
  - Homeless Category 2(i)-(iii) Imminent Risk
  - Homeless Category 3(i)-(iv) Homeless Under Federal Statutes
  - Homeless Category 4(i)-(iii) Fleeing Domestic Violence
  
- Plus:
  - Need to be below 30% AMFI to enter program


 <b>Homeless Definition</b>			
<b>CRITERIA FOR DEFINING HOMELESS</b>	<b>Category 1</b>	Literally Homeless  Eligible for emergency shelter, rapid re-housing	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; <b>street outreach</b> (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <b>or</b> (iii) Is exiting an institution where (s)he has resided for 90 days or less <b>and</b> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	<b>Category 2</b>	Imminent Risk of Homelessness  Eligible for emergency shelter, homelessness prevention (if under 30% AMFI)	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <b>and</b> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	<b>Category 3</b>	Homeless under other Federal statutes  Eligible for emergency shelter, homelessness prevention (if under 30% AMFI)	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <b>and</b> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	<b>Category 4</b>	Fleeing/ Attempting to Flee DV  Eligible for emergency shelter, rapid re-housing, homelessness prevention (if under 30% AMFI)	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <b>and</b> (iii) Lacks the resources or support networks to obtain other permanent housing

**BREAK**


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**HOMELESS DOCUMENTATION**

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## Homeless Definition

<b>RECORDKEEPING REQUIREMENTS</b>  	Category 1	Literally Homeless	<ul style="list-style-type: none"> <li>• Written observation by the outreach worker; <u>or</u></li> <li>• Written referral by another housing or service provider; <u>or</u></li> <li>• Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;</li> <li>• For individuals exiting an institution—one of the forms of evidence above <u>and</u>:                             <ul style="list-style-type: none"> <li>◦ discharge paperwork <u>or</u> written/oral referral, <u>or</u></li> <li>◦ written record of intake worker's due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution</li> </ul> </li> </ul>
	Category 2	Imminent Risk of Homelessness	<ul style="list-style-type: none"> <li>• A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u></li> <li>• For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u></li> <li>• A documented and verified oral statement; <u>and</u></li> <li>• Certification that no subsequent residence has been identified; <u>and</u></li> <li>• Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing</li> </ul>
	Category 3	Homeless under other Federal statutes	<ul style="list-style-type: none"> <li>• Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u></li> <li>• Certification of no PH in last 60 days; <u>and</u></li> <li>• Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u></li> <li>• Documentation of special needs <u>or</u> 2 or more barriers</li> </ul>
	Category 4	Fleeing/ Attempting to Flee DV	<ul style="list-style-type: none"> <li>• For victim service providers:                             <ul style="list-style-type: none"> <li>◦ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence, and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.</li> </ul> </li> <li>• For non-victim service providers:                             <ul style="list-style-type: none"> <li>◦ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u></li> <li>◦ Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u></li> <li>◦ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.</li> </ul> </li> </ul>

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## PREFERENCE OF HOMELESS DOCUMENTATION

- Subrecipient procedures must establish order of priority for obtaining evidence as:
  - Third-party documentation (best)
  - Intake worker documentation (second best)
  - Certification from person seeking assistance (third best)
- 24 CFR §576.500(b)

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### **HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) OR COMPARABLE DATABASE USE AS DOCUMENTATION**

- Records in HMIS or comparable database are acceptable third-party documentation/intake worker observations:
- Can be used if HMIS retains an auditable history of all entries, including
  - the person who entered the data,
  - the date of entry, and
  - the change made;
- Can be used if the HMIS prevents overrides or changes of the dates on which entries are made.
- 24 CFR §576.500(b)

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### **HOMLESS 1(i) LITERALLY HOMELESS**

- 1. Lacks a fixed, regular and adequate nighttime residence...
  - (i) not meant for human habitation.
- Eligible for Street Outreach, Emergency Shelter and Rapid Re-housing

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**HOMLESS 1(ii)  
LITERALLY HOMELESS**

- 1. “An individual or family who lacks a fixed, regular, and adequate nighttime residence...”
  - (ii) Public/private shelter;
- Eligible for Emergency Shelter and Rapid Re-housing

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**HOMLESS 1(i) AND (ii) – LITERALLY HOMELESS  
RECORD KEEPING**

- Record keeping
  - Written observation by outreach worker; or
  - Written referral by housing or service provider\*; or
  - Certification by client.
- No verification of income for Street Outreach or Emergency Shelter or Services
- Rapid Re-housing = need to recertify in one year with income certification below 30% AMFI
  - \*HUD monitoring of TDHCA determined that Child Protective Services (CPS) paperwork is not an acceptable source of referral for the Homeless definition.

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## QUIZ 5

Kelley is sleeping under a bridge and accepts a meal as part of street outreach for an ESG Subrecipient. For record keeping of street outreach services, an ESG Subrecipient needs to verify:

- A. Kelley makes under 30% AMFI
- B. That the staff observed Kelley was living under the bridge
- C. That Kelley did not want to go to the shelter to receive the meal.

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## QUIZ 5 ANSWER

Kelley is sleeping under a bridge and accepts a meal as part of street outreach for an ESG Subrecipient. For record keeping of street outreach services, an ESG Subrecipient needs to verify:

### **B. That the staff observed Kelley was living under the bridge**

The staff need to document that Kelley was observed living in a place not meant for human habitation. He does not need to income qualify for street outreach. His refusal to go to a shelter does not have to be documented.

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## QUIZ 6

Shirley and her two children arrived at an ESG Subrecipient's emergency shelter. During intake, the intake worker can accept the following information for entry into the shelter:

- A. How many children are with Shirley
- B. Shirley certifies that she needs emergency shelter
- C. Shirley has no source of income

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## QUIZ 6 ANSWER

Shirley and her two children arrived at an ESG Subrecipient's emergency shelter. During intake, the intake worker can accept the following information for entry into the shelter:

- B. Shirley certifies that she needs emergency shelter**

Shirley can self-certify that she needs emergency shelter.

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**HOMLESS 1(iii)  
LITERALLY HOMELESS**

- (1) “An individual or family who lacks a fixed, regular, and adequate nighttime residence...”
  - (iii) Exiting institution where stayed 90 days or less and homeless before entry
- Eligible for Emergency Shelter, and Rapid Re-housing

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**HOMLESS 1(iii) – LITERALLY HOMELESS  
RECORD KEEPING**

- (iii) Record keeping
  - Written observation by outreach worker; or
  - Written referral by housing or service provider; or
  - Certification by client; and
  - Discharge paperwork or written or oral referral from social worker stating beginning and end dates of stay; or
  - Due diligence to obtain discharge paperwork and client certification that they exited an institution.

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## QUIZ 7

Richard is exiting jail and cannot live with his mother since she is in a Section 8 property that requires no criminal background. An ESG Subrecipient called the jail, but was unable to reach the management or staff there. An ESG Subrecipient needs to document the following:

- A. Richard was incarcerated for a burglary
- B. The Intake Staff contacted the jail to get the discharge papers
- C. Both A and B

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## QUIZ 7 ANSWER

Richard is exiting jail and cannot live with his mother since she is in a Section 8 property that requires no criminal background. an ESG Subrecipient. called the jail, but was unable to reach the management or staff there. An ESG Subrecipient needs to document the following:

- B. The Intake Staff contacted the jail to get the discharge papers**

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## **HOMELESS 2 IMMINENT RISK OF HOMELESSNESS**

- 24 CFR §576.2, paragraph (2) of “homeless”:
- “(2) An individual or family who will imminently lose their primary nighttime residence, provided that” ...
  - Will lose housing in 14 days; and
  - No other housing identified; and
  - No other resources or support.
- Eligible for Emergency Shelter, and Homelessness Prevention (under 30% AMFI)

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## **HOMELESS 2 – IMMINENT RISK OF HOMELESSNESS RECORD KEEPING**

- Court order or equivalent notice with 14 days to vacate; or
- Evidence that client lacks the resources for motel/hotel for 14 days; and
- Oral statement by client:
  - Has to move in 14 days; and
  - Oral statement verified by intake worker; or
  - Due diligence to verify client’s oral statement; and
- Certification by client that there’s no other residence; and;
- Certification by client or documentation of lack of resources or supports; and
- Has income below 30% AMFI (only for Homelessness Prevention)

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## QUIZ 8

Miranda and Steve have been living in a motel for 5 days. They apply for Homelessness Prevention. The intake worker needs to gather:

- A. Paystubs and bank account statements showing that Miranda and Steve can only pay for 10 more days of the hotel/motel.
- B. Leases showing that Miranda and Steve have moved twice in 60 days
- C. None of the above

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## QUIZ 8 ANSWER

Miranda and Steve have been living in a motel for 5 days. They apply for Homelessness Prevention. The intake worker needs to gather:

- A. Paystubs and bank account statements showing that Miranda and Steve can only pay for 10 more days of the hotel/motel.**
- There needs to be documentation of the length of time the housing is available, and below 30% AMFI requirement for Homelessness Prevention.

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### **HOMELESS 3 HOMELESS UNDER OTHER FEDERAL STATUTES**

- 24 CFR §576.2, paragraph (3) of “homeless”:
- “(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who..”
  - (i) Meets definitions listed in other statutes; and
  - (ii) Not had lease or housing agreement in 60 days; and
  - (iii) Moved two or more times in 60 days; and
  - (iv) Will continue with housing instability because of specific listed reason(s)
- Eligible for Emergency Shelter; Homelessness Prevention (under 30% AMFI)

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### **HOMELESS 3 – HOMELESS UNDER OTHER FEDERAL STATUTES RECORD KEEPING**

\*\*\*Intake observation is not appropriate\*\*\*

- (3)(i) Meets definitions in other statutes
  - Certification by local entity administering other homeless programs; and
    - Other statutes include: the Runaway and Homeless Youth Act, the Head Start Act, Violence Against Women Act, Public Health Service Act, the Food and Nutrition Act, Child Nutrition Act, or McKinney-Vento Homeless Assistance Act, as applicable;
    - Documentation:
      - referral from a provider of shelter or housing, or social worker, case worker, or other appropriate official of a hospital or institution in which the individual or family resided;
      - or, a written record of the intake worker's due diligence in attempting to obtain these statements or records.

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### **HOMELESS 3 – HOMELESS UNDER OTHER FEDERAL STATUTES RECORD KEEPING**

- (3)(ii) Has not had lease or rental agreement in 60 days
  - Referral by a housing or service provider; or
  - Written observation by an outreach worker; or
  - Certification by Program Participant or head of household; and
- (3)(iii) Moved two or more times in 60 days
  - Certification by client or head of household; and
  - Supporting documentation or due diligence to obtain docs; and

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### **HOMELESS 3 – HOMELESS UNDER OTHER FEDERAL STATUTES RECORD KEEPING (con't)**

- (3)(iv) Will continue with housing instability because of a list of reasons.
  - One of these:
    - chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence\* or childhood abuse (including neglect), the presence of a child or youth with a disability; or
  - Two of these:
    - barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.
- Written diagnosis by licensed professional; or
- Intake staff observations confirmed in 45 days by professional; or
- Other documentation showing reason for housing instability; and
- Has income below 30% AMFI (only for Homelessness Prevention)

\*Domestic Violence can certify that they were fleeing the situation.

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### **HOMELESS 3 – HOMELESS UNDER OTHER FEDERAL STATUTES EXAMPLE**

- **Verification of Homelessness Status:**
  - Chris has two children and has a letter from a social worker stating homeless status under Child Nutrition Act.
- **Housing status:**
  - Chris certifies:
    - No permanent housing in the last 60 days
    - Moved two or more times in the past 60 days.
  - Intake worker calls two friends to verify.
- **Barriers:**
  - Chris certifies:
    - lacks a GED
    - a history of incarceration.
  - Intake staff verifies Chris' school and prison records.

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### **HOMELESS 4 FLEEING DOMESTIC VIOLENCE**

“(4) Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence ...” and
  - (ii) Has no other residence identified; and
  - (iii) Lacks support networks.
- Eligible for Emergency Shelter, Rapid Re-housing, and Homelessness Prevention.

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## **HOMELESS 4 – FLEEING DOMESTIC VIOLENCE RECORD KEEPING**

### **For victim service provider:**

- Oral Statement by client:
  - Fleeing violence; and
  - No other residence; and
  - No sufficient resources or supports; and
  - Statement is self-certified or intake worker certifies; and
- Income below 30% AMFI (Homelessness Prevention).

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## **HOMELESS 4 – FLEEING DOMESTIC VIOLENCE RECORD KEEPING (con't)**

### **For non-victim service provider:**

- Oral Statement by client:
  - Fleeing violence; and
  - No other residence; and
  - No sufficient resources or supports; and
  - Statement is self-certified by individual or head of household; and
- If safe:
  - intake worker verifies statement; or
  - Referral by a housing or service provider, social worker, legal assistance provider, health-care provider, law enforcement agency, legal assistance provider, pastoral counselor, or any other organization from whom the individual or head of household has sought assistance for domestic violence, dating violence, sexual assault, or stalking; and
- Income below 30% AMFI (Homelessness Prevention).

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**QUIZ 9**

Cheri was staying with her uncle, but he abused Cheri's daughter, Sophia. Cheri certifies that she and her daughter are fleeing domestic abuse, have no other home identified, lack resources to find housing. Cheri is applying for assistance for a non-victim service provider. For accurate record keeping, the statement must:

- A. Be self-certified by Cheri
- B. If safe, be certified by the intake worker
- C. All of the above

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**QUIZ 9  
ANSWER**


Cheri was staying with her uncle, but he abused Cheri's daughter, Sophia. Cheri certifies that she and her daughter are fleeing domestic abuse, have no other home identified, lack resources to find housing. Cheri is applying for assistance for a non-victim service provider. For accurate record keeping, the statement must:

- C. All of the above.

Cheri is applying to a non-victim service provider so, if safe, the intake worker does need to certify or receive a referral.

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<b>CRITERIA FOR DEFINING HOMELESS</b>	<b>Category 1</b>	<b>Literally Homeless</b>  Qualifies for Emergency Shelter; Rapid Re-Housing.	(1) Individual or family who <u>lacks a fixed, regular, and adequate nighttime residence</u> , meaning: (i) Has a primary nighttime residence that is a public or private place <u>not meant for human habitation</u> ; <span style="float: right;">Qualifies for street outreach</span> (ii) Is <u>living in a publicly or privately operated shelter</u> designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels <u>paid for by charitable organizations or by federal, state and local government programs</u> ); or (iii) Is <u>exiting an institution</u> where (s)he has <u>resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</u>
	<b>Category 2</b>	<b>Imminent Risk of Homelessness</b>  Qualifies for Emergency Shelter; Homelessness Prevention (<30% AMFI)	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost <u>within 14 days</u> of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	<b>Category 3</b>	<b>Homeless under other Federal statutes</b>  Qualifies for Emergency Shelter; Homelessness Prevention (<30%AMFI)	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	<b>Category 4</b>	<b>Fleeing/ Attempting to Flee DV</b>  Qualifies for Emergency Shelter; Rapid Re-housing; Homelessness Prevention (<30%AMFI).	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing



# THANK YOU

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## Questions?

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TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Homeless Definition Webinar Questions and Answers

#	Question	Answer
1	Clients may have support networks, but it is not safe. This would still make them eligible?	If the person has support networks that are not safe, that support network is invalid.
2	How often does Income have to be recertified for HP? I thought I heard you say monthly, but I thought I t was every 3 months.	For Homelessness Prevention income must be re-evaluated not less than once every three months per 24 CFR §576.401(b).
3	If we have all our clients are coming from Coordinated Entry, is that good enough to verify that they are homeless for RRH?	Not necessarily. Coordinated Entry is different across the state and the process may not verify homeless status. If the Coordinated Entry process does verify homeless status, keep in mind that documentation of eligibility must be keep in your agency's files.
4	So since they have been in motel for five days and the question says can only pay for 10 more days...The screen before says evidence that client lacks the resources for motel/hotel for 14 days. I'm confused because in the scenario given it is 15 days. Can you clarify?	Per 24 CFR §576.2, Homeless Category 2 states "an individual or family who will imminently lose their primary nighttime residence, provided that: (i) The primary nighttime residence will be lost within 14 days of the application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks, <i>e.g.</i> , family, friends, faith-based or other social networks, needed to obtain other permanent housing". For individuals and families whose primary nighttime residence is a hotel or motel room paid by them, you need evidence that the individual or family lacks the resources necessary to reside there for more than 14 days after the date of application for homeless assistance. They could have been in the hotel/motel for more than 14 days, but to qualify they must be losing their residence within 14 days of the date of application for homeless assistance.
5	For street outreach, how long after the SO worker gets someone into a shelter do they have to stop working with them?	Once a Program Participant is being assisted at the shelter, he/she is no longer eligible for assistance under the street outreach activity. This person would then be eligible for assistance under the emergency shelter activity.
6	Are there different record keeping requirements for programs that only serve youth ages 18-24 (i.e. for emergency shelter or Rapid Re-Housing)?	The recordkeeping requirements covered during this webinar are applicable to programs that only serve youth. Youth may qualify under different definitions of homeless/at-risk of homelessness than adults, but these definitions were also covered during this webinar.