



**PARTICIPANT FILE REQUIREMENTS
FOR ESG/NDHG OUTREACH AND SHELTER**
COMMUNITY HOUSING AND GRANTS MANAGEMENT DIVISION
(05/25)

STREET OUTREACH AND EMERGENCY SHELTER

SFN 59247 Homeless Definition and Certification or SFN 59248 At Risk of Homelessness Certification and supporting documentation.	<input type="checkbox"/>
Release of Information must be signed by each household member aged 18 or older with a copy in file.	<input type="checkbox"/>
Intake and Assessment form – the agency will conduct a comprehensive housing assessment with the household.	<input type="checkbox"/>
SFN 60319 Self-Certification	<input type="checkbox"/>
Housing Plan (case notes)- a Housing Plan must be completed for all individuals who receive a housing assessment and are determined eligible for services.	<input type="checkbox"/>