

**Louisiana Shelter Plus Care PSH Program
S+C Participant File Checklist**

FORMS NEEDED TO COMPLETE A NEW ADMISSION

Section 1

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Shelter + Care Application (must be current within the last 60 days) |
| <input type="checkbox"/> | Copy of Social Security Card (for each household member) |
| <input type="checkbox"/> | Copy of Birth Certificate (for each household member) |
| <input type="checkbox"/> | Identification Card (for each household member) |
| <input type="checkbox"/> | Other Participant Supporting Information |

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Section 2

- ☐ **Homeless Verification**
 - **Third Party Certification** (signed and dated on appropriate letterhead)
- ☐ **Verification of Disability** (forms listed below are acceptable forms of documentation, not all are required)
 - **S+C Disability Verification Form**
 - **SSI/SSDI documentation**
 - **Letter from credentialed professional**
- ☐ **Chronic Homeless Eligibility** (if applicable)
 - Individual with a disabling condition who has been continuously homeless for a year or more **OR** had at least four episodes of homelessness in the past three years
- ☐ **Verification of PSH Eligibility** (LLA letter)
- ☐ **Release of Information/Privacy Act Notice** (2 originals completed/ one original in file and one original kept by LLA)

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Section 3

- ☐ **Shelter + Care Occupancy Agreement** (Participant and Landlord)
- ☐ **Shelter + Care Participation Agreement** (Participant and SA/Sponsor)
- ☐ **Shelter + Care Rental Assistance Agreement** (SA/Sponsor and Landlord)
 - Forms must be specific to the component type, i.e. PBRA, TBRA, and SBRA
- ☐ **Lease Agreement**

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Section 4

- ☐ **Income Verification Forms**
- Source documents for all earned and unearned income
 - Third Party Verification
 - \$0 Income Certification (if applicable)

☐ **HUD Resident Rent Calculation Form**

- ☐ **Rent Reasonableness Documentation**
- Fair Market Rent for the area

☐ **Utility Allowance Schedule**

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Section 5

- ☐ **Housing Quality Standard (HQS) Inspection Form**
- ☐ **Proof of ownership for the specific rental property in the form of a Deed specifying the owner(s)**
- ☐ **Name, address and telephone number of the owner**
- ☐ **Name(s) of agent or property manager (if applicable)**
- ☐ **An owner's authorization allowing the agent or property manager to act on their behalf and/or sign documents**
- ☐ **Tax ID or Social Security Number; and Corporate status of the Owner**
- ☐ **Completed federal W-9 form signed by the Owner or Authorized Representative**
- ☐ **Identity of Interest Certification signed by the Owner or Authorized Agent**
- ☐ **Lead Based Paint Disclosure (if applicable)**

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Section 6

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Other Participant Documentation

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