

**FOR STAFF USE ONLY:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ HMIS ID: \_\_\_\_\_

**Eligibility Determination**

**A. Household is not eligible to receive ESG Homelessness Prevention assistance due to:**

- Not among target population for local program
- Ineligible Housing Status
- Over Income
- Households Assets exceed asset limit
- Household is already receiving a subsidy for the same cost for which the household is seeking assistance
- Adults in household unwilling to engage in activities or participate in services designed to support housing stability plan
- Household as already received 24 months of ESG assistance in last 36 months

**If client is not eligible, inform client of determination and refer client to other programs that may be able to assist the household. Programs referred to:**

- 1. Program: \_\_\_\_\_ How was referral made: \_\_\_\_\_
- 2. Program: \_\_\_\_\_ How was referral made: \_\_\_\_\_
- 3. Program: \_\_\_\_\_ How was referral made: \_\_\_\_\_
- 4. Program: \_\_\_\_\_ How was referral made: \_\_\_\_\_

**B. Household is eligible to receive ESG assistance.**

- Eligibility for prevention assistance verified;** new housing has been identified or current housing is to be retained and program will proceed to check on unit eligibility and to offer financial assistance and housing stability support.

**Staff signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Proceed to enroll the Household:

- Complete HMIS ROI and Intake - Input client into HMIS
- Sign the ESG participation agreement, Present Termination Policy/Grievance Procedure
- Fill out the Client Expenses Worksheet and Develop Housing Stability Plan with client
- **If housing unit is identified,** Present VAWA Forms to the Client, Collect Lease from the Client, Complete Financial Assistance Calculation Form based on current lease, Rent Reasonableness Checklist, Complete Lead Based Paint Inspection and provide Lead Based Paint Brochure, Complete Housing Habitability Standards Inspection, Collect Landlord Lead Based Paint Disclosure Form, Collect Landlord W-9, Agency creates Rental Assistance Agreement with Landlord.
- **If housing unit is not identified,** Present VAWA Forms to the Client, work to identify housing based on client choice on Housing, Complete Rent Reasonableness Checklist / FMR, Complete Lead Based Paint Inspection and provide Lead Based Paint Brochure, Complete Housing Habitability Standards Inspection, Collect Landlord Lead Based Paint Disclosure Form, Collect Landlord W-9, Client signs lease with landlord, Agency creates Rental Assistance Agreement with Landlord.