**Your Way Home Rapid Rehousing- Lite Referral Checklist**

This document is to help guide the case managers at each shelter, street outreach team, or other YWH community partner through the process and paperwork needed in order to have a Housing Resource Center provide move-in expenses (first, last, security) for a client being referred for Rapid Rehousing Lite. This referral cover sheet and packet is accepted by the following providers:

* Carson Valley Children’s Aid
* Keystone Opportunity Center
* Pottstown Cluster of Religious Communities
* Valley Youth House

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| **Client Name** |  |
| **Phone Number** |  |
| **Email** |  |
| **Emergency Contact Name & Number** |  |
| **Referring Program** |  |
| **Name of Referring Case Manager** |  |

**The following forms needed to be enrolled into Rapid Rehousing Lite are as follows:**

**\_\_\_ Documentation of Homelessness** – This is a letter written by your agency certifying that the referred client is HUD Category 1 and/or HUD Category 4 homeless. If you have already written this letter of certification, please note in your email or packet with all the documents that the letter is located in Clarity.

**\_\_\_ Copy of current ID, Birth Certificate, and/or Social Security Cards** – At minimum, ID for the head of household is required. At best, all IDs, birth certificates, and social security cards for each member of the household will be provided. If already uploaded into Clarity, please note.

**\_\_\_ Proof or Declaration of Income** –Proof of income can include pay stubs, bank statements, social security letter, etc. If a person is unable to provide this, you can submit the YWH Self-Declaration of Income form. We do ask proof of at least one month’s income in order to receive the move-in assistance through Rapid Rehousing Lite.

**\_\_\_ HUD Rent CALC Sheet** - Read the description next to any box highlighted in yellow and if applicable put in the correct numbers. The spreadsheet will calculate all the other needed numbers. Note that this will calculate the minimum amount that the client will be asked to contribute towards move-in costs; **please reach out to the Housing Resource Center to confirm final amount of client move-in financial contribution**.

**\_\_\_ HUD Rent Reasonableness** – Apartments must be at or below HUD’s fair market rent (FMR) designated for the area. Additionally, please fill out and sign the HUD Rent Reasonableness form. If you have questions on how to fill this out, please contact the HRC Supervisor.

**\_\_\_ Rapid Rehousing Program Agreement** – 3 pages - This needs to be signed and initialed on all lines by the client. They also need to receive a copy of the Program Agreement, Rights and Responsibilities, and Grievance Procedure. All three forms need to be read to the client in their entirety.

**\_\_\_ Your Way Home Data Systems Release of Information** - If this is something already filled out and uploaded to Clarity, please note. NOTE: De-identify for DV victims.

**\_\_\_ Monthly Budget** – Include a copy of the budget done with the client or note that it has been uploaded to Clarity.

**\_\_\_ Housing Stability Plan** - There needs to be a housing goal, financial goal, and health goal included. The client should receive a signed copy when completed.

**\_\_\_ Housing Search Planner** – Filled out and signed by client outlining the appropriate rent range, neighborhood of choice, and any other housing related needs.

**\_\_\_ Certification of Receipt: “Protect Your Family from Lead in Your Home”** – All clients, but especially households with children, should be educated on the dangers of lead-based paint and how they can protect themselves. The brochure should be provided to the client, explained in full, and the client needs to sign-off on receipt of the brochure. The sign-off sheet needs to be returned within this packet and/or uploaded into Clarity.

**\_\_\_ Program Exit Plan on Referring Agency’s Letterhead** - At the time the client exits your shelter (or place not meant for habitation) to their apartment, have them complete and sign a Program Exit Plan. This plan should outline ongoing case management supports for the household should they need them. The signed Program Exit Plan must be sent to the representative at the housing resource center to include in the client’s file.

**Other things that should be noted**:

* It is ideal that the client has an apartment identified prior to referring to RRH Lite, or that they be close to having an apartment identified. As a shelter case manager (or street outreach case manager), please help the household to the best of your ability find a suitable, affordable apartment. Once an apartment has been identified, a housing inspection will need to occur. The housing resource center can help arrange this.
* The Housing Resource Center cannot pay any PECO bills, turn fees, etc. This needs to be budgeted and paid for by the client before move-in so that the electric is on as it is recommended to most landlords to turn off the electric post inspection.
* The client is expected to pay 30% of their income towards move-in. If this is not doable for whatever reason or there is a major PECO balance that needs to be resolved, please contact the Housing Resource Center so that they can work out the numbers.
* The max rent is set by you and largely depends on what you discover when doing the client’s budget. Ideally, a household should not pay more than 30% of their income on their rent. If you and the client need help with the budget and figuring out a reasonable rent range please contact Clarifi: 267-546-1152