

HIV/AIDS ALLIANCE FOR REGION TWO, INC
EMERGENCY ASSISTANCE
REFERRAL FORM
(225) 927-1269 PHONE (225) 927-7367 FAX

Name: _____ Martial Status: _____

Date of Birth: ___/___/___ Age: _____ Social Security No.: _____ - _____ - _____

Race: _____ Gender: _____ No. of persons living in household _____

Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____ Work Phone: _____

AUTHORIZATION TO RELEASE CLIENT INFORMATION

In signing this Referral Form, I authorize appropriate officials to release personal information as requested to acquire assistance and to verify its accuracy.

Applicant's Signature

Date

1. To apply for assistance for: security deposit and or first month rental aid please forward the following documentation:

- >Picture Identification Card
- >Proof of household Income- 2 current pay check stubs, SSI/SSDI Award Letter, Notarized income statement
- >Current Attending Physicians Statement
- >Homeless Documentation – see participant eligibility worksheet attached
- >Copy of current lease

2. To apply for assistance for: eviction/foreclosure and or utility disconnect please forward the following documentation:

- >Picture Identification Card
- >Proof of household Income- 2 current pay check stubs, SSI/SSDI Award Letter, Notarized income statement
- >Current Attending Physicians Statement
- >Homeless Documentation – see participant eligibility worksheet attached
- >Copy of eviction/foreclosure notice, and/or disconnect notice for utility bill

Referral Source

Case Manager Signature

Date

Applicant's Signature

Date

Participant Eligibility Worksheet

Type of Homelessness Documentation (Check the appropriate type of documentation used to verify homelessness and attach it to this worksheet. Maintain these forms in the participant file.)

Homeless Status	Type of Documentation	Documentation attached
Persons living on the street	A signed and dated general certification from an outreach worker verifying that the services are going to homeless persons, and indicates where the persons served reside.	
	For those SHP projects providing services – such as outreach, food, health care, clothing – to persons who reside on the streets (but not in shelters or other places meant for human habitation), the outreach or service worker needs to sign and date a general certification that: <ol style="list-style-type: none"> 1) verifies that the services are going to homeless persons, and 2) indicates where the persons served reside. 	
Persons coming from living on the street (and into a place meant for human habitation)	Staff should provide written information obtained from third party regarding the participant's whereabouts, and, then sign and date the statement.	
	You must verify that an individual is coming from the street through: <ul style="list-style-type: none"> ▪ organizations or outreach workers who have assisted him/her in the past ▪ determining where the resident receives assistance checks, if applicable; and/or ▪ other information regarding the participant's recent past activities. Document your verification efforts: Your staff should prepare a statement that is then signed and dated. As a last resort, if you are unable to verify in this manner that the person is coming from living on the street, the participant or a staff member may prepare a short written statement about the participant's previous living place and have the participant sign the statement and date it.	
Persons coming from an emergency shelter for homeless persons	Written referral from the agency.	
	You need to obtain from the referring agency a written, signed, and dated verification that the individual has been a resident of the emergency shelter.	
Persons coming from transitional housing for homeless persons	Written verifications to include program residency and homeless status prior to program entry.	
	You must obtain from the referring agency two written, signed, and dated verifications: <ol style="list-style-type: none"> 1) a signed statement from the transitional housing staff indicating that the individual has been a resident there; and 2) the referring agency's written, signed, and dated verification as to the individual's homeless status when he/she entered their program. If the referring agency did not verify the individual's homeless status upon entry into their program, you will need to verify that status yourself. That is, in addition to the written, signed, and dated verification from the referring agency that the individual has been residing in the transitional housing, you need to verify their status upon entry into transitional housing and document that status according to the instructions here. (For example, if the person was living on the streets before moving into the transitional housing, you will need to obtain the documentation required under "Persons coming from living on the street" above).	
Person being evicted from a private dwelling	Documentation of income, efforts to obtain housing, why participant would be on street, and either documentation of formal eviction proceedings or statement from family evicting participant.	

Homeless Status	Type of Documentation	Documentation attached
	<p>You need to obtain two types of information:</p> <ol style="list-style-type: none"> 1) documentation of: <ul style="list-style-type: none"> ▪ the income of the participant, ▪ what efforts were made to obtain housing; and ▪ why, without the homeless assistance, the participant would be living on the street or in an emergency shelter. 2) documentation of one of the following: <ul style="list-style-type: none"> ▪ for formal eviction proceedings, evidence that the participant was being evicted within the week before receiving homeless assistance; ▪ where a participant's family is evicting, a signed and dated statement from a family member describing the reason for the eviction; ▪ where there is no formal eviction process (in these cases, persons are considered evicted when they are forced out of the dwelling unit by circumstances beyond their control), two things are needed: <ul style="list-style-type: none"> - a signed and dated statement from the participant describing the situation; and - documentation and verification (through written, signed, and dated statements) of efforts to confirm that these circumstances are true. 	
Persons from a short-term stay in an institution who previously resided on the street or in an emergency shelter	Written verification from the institution's staff that the participant has been residing in the institution for less than 31 days; and information of the previous living situation.	
	<p>You must obtain:</p> <ol style="list-style-type: none"> 1) written verification from the institution's staff that the participant has been residing in the institution for less than 31 days; and 2) information on the previous living situation. Preferably, this will be the institution's written, signed, and dated verification of the individual's homeless status when he/she entered the institution. If the institution's staff did not verify the individual's homeless status upon entry into the institution, you will need to verify that status yourself, according to the institutions above (i.e., if the person was living on the streets before moving into the institution, you will need to obtain the documentation required under "Persons coming from living on the street"). 	
Persons being discharged from a longer stay in an institution	Written verification from the institution of discharge within one week of receiving homeless assistance AND documentation of income, efforts to obtain housing, and why person would be homeless without assistance.	
	<p>You need to obtain signed and dated:</p> <ol style="list-style-type: none"> 1) evidence from the institution's staff that the participant was being discharged within the week before receiving homeless assistance; and 2) documentation of the following: <ul style="list-style-type: none"> ▪ the income of the participant; ▪ what efforts were made to obtain housing; and ▪ why, without the homeless assistance, the participant would be living on the street or in an emergency shelter. 	
Persons fleeing domestic violence	Written, signed, and dated verification from the participant.	
	<p>You must obtain written, signed, and dated verification from the participant that he/she is fleeing a domestic violence situation.</p> <p>If the participant is unable to prepare the verification, you may prepare a written statement about the participant's previous living situation and have the participant sign and date it.</p>	