

ESG Client File Checklist

Intake/Exit and Eligibility Documentation

- _____ Signed Centralized Assessment Intake Form
- _____ ESG Assessment Form completed for each member of the household
- _____ Identification: Copy of government issued proof of citizenship (birth certificate, social security card, driver's license, and passport).
- _____ Income Verification (third party documentation preferred)
- _____ Income Eligibility Calculation Worksheet
- _____ Zero Income Affidavits (self-declaration documentation)
- _____ Other Income Correspondence
- _____ ESG Exit Form
- _____ Documentation of non-eligibility
- _____ If not eligible for assistance, documentation as to other assistance applicant was referred to
- _____ If client was terminated, documentation of reason, notification and opportunity to appeal

Case Management Documentation

- _____ Case Notes and Correspondence
- _____ Housing Stabilization Plans (updated at Case Management appointments)
- _____ Housing Referrals (to Permanent Housing)
- _____ Non-Housing Referrals (to mainstream resources and other agencies)
- _____ Recertification documentation (every 3 months where applicable)
- _____ Follow up after discharge documentation

Financial Assistance and Services Documentation (where applicable)

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| _____ Lease documentation and any Addendum(s) | _____ ESG Homeless Certification form |
| _____ Eviction documentation | _____ Documentation of imminent risk of homelessness within 14 days |
| _____ Family/Friend Eviction letters | _____ Shelter Referral Documentation |
| _____ Residential discharge documentation | _____ Rental application fees |
| _____ Documentation of condemned housing | _____ Utility assistance documentation |
| _____ Denial Notices of other services | _____ Utility correspondence & obligation |
| _____ Documentation of current housing and cost burden | _____ Utility/Rental arrears documentation-shows how arrears are preventing participant from obtaining housing |
| _____ Documentation of landlord mediation | _____ Housing Search & Placement documentation |
| _____ Documentation of utility account | _____ Mediation documentation |
| _____ Documentation of late payment notice from utility | _____ Legal Services documentation |
| _____ Other documentation | _____ Credit Repair documentation |
| _____ Completed & passed habitability inspection | _____ Documentation of Rental Assistance |
| _____ Annual re-inspection | |
| _____ Rent reasonable checklist and certification | |
| _____ Fair Market Rent documentation (when applicable) | |
| _____ Lead-free paint disclosure (if required) | |
| _____ Landlord correspondence | |
| _____ Documentation of credit problems that prevent obtaining housing | |