8.1 Appendix A: Client File Checklist and Required Documentation

The following chart summarizes the documentation required in each client file, depending on the type of service provided. Details and specific information for each requirement are explained in the indicated sections. Other documentation may be required based on individual circumstances. Forms indicated as "CHG" are specifically provided by King County and Subgrantee is required to use those forms as listed below. CHG forms may be modified if all content is included.

King County CHG Client File Checklist and Required Forms (Page 1 of 2)

Documentation (and relevant sections of King County CHG Guidelines)	**When**	**Notes**	**Over-night Drop In Shelter**	**Contin-uous Stay Shelter**	**Transitional Hous-ing (Facility)**	**Rapid Re-Housing (or Rent)**	**PSH**	**HEN Rent Assist-ance**	**Preven-tion Rent Assist-ance**	**Section**	**Form Source**
Client **File Checklist** (6.6.1 and Appendix A)	Intake	Each program must develop their own checklist with all required elements as listed on this form.		x	x	x	X	x	x	6.6.1	use own form
HMIS Informed Consent Form (6.3.2)	Intake	Required if HMIS record contains personally identifying information. Not required for DV programs	x	x	x	x	X	x	x	6.3.2	HMIS
Documentation of **Housing Status - Homeless** (4.2; Appendix B)	Intake	Backup documentation as indicated in Appendix B.			x	x	X	x (homeless)		4.2	**Backup documents**
Documentation of **Housing Status - At-Risk** of Homelessness (4.2, Appendix B) **AND** Documentation of "**No Subsequent Residence and Insufficient Resources**".	Intake	Including backup documentation as indicated in Appendix B)						x (at risk)	x	4.2	**Backup documents**
CHG **Targeted Prevention** Eligibility Screening (7.5)	Intake							x (at risk)	x	7.5	**CHG**
Documentation of **Income Eligibility** (4.4, Appendix C)	Intake	Backup documentation as indicated in Appendix C.					X		x	4.4	**Backup documents**
Documentation of **Income Eligibility** (4.4, Appendix C)	at each 90 days	Backup documentation as indicated in Appendix C.		x (if over 90 days)	x	x		x	x (if over 90 days)	4.4	**Backup documents**
Copy of **BVS search** or DSHS statement documenting **TANF** enrollment/income (4.4)	Intake (if applicable)	(if client on TANF) Document TANF enrollment at intake (or at beginning of rental subsidy)				x (if TANF)			x (if TANF)	4.4	BVS
Copy of BVS search documenting **HEN referral/eligibility**	Intake (and every subsequent 90 days)							x		Appendix I	BVS
BVS Client Consent Form (for BVS) (6.6.2)	If applicable	Required for any BVS/eJAS search to document income or as otherwise needed and appropriate.		x	x	x	X	x	x	6.6.2	BVS

King County CHG Client File Checklist and Required Forms (Page 2 of 2)											
Documentation **(and relevant sections of King County CHG Guidelines)**	**When**	**Notes**	**Over-night Drop In Shelter**	**Contin-uous Stay Shelter**	**Transitio nal Housing (Facility)**	**Rapid Re-Housing (or Rent)**	**PSH**	**HEN Rent Assist-ance**	**Preven-tion Rent Assist-ance**	**Section**	**Form Source**
Documentation of **Disability** (and/or length of time homeless) and backup documentation as indicated (4.6 and Appendix J)	Intake	Document length of time homeless in addition to disability if required by your contract to serve chronically homeless (as described in Appendix J)					X			4.6	**Backup documents**
Documentation of assessment and **housing stability planning** (6.2)	Intake (and ongoing)			x	x	x	X	x	x	6.2	own form
Income Recertification: Documentation of Income Eligibility(4.5 and Appendix C)	every subsequent 90 days	Obtain current backup documentation and confirm within 30% AMI.		x	x	x		x	N/A	4.5	**Backup documents**
CHG Rent Limits Checklist and certification (7.6)	Beginning of rent subsidy	Includes Rent limits by Neighborhood (or city) and Unit Size					x (if rent subsidy)	x	x	7.6	**CHG**
Rapid Re-Housing Subsidy Calculation Worksheet and **RRH Re-Assessment Form.** (household rent share/rent subsidy calculation) (7.6 and 7.7)	Beginning of rent subsidy (and every 90 days)	Includes Rent limits by Neighborhood (or city) and Unit Size				x				7.6, 7.7	All Home
Executed **Lease** (or rent agreement) (7.4.2) **OR: (for HEN or if no federal funds)** CHG Certification of Payment Obligation from Friend/Family (7.4.3)	At Move-in or Beginning of rent subsidy	Lease required if rent assistance is paid to a landlord (or if there are federal funds in your contract)			x	x	x	x	x	3.1.2, 3.2.1, 7.4	lease or **CHG**
Rental Subsidy Agreement (7.4.1)	Beginning of rent subsidy	An agreement between the subgrantee and the landlord.				x				7.4.1	own form
CHG HSS or HUD HQS **Inspection** Checklist, including Lead Based Paint Assessment (6.4) **OR: (if no federal funds)** CHG Landlord Habitiablity Standard Certification Form (6.4.2)	When moving in to a new unit (or annually for facilities)	Inspection not required if moving in with family or friends **(and no federal funds).** Refer to guidelines re Lead Based Paint requirements.	Required annually. Does not have to be in client file.		x	X	x	(if moving to a new unit)		6.4	**CHG**
Proof of ownership: Print-out from County parcel website (Appendix G)	beginning of rent subsidy	If rent assistance is paid to a landlord (see Appendix G)				x	x (if rent subsidy)		x	Appendix G	County parcel viewer website