# **NC-504 CLIENT FILE CHECKLIST**

|  |  |
| --- | --- |
| **HMIS Client Identifying #** |  |
| **Agency Name** |  |
| **Program Name** |  |
| **Program Type** |  |
| **Entry Date** |  |
| **Move in Date** |  |
| **Exit Date** |  |
| **Coordinated Entry Referral** (Circle One) | Y | N |

[ ]  NC-504Client File Checklist

[ ]  Verification of Homeless Status

 *Supporting Documentation (Select one):*

[ ]   *Written 3rd Party (preferred)*

[ ]  *Oral 3rd Party*

[ ]  *Self-certification*

[ ]  Copies of identification/documentation

[ ]   *Driver’s License/State Identification*

[ ]   *Social Security Card*

[ ]  *Other form of identification*

[ ] Coordinated Entry Documentation (including Release of Information if applicable)

[ ]   *Intake Form/Assessment*

[ ]  *VI-SPDAT*

[ ] Housing Program Referral

[ ]  Income Verification (if applicable)

[ ]  Inspection

[ ]  Copy of Client’s current lease and/or new lease (if applicable)

[ ]  Lease Addendum, VAWA Forms and documentation (if applicable)

[ ]  Case Notes, Case/Stabilization Plans

[ ]   *Supportive Services Referral & Documentation*

[ ]  *McKinney-Vento Forms & documentation (if applicable)*

[ ]  *Correspondence – client, landlord, service providers, school personnel, etc.*

[ ] Financial Assistance Tracking

[ ]  Exit Forms

[ ]  Termination of Assistance (required if applicable)

[ ]  Client Grievances/Appeals (required if applicable)

[ ]  HMIS/Comparable Database Release of Information and/or Sharing Plan