# **NC-504 CLIENT FILE CHECKLIST**

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| **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