**EHH Client File Checklist**

Client Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entry Date \_\_\_\_\_\_\_\_\_\_\_\_ Exit Date \_\_\_\_\_\_\_\_\_\_\_\_ Case Manager Initials \_\_\_\_\_\_\_\_\_\_\_\_

**HOUSING ASSISTANCE PROGRAM**

Subject to Wisconsin Statues 16.306, HAP funds may be used for the purpose of providing housing and associated supportive services to homeless households to facilitate their movement to independent living.

*In general, the client file must demonstrate (a) eligibility, (b) types, amounts, and duration of services, and (c) that program requirements were met.*

1. \_\_\_\_\_\_ **Intake Form/Initial Assessment,** with entry date clearly documented.
2. \_\_\_\_\_\_ Documentation that the housing unit is at an existing, scattered site location. *(Wis. Stats. 16.306 (2b1&2))*
3. \_\_\_\_\_\_ Demonstration of **referral and connection** to homeless and mainstream services. *(Wis. Stats. 16.306 (2b3))*
4. \_\_\_\_\_\_ Documentation of, or referral to, training in self-sufficiency. *(Wis. Stats. 16.306 (2b4))*
5. \_\_\_\_\_\_ Documentation that at least 25% of client income is spent on rent. *(Wis. Stats. 16.306 (2b5))*
6. \_\_\_\_\_\_ The exit date, as well as the housing status and employment status at exit, are documented. *(Wis. Stats. 16.306 (3c))*

***\*If HAP funds are used as ESG match, also complete the relevant ESG-project type client file checklist.***

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