

## Arizona Department of Housing 2016 Information Bulletin

**REGARDING PROGRAMS: Special Needs**

**REGARING FUNDING SOURCE: Balance of State Continuum of Care**

**INFORMATION BULLETIN No. 36-16**

**ISSUED: September 12, 2016**

**RE: Homeless Certification**

Effective immediately for all new COC participants, the Arizona Department of Housing will no longer require the Homeless Certification form to be completed. The information determining homelessness and chronic homelessness is part of the current AZBOSCOC HMIS Intake form. *However, it is **required** that the entire AZBOSCOC HMIS Intake form be completed accurately upon client entry into your project and a copy placed in the client's physical housing file.* The requirement for third part verification of homelessness is still in effect, as outlined below. It is recommended those verifications be uploaded into HMIS and attached to the client's HMIS record as well as in their physical housing file.

### **Federal Register/Rules and Regulations, December 4, 2015**

A "chronically homeless" individual is defined to mean a homeless individual with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility.

In order to meet the "chronically homeless" definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven.

HUD expects Continuum of Care Program recipients and sub-recipients documenting homelessness or chronic homeless status to obtain third-party documentation whenever possible, HUD has established § 578.103(a)(4) to incorporate recordkeeping requirements for the definition of “chronically homeless” and to provide that the order of priority for documenting chronically homeless status is third-party documentation first, intake worker observations second, and certification from the person seeking assistance third. In addition, HUD has clarified that, except for in limited circumstances, at least 9 months of the homeless occasion(s) must be documented with third-party documentation.

Documenting a single encounter within 1 month is sufficient documentation to count the individual or family as homeless for the entire month.

The language in the recordkeeping section will allow for the period of homelessness to be documented by a self-certification by the head of household seeking assistance on a limited basis. In rare instances where persons have been unsheltered and out of contact for long periods of time, the recordkeeping requirements provide that up to the full period of homelessness could be documented by a self-certification by the individual or head of household seeking assistance, **however, this accommodation is limited to no more than 25 percent of all chronically homeless individuals and families assisted.**

Questions or comments regarding this Information Bulletin may be addressed by contacting your Special Needs Program Specialist at (602) 771-1000. Thank you.



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of Housing

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