

Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Eligibility Determination and Documentation Guidance

**U.S. Department of Housing and
Urban Development**

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HPRP Eligibility Determination and Documentation Guidance

This guidance document specifies HUD requirements for determining eligibility for the Homelessness Prevention and Rapid Re-Housing Program (HPRP) and the types of assistance provided through HPRP. Guidance related to overall eligibility documentation, income and housing status determination and documentation are also presented. Grantees and subgrantees should closely review this publication to ensure full understanding of HUD requirements related to income and housing status eligibility determination and documentation. HUD encourages grantees to use this document as a guide to ensure appropriate and sufficient information is collected and documented in participant case files to document program compliance.

1. HPRP ELIGIBILITY REQUIREMENTS

The first step in any HPRP program is determining if a household applying for HPRP assistance is eligible to receive assistance under HPRP. In order to receive HPRP-funded Financial Assistance and/or Housing Relocation and Stabilization Services, households must meet at least the following minimum criteria:

1. **Initial Consultation & Eligibility Determination:** the household must receive at least an initial consultation and eligibility assessment with a case manager or other authorized representative who can determine eligibility and the appropriate type of assistance needed;
2. **Income:** the household's total income must be at or below 50 percent of Area Median Income (AMI) (details on determining AMI and documenting income are provided later in the document);
3. **Housing Status:** the household must be either homeless (to receive rapid re-housing assistance) **OR** at risk of losing its housing (to receive homelessness prevention assistance);

AND must meet the following circumstances:

- a. No appropriate subsequent housing options have been identified;
- b. The household lacks the financial resources to obtain immediate housing or remain in its existing housing; and
- c. The household lacks support networks needed to obtain immediate housing or remain in its existing housing.

The criteria listed above are the minimum criteria set forth by HUD to determine eligibility for HPRP. HUD encourages grantees to examine local need to determine if additional risk factors or other determinants should be used to determine eligibility. There is a more detailed discussion on the use of local risk factors on the following page.

Local Determinants

In addition to the minimum HPRP eligibility requirements specified above, HUD strongly encourages communities to consider additional factors when designing their local programs and determining a household's level of need for receiving assistance through HPRP. HUD has provided a list of potential "risk factors" in the HPRP Notice (FR-5307-N-01, March 19, 2009) that could indicate that a household is at a higher risk of becoming homeless. Grantees and subgrantees should note that the list provided in the Notice is optional and not exhaustive; grantees and subgrantees may consider other risk factors or other ways to target persons at risk of homelessness when developing local programs and requirements. Note that grantees or subgrantees choosing to use additional risk factors or local determinants must develop policies to ensure they are applying these factors consistently to all applicants.

Homeless “But For” HPRP Assistance...?

- *No appropriate subsequent housing options have been identified;*
- *The household lacks the financial resources to obtain immediate housing or remain in its existing housing; and*
- *The household lacks support networks needed to obtain immediate housing or remain in its existing housing.*

Households applying for HPRP assistance must take part in an initial consultation and eligibility screening, provide information on total income, and must either be homeless or at-risk of becoming homeless without HPRP assistance. These three criteria are relatively easy to assess and document. Determination a potential HPRP participant will become homeless but for HPRP assistance adds a bit more to the assessment process. In addition to assessing and documenting income and the current housing situation of applicant households, grantees and subgrantees must also assess whether the household would be homeless but for HPRP assistance. This requires grantees and subgrantees to work with participants to assess and document the additional three circumstances listed above. This is a critical piece of determining eligibility for HPRP and can be the most subjective. HPRP funds are limited and in order to ensure the funds are able to effectively serve the most clients possible, grantees must carefully consider who is served through HPRP.

It may be helpful to think of this requirement in the following terms. Once it is determined someone meets the three criteria and is eligible for HPRP, based on the intent of the program and the regulations, it is important to then assess whether HPRP is the most appropriate program for that participant or household. For example, a household that presents for services with an eviction notice and is under the 50% AMI for the community meets the primary income eligibility criteria and risk of housing loss eligibility criteria for HPRP. But before they are provided assistance through HPRP, the grantee must determine the household has no other available options or resources that may prevent them from becoming literally homeless. This includes looking at other housing options (i.e., could they stay with a family member until they are able to move into a new unit or get their first paycheck?), support networks, and other financial resources to obtain immediate housing or remain in current housing.

2. ASSESSMENT

Grantees and subgrantees are expected to include documentation on the results of the eligibility assessment process in the case file. Note that an eviction notice and proof of income alone are not enough to determine eligibility and appropriateness for HPRP. For households who are at-risk of losing their housing, in addition to documenting that the household meets income eligibility criteria and are at-risk of losing their current housing, grantees and subgrantees must assess and document the household would become literally homeless “but for” HPRP assistance. This includes assessing and documenting a household’s support networks and financial resources and other housing options. HUD recognizes this determination requires a level of professional judgment and discretion and encourages grantees and subgrantees to carefully think about how they assess and document these criteria. See the box on this page for a detailed discussion on the “but for” determination. To ensure program compliance, the case file should include case notes and other documentation (as appropriate) that demonstrate the grantee or subgrantee has assessed the client’s other financial resources, support networks, and subsequent housing options.

Many grantees have developed tools or templates for use in determining and documenting income and housing status eligibility. Some of these are available on the HUD’s Homeless Resource Exchange (HRE) at: www.hudhre.info. Look under “Find Resources by Topic” on the right side of the page to find various community-level tools and templates.

Additionally, HUD has published sample income and housing status documentation templates for grantees and subgrantees on the HRE HPRP page under Tools and TA Resources: Client Intake, Case Management, and Assessment. While these templates are not required, they may be used as they are or adapted for eligibility documentation purposes.

Recertification of Eligibility

HUD requires grantees and/or subgrantees to evaluate and certify the eligibility of HPRP program participants (per the above criteria) at entrance into the program and at least once every 3 months for all households receiving HPRP medium-term rental assistance or other HPRP services (e.g., case management) lasting longer than 3 months. Grantees should determine the re-certification date based on the original eligibility assessment date. The intent of the recertification rule is to ensure programs are fully evaluating households that are receiving ongoing financial assistance and/or other HPRP assistance to ensure the household remains eligible and needs continued assistance to prevent homelessness, particularly since eligibility is based on current income as opposed to past or projected income.

As described below, each person that conducts assessment and eligibility screening must complete a Staff Certification of Eligibility for HPRP Assistance for every participant case file.



Staff Certification of Eligibility for HPRP Assistance

The Staff Certification of Eligibility for HPRP Assistance form must be maintained in each HPRP participant’s file and is subject to review by HUD. Grantees must use the HUD-specific form (including the HUD logo), and not simply reproduce copies that incorporate HUD’s prescribed

language. The form may be found at:
<http://www.hudhre.info/HPRP/index.cfm?do=viewHPRPIssuances>.

The Staff Certification form must be completed for each household deemed eligible for HPRP assistance. This form certifies that the household meets all eligibility criteria for HPRP assistance, that true and complete information was used to determine eligibility, and that no conflict of interest exists related to the provision of HPRP assistance. The Staff Certification of Eligibility form must be completed and signed by the person determining eligibility and his or her supervisor for all households determined eligible or recertified on or after November 1, 2009. A new Staff Certification form is only required if a different staff person re-certifies eligibility at a later date. (For example, an intake worker makes the initial determination of eligibility on November 15th so the Staff Certification form is signed by the intake worker and his/her supervisor. On Feb. 12th, the following year, the household's eligibility is re-certified by a different case manager (*not the same person as the intake worker*). A new form, signed by the case manager and his/her supervisor, is required.)

3. INCOME ELIGIBILITY

Upon entering the HPRP program and every three months thereafter, all participants applying for HPRP assistance must undergo an income eligibility determination and this must be documented in the case file. This section provides detailed information on how to determine the Area Median Income (AMI) and calculate household income using the HPRP definitions of income inclusions and exclusions.

Determining Area Median Income

As indicated in the HPRP Notice, to be eligible to receive any type of HPRP assistance, an applicant household must have a gross annual income that is at or below 50% of the AMI, which is considered "very low income" by HUD standards. AMI is determined according to the state and local jurisdiction in which a household resides or enters the program, and is dependent on the size of the household (i.e., number of household members). The AMI for each state and community can be found at: <http://www.huduser.org/DATASETS/il.html>. Please note this data set is updated annually. Grantees should be sure to use the most recent data posted.

Income Definition

Income is any money that goes to, or on behalf of, the head of household or spouse (even if temporarily absent) or to any other household member. Annual income includes the **current gross income** of all **adult household members and unearned income attributable to a minor** (e.g., child support, TANF payments, SSI payment, and other benefits paid on behalf of a minor).

- ✓ **Gross Income** is the amount of income earned before any deductions (such as taxes and health insurance premiums) are made.
- ✓ **Current Income** is the income that the household is currently receiving at the time of application for HPRP assistance. Income recently terminated should not be included.
- ✓ The calculation of current income at the three month eligibility recertification (for households receiving ongoing HPRP assistance, such as medium-term rental assistance) is also based on the total income the household is receiving at the time of

recertification. See Timeliness of Documentation under Income Documentation Standards below for additional information.

The HPRP income definition contains income "inclusions" (types of income to be counted) and "exclusions" (types of income that are not to be counted as income) for HPRP purposes. The following types of income must be counted (inclusions) when calculating gross income for HPRP eligibility purposes:

- ✓ Earned Income
- ✓ Self Employment/Business Income
- ✓ Interest & Dividend Income
- ✓ Pension/Retirement Income
- ✓ Unemployment & Disability Income
- ✓ TANF/Public Assistance
- ✓ Alimony, Child Support and Foster Care Income
- ✓ Armed Forces Income

The follow types of income are NOT counted (exclusions) when calculating gross income for HPRP eligibility purposes:

- ✓ Income of Children
- ✓ Inheritance and Insurance Income
- ✓ Medical Expense Reimbursements
- ✓ Income of Live-in Aides
- ✓ Disabled Persons
- ✓ Student Financial Aid
- ✓ Armed Forces Hostile Fire Pay
- ✓ Self-Sufficiency Program Income
- ✓ Other Income (i.e., temporary, non-recurring or sporadic income)
- ✓ Reparations
- ✓ Income from full-time students
- ✓ Adoption Assistance Payments
- ✓ Deferred and Lump Sum Social Security & SSI payments
- ✓ Income Tax and Property Tax refunds
- ✓ Home Care Assistance
- ✓ Other Federal Exclusions

A detailed list with an explanation of these inclusions and exclusions is included in Appendix A of this document.

Note that household assets are generally not counted as income, with the exception of interest and dividend income as indicated above. However, household assets should be taken into account when determining whether a household has other financial resources sufficient to obtain or maintain housing. For additional information on treatment of assets, please see the "Treatment of Assets" box on page 7 of this document.

Income Calculation

After determining and documenting specific sources of income that must be included in the income calculation for each household, grantees then calculate the household's annual income.

Annualizing Wages and Periodic Payments

When calculating income based on hourly, weekly or monthly payment information, add the gross amount earned in each payment period that is documented and divide by the number of payment periods. This provides an average wage per payment period. Depending on pay periods used by the employer or the schedule of periodic payments, the following calculations convert the average wage into annual income:

- ✓ Hourly Wage multiplied by Hours Worked Per Week multiplied by 52 weeks
- ✓ Weekly Wage multiplied by 52 weeks
- ✓ Bi-Weekly (every other week) Wage multiplied by 26 bi-weekly periods
- ✓ Semi-Monthly Wage (twice a month) multiplied by 24 semi-monthly periods
- ✓ Monthly Wage multiplied by 12 months

Documentation of a household's annual income relative to Area Median Income and indicating HPRP eligibility (50% of AMI or less) must be maintained in the participant file. A sample HPRP Household Income Calculation worksheet is located at www.HUDHRE.info/HPRP/.



4. HOUSING STATUS ELIGIBILITY

As with income eligibility, upon entering the HPRP program and every three months thereafter, all participants applying for HPRP assistance must undergo a housing status eligibility determination and this must be documented in the case file. This section provides detailed information on housing status eligibility for rapid re-housing (homeless assistance) homelessness prevention, in addition to requirements and instructions provided in Section 1.

Rapid Re-Housing (Homeless Assistance) Eligibility

Rapid re-housing assistance is available for persons who are homeless according to HUD's definition. In addition to the minimum HPRP eligibility requirements (at or below 50% AMI, lack financial resources AND support networks to obtain housing), to be eligible for HPRP rapid re-housing assistance participants must also meet one of the following conditions at time of application:

1. Sleeping in an emergency shelter;
2. Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;
3. Staying in a hospital or other institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution¹;
4. Graduating from, or timing out of a transitional housing program²; and
5. Victim of domestic violence.

¹ While persons staying in a hospital or other institution for *more than* 180 days do not meet the HUD criteria for homeless, such persons may be eligible for HPRP homelessness prevention assistance.

² Must be a transitional housing program for homeless persons (i.e. persons who came from an emergency shelter or a place not meant for human habitation prior to program entry).

Homelessness Prevention Eligibility

While HUD's definition of "literal homelessness" is well-understood, it can be more challenging to identify persons who are housed (including persons who are "doubled-up") but who have a very high risk of becoming literally homeless. There are many people who are housed and have great need but would not become homeless if they did not receive assistance. HUD requires HPRP grantees and subgrantees to target prevention assistance to those households at the greatest risk of becoming homeless.

As explained in Section 1, to be eligible for HPRP-funded prevention assistance, grantees and subgrantees must assess and document that the household would become homeless (per the definition above) ***but for*** the HPRP assistance. In other words, a household would require emergency shelter or would otherwise become literally homeless in the absence of HPRP assistance. A household that is at-risk of losing their present housing may be eligible if it can be documented that their loss of housing is imminent, they have no appropriate subsequent housing options, and they have no other financial resources and support networks to assist with maintaining current housing or obtaining other housing. For a detailed discussion on the "but for" rule, see page 2 of this document.

Treatment of Assets

Assets are cash or material items that can be converted to cash quickly. They include both real and/or personal property and investments that a household may possess, including assets that are owned by more than one person, but allow unrestricted access to the applicant. Assets include:

1. Amounts in checking and saving bank accounts.
2. Stocks, bonds, savings certificates, money market funds, and other investment accounts.
3. The cash value of trusts that may be withdrawn by the household.
4. IRA, Keogh and similar retirement savings accounts, even when early withdrawal will result in a penalty.
5. Lump sum receipts of cash received and accessible by household, such as inheritances, capital gains, lottery winnings, insurance settlements, and other claims.

HUD has not established requirements for how assets are to be treated in determining whether an applicant household has financial resources to address their housing need and what, if any, amount of assets held by an applicant household must be spent down in order to qualify for HPRP assistance or to determine the appropriate type or level of HPRP assistance.

HUD requires grantees to determine whether an applicant household must spend down its assets and, if so, by how much, for the purpose of determining eligibility and the type and level of HPRP assistance. Grantees may establish a separate policy for each local Continuum of Care (CoC) where one or more subgrantees operate. In all cases, policy related to treatment of assets must be uniform across all subgrantees within a local CoC and determinations must be applied consistently to all applicant households within the CoC.

Utility Only Assistance

A household seeking utility only assistance may be eligible for HPRP assistance if it can be documented that they will lose their housing and become literally homeless if utility assistance is not provided and the household meets other HPRP eligibility requirements. In such cases, the grantee or subgrantee must confirm and document in the case file that the utility company will in fact disconnect the utility service if the full amount or a partial payment is not paid,* that the disconnection of utility service will cause housing to be unsafe or otherwise cause eviction (i.e. if the applicant is required to maintain utilities per their lease), and that no other utility assistance, such as LIHEAP, is available to prevent the shut-off. A copy of a utility shut-off notice or arrears statement is not sufficient by itself to document program eligibility. Acceptable documentation is described in the next section of this publication.

* There are laws governing public utilities in many states that prevent certain utility companies from shutting off power to a unit during certain periods of the year. Some states may also require utility companies to offer payment plans to eligible households.

5. DOCUMENTATION

Documentation Standards

Grantees and subgrantees are responsible for verifying and documenting the eligibility of all HPRP applicants prior to providing HPRP assistance. They are also responsible for maintaining this documentation in the HPRP participant case file once approved for assistance. Grantees with insufficient case file documentation may be found out of compliance with HPRP program regulations during a HUD monitoring. It is important for grantees to develop policies and procedures to ensure appropriate documentation is obtained and included in HPRP participants' files.

For purposes of HPRP, HUD allows various types of documentation, ranging from third party verification to applicant self declaration. Minimum acceptable types of documentation vary depending on the type of income or particular housing status and circumstance being documented. General documentation standards, *in order of preference*, are as follows:

1. **Written Third Party**—Verification in writing from a third party (e.g. individual employer, Social Security Administration, welfare office, emergency shelter provider, etc.) either directly to HPRP staff or via the applicant is most preferred. Written third party documentation may include completion of a standardized form, such as a verification of income statement. See “HPRP Verification of Income” and “HPRP Homeless Certification” templates at www.HUDHRE.info for examples.
2. **Oral Third Party**—Verification from a third party (e.g. individual employer, Social Security Administration, welfare office, etc.) provided by the third party over the telephone or in-person directly to HPRP staff. Oral third party verification is acceptable only if written third party verification cannot be obtained. HPRP staff must document reasons why third party written verification could not be obtained in the HPRP participant file, per the requirements in the tables below. See “HPRP Verification of Income” template at www.HUDHRE.info for an example. *Please note this is different from*

applicant self-declaration of income. If an applicant orally declares income, it would fall under “applicant self-declaration” below.

- 3. Applicant Self-Declaration**—An affidavit of income and housing status as reported by the household is allowable, but is only acceptable if written or verbal third party verification cannot be obtained. Self-declaration of housing status (e.g., eviction) should be rare. HPRP staff must document reasons why third party written or oral verification could not be obtained in the HPRP participant file, per the requirements in the tables below. See “HPRP Self-Declaration of Income” and “HPRP Self-Declaration of Housing Status” templates at www.HUDHRE.info for examples.

HUD encourages grantees to carefully review what documentation is included in participant case files through periodic monitoring and be sure it is sufficient to document the household meets all articulated eligibility criteria. Two of the most common monitoring findings are **missing or incomplete eligibility documentation**. Remember, specifically for housing status, determining eligibility can be a multi-level process; applicants must meet ALL criteria and evidence of this must be present in the case file.

Determining Acceptable Level of Documentation

HUD expects that all grantees and sub-grantees will make a conscientious and reasonable effort to use the highest documentation standard possible. An acceptable documentation standard may be dependent on two issues: 1) the resources of the grantee or subgrantee providing HPRP assistance and 2) the type of assistance provided. A detailed table outlining all acceptable forms of income documentation is included below.

To determine the highest documentation standard that is reasonable, each HPRP grantee or subgrantee should review existing resources (i.e., funding, capacity, pre-existing income verification process for other programs) available within their agency. Some grantees or subgrantees may already have a third party verification process in place that could be reasonably incorporated into the HPRP eligibility determination and documentation process. However, for other types of organizations (e.g., small non-profits), a lower level of income or housing status verification and documentation may be all that is reasonable.

Establishing a reasonable documentation standard also depends on the type of service provided. For example, some income documentation requirements for one-time or emergency assistance may not be reasonable given the time-sensitive and/or short-term nature of the assistance. It may not be reasonable to delay HPRP assistance if third party documentation cannot be obtained in time to allow for assistance to be provided and literal homelessness averted. Medium term rental assistance (which may be provided over a period of four to eighteen months) and/or other ongoing assistance (i.e., case management) may allow for a higher documentation standard. The HPRP grantee or subgrantee must provide a brief written description of efforts to obtain third party documentation in the participant case file (e.g., in case notes, participant assessment or on applicant self-declaration).

The income and housing status documentation tables below outline the minimum documentation standards. HPRP staff must clearly and briefly describe in participant case files each instance when a lower documentation standard is used other than the most preferred standard, per the tables below. This may be done as part of the documented client assessment or as part of other case file documentation (e.g., in case notes, on income verification form).

Timeliness of Income Documentation

The definition of income for the HPRP program reflects an applicant household's income at the time of application (see definition of "Current Income" above). Accordingly, documents and information collected to verify income should be recent. Documentation that is dated within 30 days prior to the time of application is acceptable for purposes of HPRP. However, for public assistance benefits (e.g., SSI, food stamps), a benefits statement received any time within the twelve months prior to the time of application and reflecting current benefits received by an applicant household is allowed. A copy of a recent bank statement indicating direct deposit of benefit(s) is also acceptable.

Self-Declaration of Housing Status for Homelessness Prevention Participants


Grantees and subgrantees should note that self-declaration of housing status for participants who are at-risk of losing housing is acceptable ONLY in very limited circumstances. HUD recognizes there may be some unusual cases where a third party is not able to provide documentation that a participant is at-risk of losing housing (i.e., death of a landlord). In these rare cases, grantees and subgrantees must be sure to clearly document the situation in the case file including all attempts to obtain verification of housing status. If the circumstances for allowing third-party verification are not clearly documented in the case file, the grantee may be found in non-compliance with HPRP.


Housing Status Documentation


Standards and procedures for documenting eligibility related to housing status are further detailed in the tables on the following pages. Documentation standards are organized according to the following:


1. Rapid Re-Housing Eligibility Documentation (for applicants who are homeless)
2. Homelessness Prevention Eligibility Documentation (for applicants who are at Risk of homelessness)
3. Housing Options/Resources Eligibility Documentation (for all applicants)

1. Rapid Re-Housing Eligibility Documentation

Living Situation	Homeless per HPRP Criteria?	 Acceptable Types of Documentation <i>(in order of preference)</i>	Documentation Standard
Sleeping in an Emergency Shelter Note: This only includes Emergency Shelter programs identified in the Continuum of Care's (CoC) most recent Housing Inventory Chart submitted to HUD or otherwise recognized by the CoC as part of the CoC inventory (e.g. newly established Emergency Shelters).	Yes	HMIS record of shelter stay.	<ul style="list-style-type: none"> ▪ Obtain HMIS record showing shelter stay concurrent with HPRP program entry date. ▪ Include HMIS record in HPRP participant file.
		OR <i>(if HMIS record cannot be obtained)</i>	
		Written homeless certification. See sample HPRP Homeless Certification template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Obtain signed and dated original Homeless Certification from shelter provider. A Homeless Certification is a standardized form that, at a minimum, contains the following: <ul style="list-style-type: none"> ○ Name of the shelter program ○ Statement verifying current shelter occupancy of HPRP applicant ○ Signed and dated by authorized shelter provider representative ▪ Include Homeless Certification in HPRP participant file.
OR <i>(if HMIS record and HPRP Homeless Certification cannot be obtained)</i>			

Living Situation	Homeless per HPRP Criteria?	 Acceptable Types of Documentation <i>(in order of preference)</i>	Documentation Standard
		Emergency shelter provider letter.	<ul style="list-style-type: none"> ▪ Obtain letter from emergency shelter provider. ▪ <i>Letter Must:</i> <ul style="list-style-type: none"> ○ Be on shelter provider letterhead ○ Identify shelter program ○ Include statement verifying current shelter occupancy of HPRP applicant, including most recent entry and exit (if applicable) dates. ○ Be signed and dated by shelter provider ▪ Include emergency shelter provider letter in participant file.
Place Not Meant for Human Habitation (e.g., cars, parks, abandoned buildings, streets/sidewalks)	Yes	Written homeless certification. See sample HPRP Homeless Certification template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Obtain signed and dated original Homeless Certification from homeless street outreach provider (may include other third-party referral source, such as a local law enforcement agency). A Homeless Certification is a standardized form that, at a minimum, contains the following: <ul style="list-style-type: none"> ○ Name of the outreach program ○ Statement verifying current living situation of HPRP applicant ○ Signed and dated by authorized outreach provider representative ▪ Include Homeless Certification in HPRP participant file.
		OR <i>(if HPRP Homeless Certification cannot be obtained)</i>	
		Homeless street outreach provider or referral source letter.	<ul style="list-style-type: none"> ▪ Obtain letter from homeless street outreach provider or referral source (e.g. local law enforcement agency). The letter may be from the HPRP-funded rapid re-housing provider if the provider also provides outreach to persons on the street as part of engagement and admission activities. ▪ <i>Letter Must</i> <ul style="list-style-type: none"> ○ Be on outreach provider or referral agency letterhead ○ Identify outreach program or referral agency ○ Include statement verifying current homeless status of HPRP applicant ○ Be signed and dated by outreach provider or referral agency ▪ Include letter in participant file.


Living Situation	Homeless per HPRP Criteria?	 Acceptable Types of Documentation <i>(in order of preference)</i>	Documentation Standard
Place Not Meant for Human Habitation (cont.)		OR <i>(if HPRP Homeless Certification or provider letter cannot be obtained)</i>	
		Self-declaration of homelessness. See sample HPRP Self-Declaration of Housing Status template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration from applicant. ▪ HPRP worker must document attempt to obtain written third party verification and sign self-declaration form. ▪ Include self-declaration in participant file.
Hospital or Other Institution	Yes, if also meet the following two conditions: 1. stay in a hospital or other institution has been for 180 days or less AND 2. was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, etc.) immediately prior to entry into the hospital or institution	Letter from hospital or other institution	<ul style="list-style-type: none"> ▪ Obtain letter from hospital or other institution. ▪ <i>Letter Must:</i> <ul style="list-style-type: none"> ○ Be on hospital or other institution letterhead ○ Include statement verifying current hospital/institution stay of HPRP applicant ○ Include hospital/institution admission and discharge dates verifying that stay has been for 180 days or less ○ Be signed and dated by hospital/institution representative ▪ Include hospital/institution letter in participant file.
		AND <i>(to verify homeless status prior to hospital or other institution admission)</i>	
		HMIS record of shelter stay (<i>if previously sleeping in emergency shelter</i>).	<ul style="list-style-type: none"> ▪ Obtain HMIS record showing shelter stay concurrent with HPRP program entry date. ▪ HMIS record must indicate shelter stay immediately prior to (i.e. the day before or same day as) hospital/institution admission date. ▪ Include HMIS record in HPRP participant file.
		OR <i>(if HMIS record cannot be obtained)</i>	
Written homeless certification. See sample HPRP Homeless Certification template (www.HUDHRE.info/HPRP/) (<i>if previously sleeping in emergency shelter or place not meant for human habitation</i>).	<ul style="list-style-type: none"> ▪ Obtain signed and dated original Homeless Certification from shelter provider or homeless street outreach provider. ▪ Certification must verify homelessness (residing in shelter or place not meant for human habitation) immediately prior to (i.e. the day before or same day as) hospital/institution admission date. ▪ Include Homeless Certification in HPRP participant file. 		


Living Situation	Homeless per HPRP Criteria?	 Acceptable Types of Documentation <i>(in order of preference)</i>	Documentation Standard
Hospital or Other Institution (cont.)		OR <i>(if HMIS record or HPRP Homeless Certification cannot be obtained)</i>	<ul style="list-style-type: none"> ▪ Obtain emergency shelter provider letter. ▪ <i>Letter Must:</i> <ul style="list-style-type: none"> ▪ Be on shelter provider letterhead ▪ Identify shelter program ▪ Include statement verifying shelter stay immediately prior to (i.e. the day before or same day as) hospital/institution admission date. ▪ Be signed and dated by shelter provider ▪ Include documentation in HPRP participant file.
		OR <i>(if HMIS record, HPRP Homeless Certification, or provider letter cannot be obtained)</i>	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration from applicant. ▪ Self-declaration must verify homelessness (residing in shelter or place not meant for human habitation) immediately prior to (i.e. the day before or same day as) hospital/institution admission date. ▪ HPRP worker must document attempt to obtain written third party verification and sign HPRP Self-Declaration form. ▪ Include self-declaration in participant file.
		Emergency shelter provider or homeless street outreach provider letter <i>(if previously sleeping in emergency shelter or place not meant for human habitation).</i>	
		Self-declaration of homelessness. See sample HPRP Self-Declaration of Housing Status template (www.HUDHRE.info/HPRP/) <i>(ONLY if previously sleeping in place not meant for human habitation).</i>	





Living Situation	Homeless per HPRP Criteria?	Acceptable Types of Documentation (in order of preference)	Documentation Standard
Transitional Housing ■ Note: This only includes Transitional Housing programs serving homeless persons (per HUD's definition) and listed in the Continuum of Care's (CoC) most recent Housing Inventory Chart submitted to HUD or otherwise recognized by the CoC as part of the CoC inventory (e.g. newly established Transitional Housing programs).	Yes, if graduating from or timing out of a Transitional Housing program	Written homeless certification. See sample HPRP Homeless Certification template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ■ Obtain signed and dated original Homeless Certification from transitional housing provider. A Homeless Certification is a standardized form that, at a minimum, contains the following: <ul style="list-style-type: none"> ○ Name of the transitional housing program ○ Statement verifying current transitional housing occupancy of HPRP applicant. ○ Statement indicating the HPRP applicant is graduating from or timing out of the transitional housing program ○ Statement verifying the HPRP applicant was residing in emergency shelter or place not meant for human habitation immediately prior to transitional housing admission ○ Signed and dated by authorized transitional housing provider representative ■ Include Homeless Certification in HPRP participant file.
		OR <i>(if HPRP Homeless Certification cannot be obtained)</i>	
Domestic Violence	Yes, if HPRP assistance is needed to leave domestic violence situation	Self-declaration of homelessness. See sample HPRP Self-Declaration of Housing Status template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ■ Obtain signed and dated original self-declaration from applicant. ■ HPRP worker must document attempt to obtain written third party verification and sign self-declaration form. ■ Include self-declaration in participant file.

2. Homelessness Prevention Eligibility Documentation

Current Living Situation	At Risk of Homelessness per HPRP Criteria?	 Acceptable Types of Documentation (The following list is not all inclusive.)	Documentation Standard
Rented by Applicant <i>Potential loss of housing due to non-payment of rent and/or other lease violation</i>	Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)	Copy of eviction notice from landlord/property manager of unit or court order based on eviction action that notifies the applicant that they must leave AND Copy of lease naming applicant as leaseholder or other written occupancy agreement identifying applicant as legal tenant of unit.	<ul style="list-style-type: none"> ▪ Obtain copy of eviction notice (typed or handwritten) or court order AND copy of lease or other written occupancy agreement. ▪ <i>Eviction Notice/Court Order Must:</i> <ul style="list-style-type: none"> ○ Identify the HPRP applicant and unit where HPRP applicant is the leaseholder ○ Indicate that applicant must leave their housing ○ Be signed and dated by owner/landlord or court ▪ Include eviction notice or court order and copy of lease in participant file.
Rented by Applicant <i>Potential loss of housing due to utility non-payment</i>	Yes, but only if disconnection of utility service will cause housing to be unsafe or otherwise cause eviction AND without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)	Copy of utility shut-off notice from utility company. AND If renting: copy of lease naming applicant as leaseholder or other written occupancy agreement identifying applicant as legal tenant of unit AND indicating that tenant is responsible for utility at-risk of shut-off.	<ul style="list-style-type: none"> ▪ Obtain copy of utility shut-off notice AND copy of lease or other written occupancy agreement. ▪ <i>Shut-Off Notice Must:</i> <ul style="list-style-type: none"> ○ Identify the HPRP applicant and unit where HPRP applicant is the leaseholder ○ Indicate that utility shut off/disconnection will be shut-off if payment not received ○ Be signed and dated by utility company representative and/or include utility company contact information ▪ Lease or occupancy agreement must indicate that utility at-risk of shut-off is tenant responsibility. ▪ Include utility shut-off notice and copy of lease in participant file.


Current Living Situation	At Risk of Homelessness per HPRP Criteria?	 Acceptable Types of Documentation (The following list is not all inclusive.)	Documentation Standard
Rented by Applicant Other Housing Occupied by Applicant without Paying Rent (including housing shared with friends or family) <i>Potential loss of housing due to foreclosure on rental property</i>	Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)	Copy of notice indicating building in which applicant is renting or otherwise residing is being foreclosed on AND Copy of lease naming applicant as leaseholder or other written occupancy agreement identifying applicant as legal tenant of unit.	<ul style="list-style-type: none"> ▪ Obtain copy of foreclosure notice (may include notice from landlord/property manager, court, published in local newspaper or other print or on-line public record documentation) AND copy of lease or other written occupancy agreement. ▪ <i>Foreclosure Notice Must:</i> <ul style="list-style-type: none"> ○ Identify the building or unit where HPRP applicant is the leaseholder or is otherwise residing ○ Indicate that housing is being foreclosed on ○ If written notice to applicant, be signed and dated by the landlord or property manager. ▪ Include notice and copy of lease in participant file.
Other Housing Occupied by Applicant without Paying Rent (including housing shared with friends or family) <i>Potential loss of housing due to eviction by host family/friend</i>	Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)	Copy of eviction letter from host family or friend who owns or rents the housing that notifies the applicant that they must leave AND Copy of lease naming host family/friend as leaseholder or other written occupancy agreement identifying host family or friend as legal tenant of unit.	<ul style="list-style-type: none"> ▪ Obtain copy of eviction letter (typed or handwritten) AND copy of lease or other written occupancy agreement. ▪ <i>Eviction Letter Must:</i> <ul style="list-style-type: none"> ○ Identify the HPRP applicant and unit where HPRP applicant is residing ○ Indicate that applicant must leave owner's/renter's housing ○ Be signed and dated by the host owner/renter ▪ Include eviction letter and copy of lease in participant file.
Other Housing Occupied by Applicant without Paying Rent (including housing shared with friends or family) <i>Potential loss of housing due to eviction by host family/friend</i>	Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)	Self-declaration. See sample HPRP Self-Declaration of Housing Status template (www.HUDHRE.info/HPRP/). NOTE: Self-Declaration is only acceptable in extreme circumstances if third party documentation from host family/friend cannot be obtained.	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration from applicant. ▪ HPRP worker must document attempt to obtain third party documentation and sign self-declaration form. ▪ Include self-declaration in participant file.

Current Living Situation	At Risk of Homelessness per HPRP Criteria?	 Acceptable Types of Documentation (The following list is not all inclusive.)	Documentation Standard
Rented by Applicant Other Housing Occupied by Applicant without Paying Rent (including housing shared with friends or family) <i>Potential loss of housing due to uninhabitable conditions</i>	Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)	Copy of notice from landlord/property manager, public health, code enforcement, fire marshal, child welfare or other government entity that housing is condemned AND Copy of lease naming applicant as leaseholder or other written occupancy agreement identifying applicant as legal tenant of unit.	<ul style="list-style-type: none"> ▪ Obtain copy of notice (may include notice published in local newspaper or government jurisdiction's website) AND copy of lease or other written occupancy agreement. ▪ <i>Notice Must:</i> <ul style="list-style-type: none"> ○ Identify the building or unit where HPRP applicant is the leaseholder or is otherwise residing ○ Indicate that housing is condemned (i.e., unfit for human habitation) ○ If written notice, be signed and dated by the landlord, property manager, public health, code enforcement, fire marshal, child welfare or other government entity. ▪ Include notice and copy of lease in participant file.
Owned by Applicant <i>Potential loss of housing due to foreclosure on owner-occupied property</i>	Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)	Copy of foreclosure notice from lending institution	<ul style="list-style-type: none"> ▪ Obtain copy of foreclosure notice. ▪ <i>Foreclosure Notice Must:</i> <ul style="list-style-type: none"> ○ Be on financial institution letterhead ○ Identify the HPRP applicant and residence where HPRP applicant is the homeowner ○ Indicate that applicant must leave their housing ○ Be signed and dated by financial institution ▪ Include foreclosure notice in participant file.
Hospital or other institution <i>Potential loss of housing due to institutional discharge</i>	Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)	Written statement from hospital or other institution	<ul style="list-style-type: none"> ▪ Obtain letter from hospital or other institution. ▪ <i>Letter Must:</i> <ul style="list-style-type: none"> ○ Be on hospital or other institution letterhead ○ Include statement verifying current hospital/institution stay of HPRP applicant ○ Indicate the individual has no housing (other than emergency shelter) to return to upon discharge. ○ Indicate the institution has followed all appropriate discharge procedures and cannot find housing for the individual. ○ Be signed and dated by hospital/institution representative ▪ Include hospital/institution letter in participant file.

Current Living Situation	At Risk of Homelessness per HPRP Criteria?	 Acceptable Types of Documentation (The following list is not all inclusive.)	Documentation Standard
Hotels or Motels not paid for by Federal, State or local government or charitable programs <i>Potential loss of housing due to non-payment of hotel/motel</i>	Yes, but only if without HPRP assistance household will lose their housing and become homeless (i.e., require emergency shelter or sleep in a place not meant for human habitation)	Self-declaration. See sample HPRP Self-Declaration of Housing Status template (www.HUDHRE.info/HPRP/). NOTE: Self-Declaration is only acceptable in extreme circumstances if third party documentation cannot be obtained.	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration from applicant. ▪ HPRP worker must document attempt to obtain third party documentation and sign self-declaration form. ▪ HPRP worker must document that hotel/motel was being paid for with applicant funds ▪ Include self-declaration in participant file.


3. Housing Options/Resources Eligibility Documentation Standards


Note: Grantees and subgrantees must assess and document other housing options and resources for all HPRP applicants, whether applying for rapid re-housing or homelessness prevention assistance.


Housing Options and Resources	Meets HPRP Requirements?	 Acceptable Types of Documentation	Documentation Standard
Other Subsequent Housing Options	Yes, if no appropriate subsequent housing options have been identified	Assessment form or other documentation (e.g. case notes) of housing options by HPRP case manager or other authorized HPRP staff	<ul style="list-style-type: none"> ▪ Assess with applicant all other appropriate (i.e., safe, affordable, available) subsequent housing options. ▪ Verify that no other appropriate subsequent housing options are available. ▪ <i>Assessment Form or Other Documentation Must</i> <ul style="list-style-type: none"> ○ Be documented by HPRP case manager or other authorized staff. ○ Include assessment summary or other statement indicating that applicant has no other appropriate housing options. ○ Be signed and dated by HPRP case manager or other authorized HPRP staff. ▪ Include assessment indicating no other subsequent housing options in participant case file.
AND			
Financial Resources and Support Networks	Yes, if the applicant lacks the financial resources and support networks needed to obtain immediate housing or remain in their existing housing	Assessment form or other documentation (e.g. case notes) of financial resources and support networks by HPRP case manager or other authorized HPRP staff.	<ul style="list-style-type: none"> ▪ Assess with applicant all financial resources AND support networks (i.e., friends, family or other personal sources of financial or material support) ▪ Verify that applicant lacks financial resources and support networks to obtain other appropriate subsequent housing or remain in their housing. ▪ <i>Assessment Form or Other Documentation Must</i> <ul style="list-style-type: none"> ○ Be documented by HPRP case manager or other authorized staff. ○ Include review of current account balances in checking and savings accounts held by applicant household. ○ Include assessment summary or other statement indicating that applicant lacks financial resources and support networks to obtain other appropriate subsequent housing or remain in their housing. ○ Be signed and dated by HPRP case manager or other authorized HPRP staff ▪ Include assessment indicating insufficient financial resources and support networks in participant case file.

Income Documentation Standards


Standards and procedures for documenting eligibility related to income are further detailed in the tables on the following pages. While HUD has established standards for various types of income, HUD recognizes that in some instances only applicant self-declaration may be possible. This method should be used only as a *last resort* when all other verification methods are not possible or reasonable. When using applicant self-declaration, grantees or sponsors must document why a higher verification standard was not used. Be sure to include this in the case file.


Type of Income	Include in Income Calculation?	 Acceptable Types of Documentation	Documentation Standards	
Wages and Salary, etc.	Yes	Copy of most recent paystub(s)	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent pay stub(s) from applicant. ▪ Include copy(ies) in participant file. 	
		OR		
		Written verification of income. See sample HPRP Verification of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Mail, fax or email written verification of income request directly to the employer(s). ▪ Obtain signed and dated verification of income from employer(s). At a minimum, written verification must include the following: <ul style="list-style-type: none"> ○ Name of employer and applicant name ○ Pay amount and frequency ○ Average hours worked per week ○ Amount of any additional compensation ○ Contact information for authorized employer representative ○ Signed and dated by authorized employer representative ▪ Include verification of income in participant file. 	
OR <i>(if written third party documentation cannot be obtained)</i>				


Type of Income	Include in Income Calculation?	 Acceptable Types of Documentation	Documentation Standards
Wages and Salary, etc.		Oral verification of income. See sample HPRP Verification of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Contact the employer(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. At a minimum, oral verification must include the following: <ul style="list-style-type: none"> ○ Name of employer and applicant name ○ Date of hire ○ Pay amount and frequency ○ Average hours worked per week ○ Amount of any additional compensation ○ Contact information for authorized employer representative ○ Signed and dated by HPRP staff who obtained oral verification ▪ Include HPRP Verification of Income in participant file.
		OR <i>(if written documentation or oral third party verification cannot be obtained)</i>	
		Self-declaration of income. See sample HPRP Self-Declaration of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. At a minimum, self-declaration must include the following: <ul style="list-style-type: none"> ○ Source of income ○ Income amount and frequency ○ Signed and dated by HPRP applicant ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file.


Type of Income	Include in Income Calculation?	 Acceptable Types of Documentation	Documentation Standards	
Self Employment/ Business income ³	Yes	Copy of most recent federal or state tax return showing net business income	<ul style="list-style-type: none"> ▪ Obtain copy of most recent federal or state tax return from the applicant. ▪ Include copy in participant file. 	
		Self-declaration of income. See sample HPRP Self-Declaration of Income template (www.HUDHRE.info/HPRP/).	<p style="text-align: center;">OR <i>(if written documentation cannot be obtained)</i></p> <ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. At a minimum, self-declaration must include the following: <ul style="list-style-type: none"> ○ Source of income ○ Income amount and frequency ○ Signed and dated by HPRP applicant ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file. 	
Interest and Dividend Income	Yes	Copy of most recent interest or dividend income statement	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent interest or dividend income statement from applicant. ▪ Include copy(ies) in participant file. 	
		Copy of most recent federal or state tax return showing interest, dividend or other net income	<ul style="list-style-type: none"> ▪ Obtain copy of most recent federal or state tax return from the applicant. ▪ Include copy in participant file. 	
		OR <i>(if written documentation cannot be obtained)</i>		
		Self-declaration of income. See sample HPRP Self-Declaration of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. At a minimum, self-declaration must include the following: <ul style="list-style-type: none"> ○ Source of income ○ Income amount and frequency ○ Signed and dated by HPRP applicant ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file. 	


³ It can be a challenge for Grantees and Subgrantees to obtain 3rd party verification of self-employment income. When 3rd party verification is not available, the Grantee should always request a notarized tenant declaration that includes a perjury statement.


Type of Income	Include in Income Calculation?	 Acceptable Types of Documentation	Documentation Standards	
Pension/Retirement Income	Yes	Copy of most recent payment statement or benefit notice from Social Security Administration (SSA), pension provider, or other source	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent benefit notice, pension statement or other payment statement from applicant. ▪ Include copy(ies) in participant file. 	
		OR		
		Written verification of income. See sample HPRP Verification of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Mail, fax or email verification of income request directly to the Social Security Administration, pension provider or other source. ▪ Obtain signed and dated verification of income from income source. At a minimum, written verification must include the following: <ul style="list-style-type: none"> ○ Name of income source ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by authorized income source representative ▪ Include HPRP Verification of Income in participant file. 	
		OR <i>(if written third party documentation cannot be obtained)</i>		
		Oral verification of income. See sample HPRP Verification of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Contact the source(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. At a minimum, oral verification must include the following: <ul style="list-style-type: none"> ○ Name of income source ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by HPRP staff who obtained oral verification ▪ Include HPRP Verification of Income in participant file. 	
OR <i>(if written documentation or oral third party verification cannot be obtained)</i>				

Type of Income	Include in Income Calculation?	 Acceptable Types of Documentation	Documentation Standards
Pension/Retirement Income (cont.)		Self-declaration of income. See sample HPRP Self-Declaration of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. At a minimum, self-declaration must include the following: <ul style="list-style-type: none"> ○ Source of income ○ Income amount and frequency ○ Signed and dated by HPRP applicant ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file.
Unemployment and Disability Income	Yes	Copy of most recent unemployment, worker's compensation, SSI, SSDI, or severance payment statement or benefit notice	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent payment statement(s) and/or benefit notice(s) from applicant. ▪ Include copy(ies) in participant file.
		OR	
		Written verification of income. See sample HPRP Verification of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Mail, fax or email verification of income request directly to the unemployment administrator, worker's compensation administrator, or former employer. ▪ Obtain signed and dated verification of income from income source. At a minimum, written verification must include the following: <ul style="list-style-type: none"> ○ Name of income source, and applicant name ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by authorized income source representative ▪ Include verification of income in participant file.
		OR <i>(if written third party documentation cannot be obtained)</i>	
Oral verification of income. See sample HPRP Verification of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Contact the source(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. At a minimum, oral verification must include the following: <ul style="list-style-type: none"> ○ Name of income source, and applicant name ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by HPRP staff who obtained oral verification ▪ Include HPRP Verification of Income in participant file. 		

Type of Income	Include in Income Calculation?	 Acceptable Types of Documentation	Documentation Standards
Unemployment and Disability Income (cont.)		OR <i>(if written documentation or oral third party verification cannot be obtained)</i>	
		Self-declaration of income. See sample HPRP Self-Declaration of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. At a minimum, self-declaration must include the following: <ul style="list-style-type: none"> ○ Source of income ○ Income amount and frequency ○ Signed and dated by HPRP applicant ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file.
TANF/Public Assistance	Yes	Copy of most recent welfare payment statement or benefit notice	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent benefit notice(s) or payment statement(s) from applicant. ▪ Include copy(ies) in participant file.
		OR	
		Written verification of income. See sample HPRP Verification of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Mail, fax or email verification of income request directly to the welfare administrator. ▪ Obtain signed and dated verification of income from income source. At a minimum, written verification must include the following: <ul style="list-style-type: none"> ○ Name of income source, and applicant name ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by authorized income source representative ▪ Include verification of income in participant file.
		OR <i>(if written third party documentation cannot be obtained)</i>	
Oral verification of income. See sample HPRP Verification of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Contact the source(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. At a minimum, oral verification must include the following: <ul style="list-style-type: none"> ○ Name of income source, and applicant name ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by HPRP staff who obtained oral verification ▪ Include HPRP Verification of Income in participant file. 		

Type of Income	Include in Income Calculation?	 Acceptable Types of Documentation	Documentation Standards
TANF/Public Assistance (cont.)		OR <i>(if written documentation or oral third party verification cannot be obtained)</i>	
		Self-declaration of income. See sample HPRP Self-Declaration of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. At a minimum, self-declaration must include the following: <ul style="list-style-type: none"> ○ Source of income ○ Income amount and frequency ○ Signed and dated by HPRP applicant ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file.
Alimony, Child Support, Foster Care Payments	Yes	Copy of most recent alimony, foster care, child support or other contributions or gift payment statements, notice, or order	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent payment statement(s), notice(s) or order (e.g. court ordered child support) from applicant. ▪ Include copy(ies) in participant file.
		OR	
		Written verification of income. See sample HPRP Verification of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Mail, fax or email verification of income request directly to the child support enforcement agency, court liaison, or other source. ▪ Obtain signed and dated verification of income from income source. At a minimum, written verification must include the following: <ul style="list-style-type: none"> ○ Name of income source, and applicant name ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by authorized income source representative ▪ Include HPRP Verification of Income in participant file.
		OR <i>(if written third party documentation cannot be obtained)</i>	
Oral verification of income. See sample HPRP Verification of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Contact the source(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. At a minimum, oral verification must include the following: <ul style="list-style-type: none"> ○ Name of income source, and applicant name ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by HPRP staff who obtained oral verification ▪ Include HPRP Verification of Income in participant file. 		

Type of Income	Include in Income Calculation?	 Acceptable Types of Documentation	Documentation Standards
Alimony, Child Support, Foster Care Payments (cont.)		OR <i>(if written documentation or oral third party verification cannot be obtained)</i>	
		Self-declaration of income. See sample HPRP Self-Declaration of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. At a minimum, self-declaration must include the following: <ul style="list-style-type: none"> ○ Source of income ○ Income amount and frequency ○ Signed and dated by HPRP applicant ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file.
Armed Forces Income	Yes	Copy of pay stubs, payment statement, or other government issued statement indicating income amount	<ul style="list-style-type: none"> ▪ Obtain copy(ies) of most recent payment stub(s), statement(s), or other government issued statement from applicant. ▪ Include copy(ies) in participant file.
		OR	
		Written verification of income. See sample HPRP Verification of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Mail, fax or email verification of income request directly to the appropriate armed services representative. ▪ Obtain signed and dated verification of income from income source. At a minimum, written verification must include the following: <ul style="list-style-type: none"> ○ Name of income source, and applicant name ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by authorized income source representative ▪ Include HPRP Verification of Income in participant file.
		OR <i>(if written third party documentation cannot be obtained)</i>	
Oral verification of income. See sample HPRP Verification of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Contact the source(s) by phone or in person to obtain oral verification of income. ▪ Document oral verification of income. At a minimum, oral verification must include the following: <ul style="list-style-type: none"> ○ Name of income source, and applicant name ○ Income amount and frequency ○ Contact information for authorized income source representative ○ Signed and dated by HPRP staff who obtained oral verification ▪ Include HPRP Verification of Income in participant file. 		

Type of Income	Include in Income Calculation?	 Acceptable Types of Documentation	Documentation Standards
Armed Forces Income (cont.)		Self-declaration of income. See sample HPRP Self-Declaration of Income template (www.HUDHRE.info/HPRP/).	<p style="text-align: center;">OR <i>(if written documentation or oral third party verification cannot be obtained)</i></p> <ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. At a minimum, self-declaration must include the following: <ul style="list-style-type: none"> ○ Source of income ○ Income amount and frequency ○ Signed and dated by HPRP applicant ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file.
No Income Reported	N/A	Self-declaration of income. See sample HPRP Self-Declaration of Income template (www.HUDHRE.info/HPRP/).	<ul style="list-style-type: none"> ▪ Obtain signed and dated original self-declaration of income from applicant. At a minimum, self-declaration must include the following: <ul style="list-style-type: none"> ○ Statement indicating “no current income” ○ Signed and dated by HPRP applicant ▪ HPRP worker must document attempt to obtain third party verification (written or oral) and sign self-declaration of income. ▪ Include self-declaration of income in participant file.

Appendix A:

Income Inclusion and Exclusion Tables

Income Inclusions

This table presents HPRP income inclusions. The following types of income must be counted when calculating gross income for purposes of determining HPRP eligibility:

General Category	Description
1. Earned Income	The full amount of gross income earned before taxes and deductions.
2. Self Employment/Business Income	The net income earned from the operation of a business, i.e., total revenue minus business operating expenses. This also includes any withdrawals of cash from the business or profession for your personal use.
3. Interest & Dividend Income	Monthly interest and dividend income credited to an applicant's bank account and available for use.
4. Pension/Retirement Income	The monthly payment amount received from Social Security, annuities, retirement funds, pensions, disability and other similar types of periodic payments.
5. Unemployment & Disability Income	Any monthly payments in lieu of earnings, such as unemployment, disability compensation, SSI, SSDI, and worker's compensation.
6. TANF/Public Assistance	Monthly income from government agencies excluding amounts designated for shelter, and utilities, WIC, food stamps, and childcare.
7. Alimony, Child Support and Foster Care Income	Alimony, child support and foster care payments received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All basic pay, special day and allowances of a member of the Armed Forces excluding special pay for exposure to hostile fire.

Income Exclusions

This table presents HPRP income exclusions. The following types of income are not counted when calculating gross income for purposes of determining HPRP eligibility:

General Category	Description
1. Income of Children	Income from employment of children (including foster children) under the age of 18 years.
2. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in number 5 of Income Inclusions).
3. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
4. Income of Live-in Aides	Income of a live-in aide (as defined in 24 CFR 5.403).
5. Disabled Persons	Certain increases in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671(a)).
6. Student Financial Aid	The full amount of student financial assistance paid directly to the student or to the educational institution.
7. Armed Forces Hostile Fire Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
8. Self-Sufficiency Program Income	<ul style="list-style-type: none"> a. Amounts received under training programs funded by HUD. b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS). c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program. d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time. e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.
9. Other Non Recurring Income	Temporary, nonrecurring, or sporadic income (including gifts).
10. Reparations	Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
11. Income from Full-time Students	Annual earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse).
12. Adoption Assistance Payments	Adoption assistance payments in excess of \$480 annually per adopted child.
13. Social Security & SSI Income	Deferred periodic amounts from SSI and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.
14. Income Tax and Property Tax Refunds	Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
15. Home Care Assistance	Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.

General Category	Description
16. Other Federal Exclusions	<p>Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions of 24 CFR 5.609(c) apply, including:</p> <ul style="list-style-type: none"> • The value of the allotment made under the Food Stamp Act of 1977; • Payments received under the Domestic Volunteer Service Act of 1973 (employment through VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions); • Payments received under the Alaskan Native Claims Settlement Act; • Income derived from the disposition of funds to the Grand River Band of Ottawa Indians; • Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes; • Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program; • Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721); • The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands; • Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal workstudy program or under the Bureau of Indian Affairs student assistance programs; • Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program); • Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.); • Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments; • The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990; • Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, state job training programs and career intern programs, AmeriCorps); • Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation; • Allowances, earnings, and payments to AmeriCorps participants under the National and Community Service Act of 1990; • Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran; • Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act; and • Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.