

PARTICIPANT FILE REQUIREMENTS FOR ESG/NDHG OUTREACH AND SHELTER

COMMUNITY HOUSING AND GRANTS MANAGEMENT DIVISION (05/25)

STREET OUTREACH AND EMERGENCY SHELTER

SFN 59247 Homeless Definition and Certification or SFN 59248 At Risk of Homelessness Certification and supporting documentation.	
Release of Information must be signed by each household member aged 18 or older with a copy in file.	
Intake and Assessment form – the agency will conduct a comprehensive housing assessment with the household.	
SFN 60319 Self-Certification	
Housing Plan (case notes)- a Housing Plan must be completed for all individuals who receive a housing assessment and are determined eligible for services.	