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| ***/* N/A**√  | ***Required Documents in Client File*** | ***Comments******(Date received, etc.)*** |
|  | Application |  |
|  | General Authorization to Release form |  |
|  | HMIS Release of Information form |  |
|  | HMIS Intake form(s) for all household members |  |
|  | Client Verification of Receipt of Required Documents form |  |
|  | Lead Disclosure - Required for Pre-1978 Shelters |  |
|  | Lead Booklet: Protect your Family… - Required for Pre-1978 Shelters |  |
|  | Homelessness Eligibility Verification Checklist |  |
|  | Homelessness status supporting source documentation or forms |  |
|  | Initial Client Housing Plan form |  |
|  | Documentation evidencing Essential Services provided, check all that apply:\_\_\_ Case management\_\_\_ Child care\_\_\_ Education services\_\_\_ Employment assistance and job training\_\_\_ Outpatient health services\_\_\_ Legal services\_\_\_ Life skills training\_\_\_ Substance abuse treatment\_\_\_ Transportation\_\_\_ Services for special populations |  |
|  | Client Housing Plan Updates |  |
|  | Case Management notes |  |
|  | Client Plan to Obtain Housing – completed at exit of shelter |  |
|  | Documentation of termination of assistance, if applicable |  |
|  | HMIS Exit form |  |