|  |  |  |
| --- | --- | --- |
| * ***or N/A***
 | ***Required Documents in Client File*** | ***Comments (i.e. date placed in client file, etc.)*** |
|  |  |  |
|  | Client intake information |  |
|  | Client application |  |
|  | Homeless Eligibility verification (3rd party, intake worker, self-certification) |  |
|  | Disability Eligibility verification |  |
|  | Income Verifications \_\_\_\_ Zero income if household reporting no income \_\_\_\_ Employment \_\_\_\_ Informal support\_\_\_\_ Child support\_\_\_\_ Benefits/pension \_\_\_\_ Assets\_\_\_\_ Banking (checking, savings, etc.) |  |
|  | Expense Verifications\_\_\_\_ Medical expenses\_\_\_\_ Child Care expenses\_\_\_\_ Disability expenses |  |
|  | Income/Rent Calculation Worksheet |  |
|  | Utility Allowance Chart  |  |
|  | Rent Reasonableness Comparison |  |
|  | Release of Confidential Information |  |
|  | KYHMIS Release of Information |  |
|  | HQS Inspection  |  |
|  | Environmental Review |  |
|  | Client Service Plan |  |
|  | Client Lease Agreement with landlord |  |
|  | Client Occupancy Agreement with housing agency |  |
|  | Client Case Notes |  |
|  | Receipt of Required Documents |  |
|  | Annual Recertification\_\_\_\_ Annual Assessment of Services\_\_\_\_ Income/Rent Calculation Worksheet \_\_\_\_ Utility Allowance Chart \_\_\_\_ Rent Reasonableness Comparison\_\_\_\_ HQS Inspection\_\_\_\_ Authorization to Release and Consent \_\_\_\_ KYHMIS Release of Information \_\_\_\_ Client Renewal Lease Agreement with landlord\_\_\_\_ Client Occupancy Agreement with housing agency  |  |

**\*5 year retention required by HUD on all grant files**