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| --- | --- | --- |
| * ***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**