Verifying Homelessness Workflow

Client presents at shelter

Is the client being referred by someone who can attest to their homeless situation?

YES → Obtain 3rd party verification from referral source **STOP**

NO

Conduct interview to determine which homeless definition they fit under

Category 4 → Complete Self-Declaration, place in file **STOP**

Category 1,2,3

Ask client if there is anyone else who can verify their homelessness

YES → Contact to obtain 3rd party verification

Did you get it?

NO **YES** → Place 3rd Party verification in file **STOP**

NO

Document your attempt at getting 3rd party verification, move on to Intake Worker Observation

Is there any **objective** evidence you can observe that the client is experiencing homelessness?

YES → Complete Intake Worker Observation field, sign, put in file **STOP**

NO

Have client complete self-declaration. Client signs, put in file. **STOP**