

HUD's Regulatory Record-Keeping Requirements for Additions to the HUD Homeless Definition

Evidence for families or youth who imminently will lose their own apartment or housing must include:

1. A court order resulting from an eviction action that requires the individual or family to leave their residence within 14 days after the date of their application for homeless assistance; or the equivalent notice under applicable state law, a Notice to Quit, or a Notice to Terminate issued under state law; and
2. Certification by the individual or head of household that no subsequent residence has been identified; and
3. Certification or other written documentation that the individual or family lacks the resources and support networks needed to obtain other permanent housing.

Evidence for families or youth who imminently will lose their motel or hotel not paid for by charity or government must include:

1. Evidence that the individual or family lacks the resources necessary to reside there for more than 14 days after the date of application for homeless assistance; and
2. Certification by the individual or head of household that no subsequent residence has been identified; and
3. Certification or other written documentation that the individual or family lacks the resources and support networks needed to obtain other permanent housing.

Evidence for families or youth who imminently will lose their doubled-up situation must include:

1. An oral statement by the individual or head of household that the owner or renter of the housing in which they currently reside will not allow them to stay for more than 14 days after the date of application for homeless assistance. The intake worker must record the statement and certify that it was found credible. To be found credible, the oral statement must either:
 - Be verified by the owner or renter of the housing in which the individual or family resides at the time of application for homeless assistance and documented by a written certification by the owner or renter, or by the intake worker's recording of the owner or renter's oral statement; or
 - If the intake worker is unable to contact the owner or renter, be documented by a written certification by the intake worker of his or her due diligence in attempting to obtain the owner or renter's verification, and the written certification by the individual or head of household seeking assistance that his or her statement was true and complete.
2. In addition to these requirements, HUD programs must obtain:
 - Certification by the individual or head of household that no subsequent residence has been identified, and
 - Certification or other written documentation that the individual or family lacks the resources and support networks needed to obtain other permanent housing

Evidence for families and unaccompanied youth under the age of 25 who are living in motels or doubled-up situations that are NOT described above must include the following:

1. Certification of homeless status by the local private nonprofit organization or state or local governmental entity responsible for administering assistance under the McKinney-Vento Act's Education for Homeless Children and Youth program, the Runaway and Homeless Youth Act, the Head Start Act, subtitle N of the Violence Against Women Act, the Health Care for the Homeless program, or child nutrition or SNAP programs; and
2. Referral by a housing or service provider, written observation by an outreach worker, or certification by the homeless head of household or homeless youth seeking assistance that they have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; and
3. Certification by the individual or head of household and any available supporting documentation that the individual or family moved two or more times during the 60-day period immediately preceding the date of application for homeless assistance, including:
 - Recorded statements or records obtained from each owner or renter of housing, provider of shelter or housing, or social worker, case worker, or other appropriate official of a hospital or institution in which the individual or family resided; or
 - Where these statements or records are unobtainable, a written record of the intake worker's due diligence in attempting to obtain these statements or records.
 - Where a move was due to the individual or family fleeing domestic violence, dating violence, sexual assault, or stalking, then the intake worker may alternatively obtain a written certification from the individual or head of household seeking assistance that they were fleeing that situation and that they resided at that address.
4. In addition to the three categories of evidence above, evidence that the family or youth can be expected to continue in their current status for an extended period of time, including:
 - Written diagnosis from a professional who is licensed by the state to diagnose and treat that condition (or intake staff- recorded observation of disability that within 45 days of date of the application for assistance is confirmed by a professional who is licensed by the state to diagnose and treat that condition);
 - Employment records;
 - Department of corrections records;
 - Literacy, English proficiency tests; or
 - Other reasonable documentation of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment

Evidence for families or youth who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that related to violence against the family (including a child) or youth includes:

- An oral statement by the individual or head of household seeking assistance that they are fleeing that situation, that no subsequent residence has been identified, and that they lack

the resources or support networks needed to obtain other housing.

- If the individual or family is receiving shelter or services provided by a victim service provider, the oral statement must be documented by either a certification by the individual or head of household, or a certification by the intake worker.
- Otherwise, the oral statement that the individual or head of household seeking assistance has not identified a subsequent residence and lacks the resources or support networks needed to obtain housing must be documented by a certification by the individual or head of household that the oral statement is true and complete, and, where the safety of the individual or family would not be jeopardized, the domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening condition must be verified by a written observation by the intake worker or a written referral by a housing or service provider, social worker, legal assistance provider, health-care provider, law enforcement agency, legal assistance provider, pastoral counselor, or any other organization from whom the individual or head of household has sought assistance for domestic violence, dating violence, sexual assault, or stalking. The written referral or observation need only include the minimum amount of information necessary to document that the individual or family is fleeing, or attempting to flee domestic violence, dating violence, sexual assault, and stalking.