Rapid Rehousing Navigation Documentation Checklist

Coordinated Entry System (CES)

Client Name: _____

#	HH Member Name	Age	BC/ HH	SS Card	ID	ROI

Verify necessary documentation is uploaded prior to referral to CES:

- ☐ Valid ID for all adults 18+
- ☐ Social Security Cards for all adults 18+ (or proof of recent application of social)
- ☐ Proof of Pregnancy (if applicable)
- ☐ Birth Certificates **or** Proof of Guardianship/Household for all children under the age of 18
    - *If participant has been in OC for the last 12 months, **OC RRH** program requires proof of blood relationship or legal guardianship- ie: birth certificate or proof of legal guardianship (court records) is required*
    - *If birth certificate or proof of legal guardianship cannot be obtained, proof of guardianship can be substituted for approval of another funding source*
- ☐ Homeless Certification
    - Shelter entry in HMIS showing household is currently homeless
    - Letter from agency or social worker verifying client is in a place not meant for human habitation, emergency shelter, fleeing DV, or in a hotel being paid by an agency.
    - Category 1 Homeless Verification form completed by navigator
- ☐ Proof of all income or Zero Income Affidavit – Must submit income verification for all adults 18+
    - Most recent paystub, cash benefits, SSI letters, self-declaration (last resort), etc.
    - Zero-Income affidavit completed by client
- ☐ **(OC RRH only)** Marriage Certificate for couples – only if one of the adults in the household has no blood relationship or legal guardianship of any of the children.
- ☐ **(OC RRH Only)** Proof client resided in Orange County for 12 months prior to referral into CES. Can be one of the following. **Client name**, **date** and **address** must be on the proof:
    - Valid ID with Orange County Address
    - Old utilities bill
    - Pay stub
    - W2 Tax form
    - Previous lease agreement
    - Eviction notice
    - Bank statement
    - Mail
    - School record

Note: OC RRH is a Rapid Rehousing funding source that is only available to clients who have resided in Orange County for the past 12 months. If you believe this is the case for the client you are working with, please collect additional documentation as needed. If the client you are working with has not been in Orange County for 12 months or longer, you do not need to collect the additional OC RRH documentation.