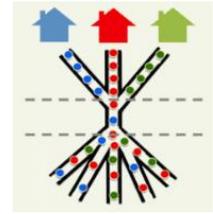




CES Household Documentation Policy for HUD and ESG Rapid Rehousing (RRH)



For a family unit to be eligible for a HUD or ESG RRH project there must be at least one child under the age of 18 in the household.

For **each** child under age 18 reported as a member of a family, at least one adult in the family must demonstrate reasonable evidence of a current parent or guardian relationship with the child by providing at least one of the items listed below.

For **all forms of documentation** listed below, **both** the adult's and the child's name must be listed on the document.

The adult's name must match a valid form of ID. If the adult's name on a document does not match their current name, proof of name change is required.

Acceptable forms of documentation include:

- Copy of birth certificate
- Determination letter or print-out demonstrating eligibility and dated within one year of CES referral for any of the following programs:
 - SNAP
 - SSI
 - Medicaid, Florida Healthy Kids, MediKids, or Children's Medical Services
 - Subsidized child care, Head Start or VPK
 - Temporary cash assistance (TCA)
- Copies of school enrollment records for the current school year (or if summer, most recent school year)
- Proof of private health insurance with child's name listed as a recipient of coverage for the current coverage year
- Copies of adoption papers or records
- Medical or hospital records dated within one year of CES referral
- Court documents demonstrating a **current** custodial or guardian relationship
- Letter from DCF demonstrating **current** custodial or guardian relationship
- Other specific forms of documentation that meet the required criteria, as determined by CES

Documents not accepted:

- Tax documents showing that the adult claimed the child on their tax return
- A letter from I-Dignity indicating they are in the process of obtaining a birth certificate for the child
- Documentation that does not show **both** the name of the child and the name of the parent

Mandatory reporting reminder:

As mandatory reporters in the State of Florida, case managers are reminded to report any suspicious household issues to DCF, law enforcement, or other appropriate agency. Suspicious household issues might include, but are not limited to: kidnapping, trafficking, and a child with a non-custodial parent.