



Navigation Documentation Checklist

Coordinated Entry System (CES)

Adults 18+	Children	Additional Documents
<ul style="list-style-type: none">• Valid Gov't issued ID• Social Security Card• Homeless Certification• Proof of Income• ROI	<ul style="list-style-type: none">• Birth Certificate or• Proof of Guardianship	<ul style="list-style-type: none">• Case Summary• Navigation Acknowledgment Form <i>(if applicable)</i>• Proof of Name Change <i>(if applicable)</i>• Proof of Pregnancy <i>(if applicable)</i>• Marriage Certificate <i>(if applicable)</i>• Dependency Letter or Case Plan <i>(if applicable)</i>• Proof of Orange County History <i>(if applicable)</i>

Break Down of Documentation

- **Valid ID**- Any government issued ID that's not expired (Driver's License, ID, Passport, Military ID)
- **Social Security** - Social security card or receipt of social security application.
- **ROI**- This document grants permission for information to be entered into HMIS and shared with partner agencies. ***This is required for all adults 18+.***

- **Homeless Certification**- Proof of Homelessness which can be in the form of either a:
 - 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 that don't use HMIS, fleeing DV or in an agency paid hotel.
 - Category 1 Homeless Verification form completed by navigator

- **Marriage Certification**- only if one of the adults in the household has no blood relationship or legal guardianship of any of the children. ***This is for Orange County RRH funding only.***

- **Proof of Income**: Most recent paystubs, Cash benefits, SSI/SSDI letters, Zero Income Affidavit, Child Support or Self Declaration (last resort)

- **Proof of Guardianship**- While birth certificated is ideal If the child/children birth certificate cannot be easily obtained one of the following can be used as an alternative. ***It must have both the adult's name and child name on the document:***
 - SNAP Letter (Food Stamps or TANF)
 - Shot Record
 - SSI/SSDI Award Letter
 - School Record
 - Current Court Documents demonstrating custodial or guardian relationship



- **Navigation Acknowledgment Form:** This form is required if the family have one or more children currently not in their care that they've advised will be a part of the household.
- **Case Summary:** This form is required to be completed and uploaded in HMIS. It allows for Navigators to gather as much information pertinent to Housing Case Mangers early intervention upon assignment. It also serves as an acknowledgment that a family/youth understood the information presented about the programs. This form will serve as a warm hand-off between Navigator and Case Manager upon assignment.
- **Proof of Name Change:** In the event a name change has occurred proof of name change is required. This can be
 - Marriage Certificate
 - Divorce Decree
 - Court Order Approving Name Change
 - Adult Birth Certificate and ID to compare first, middle name and date of birth
- **Proof of Pregnancy:** This is required if there are no other children in the home. This can be:
 - Signed letter from doctor on letter head with due date
 - Medicaid/WIC Acceptance Letter for unborn
- **Proof of Dependency:** If a family has a dependency case which means children are in the custody of DCF, one of the following is needed:
 - A letter from the DCF case manager on letterhead stating the family is adequately working their case plan and reunification will occur within 90 days.
 - Court Case Plan outlining all tasks completed except housing.
- **Proof of Orange County History:** Proof client resided in Orange County for 12 months prior to referral to CES. ***It can be one of the following and must have client name, date and address:***
 - Valid ID
 - Old Utility Bill
 - Pay Stub
 - W2 Tax Form
 - Previous Lease Agreement
 - Eviction Notice
 - Bank Statement
 - Mail
 - School Record