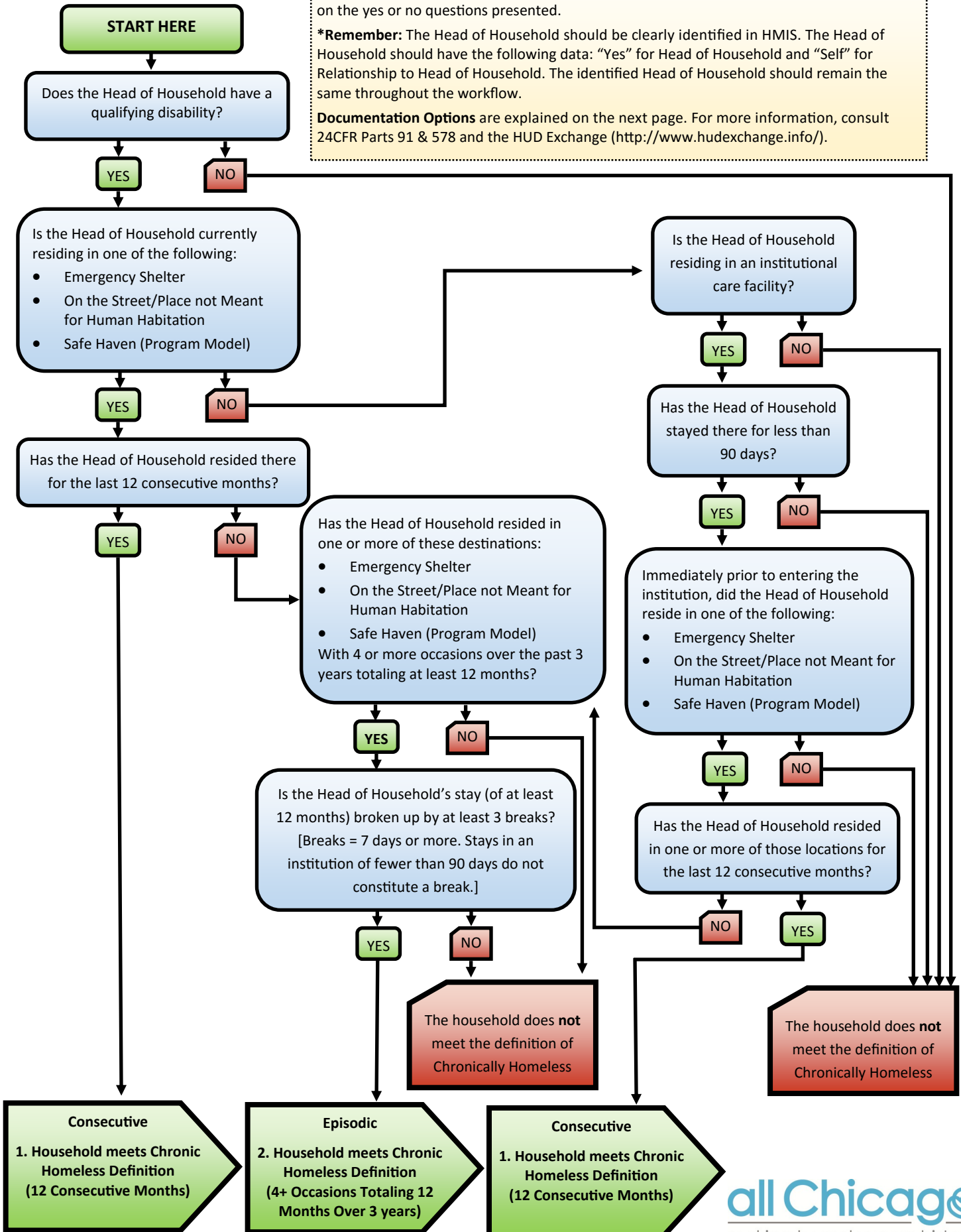


# Flowchart of HUD's Definition of Chronic Homelessness

**Instructions:** Begin at the "START HERE" box and then proceed through the flowchart based on the yes or no questions presented.

**\*Remember:** The Head of Household should be clearly identified in HMIS. The Head of Household should have the following data: "Yes" for Head of Household and "Self" for Relationship to Head of Household. The identified Head of Household should remain the same throughout the workflow.

**Documentation Options** are explained on the next page. For more information, consult 24CFR Parts 91 & 578 and the HUD Exchange (<http://www.hudexchange.info/>).



# Documentation Standards for Chronic Homelessness

**Instructions:** Based on your navigation of the flowchart on the previous page, locate the appropriate numbered situation on this page and follow the documentation standards noted. This tool summarizes the criteria for the new Chronically Homeless Definition. To review the exact language, please refer to 24 CFR Parts 91 & 578 and the HUD Exchange: (<https://www.hudexchange.info/homelessness-assistance/resources-forchronic-homelessness/>).

Situation	Consecutive <b>1. Household is Chronically Homeless</b> (12 Consecutive Months)	Episodic <b>2. Household is Chronically Homeless</b> (4+ Occasions totaling 12 months over 3 years)* - *May include institution stays of <90 days
<b>Documentation of Homelessness</b>	<ul style="list-style-type: none"> <li>• HMIS record or record from comparable database;</li> <li style="text-align: center;"><b>OR</b></li> <li>• Written observation by an outreach worker of the conditions where the individual was living;</li> <li style="text-align: center;"><b>OR</b></li> <li>• Written referral by another housing or service provider</li> <li style="text-align: center;"><b>OR</b></li> <li>• Where the evidence above is unavailable, there must be a certification by the individual seeking assistance, accompanied by the intake worker’s documentation of the living situation and the steps taken to obtain the evidence listed above.</li> </ul> <p><i>If the head of household is currently staying in an institution where they have been for less than 90 days [and were in a shelter/street/Safe Haven (Program Model) immediately prior] their Institutional Stay can be documented by:</i></p> <ul style="list-style-type: none"> <li>• Discharge paperwork or written/oral referral from a social worker or appropriate official of the institutional facility, with start/end dates of client’s residence;</li> <li style="text-align: center;"><b>OR</b></li> <li>• Where the evidence above is unavailable, there must be a certification by the individual seeking assistance, accompanied by the intake worker’s documentation of the living situation and the steps taken to obtain the evidence listed above.</li> </ul>	<ul style="list-style-type: none"> <li>• HMIS record or record from comparable database;</li> <li style="text-align: center;"><b>OR</b></li> <li>• Written observation by an outreach worker of the conditions where the individual was living;</li> <li style="text-align: center;"><b>OR</b></li> <li>• Written referral by another housing or service provider</li> <li style="text-align: center;"><b>OR</b></li> <li>• Discharge paperwork or written/oral referral from a social worker or appropriate official of the institutional facility, with start/end dates of client’s residence (for institutional stays of less than 90 days);</li> <li style="text-align: center;"><b>OR</b></li> <li>• Where the evidence above is unavailable, there must be a certification by the individual seeking assistance, accompanied by the intake worker’s documentation of the living situation and the steps taken to obtain the evidence listed above.</li> </ul> <p><i>*Each separate occasion MUST be documented (minimum of 3 breaks). 100% of the breaks can be documented by self-report.</i></p>
<b>Documentation of Disability</b>	<p><b>Documentation of the head of household’s disability, including:</b></p> <ul style="list-style-type: none"> <li>• Written verification of the disability from a licensed professional;</li> <li>• Written verification from the Social Security Administration;</li> <li>• The receipt of a disability check;</li> <li style="text-align: center;"><b>OR</b></li> <li>• Intake staff-recorded observation of disability that, no later than 45 days from the application for assistance, accompanied by supporting evidence.</li> </ul>	

**Important Notes:**

- Each individual occasion needs to be fully documented.
- Breaks can be documented by self-report.
- For each project:
  - ⇒ 100% of households served can use self-certification for 3 months of their 12 months,
  - ⇒ 75% of households served can use 3rd Party documentation for 9 months of their 12 months, and
  - ⇒ 25% of households served can use self-certification as documentation for any and all months.