

## MTW RAPID REHOUSING VOUCHER (RRV) PROGRAM HOMELESS PRE-APPLICATION/REFERRAL CHECKLIST

Candidate's Name: \_\_\_\_\_

ELIGIBILITY	DOCUMENTS**																				
<p style="text-align: center;">Check all boxes that apply</p> <p>Does individual/family meet the definition of homeless? An individual who. . .</p> <p><input type="checkbox"/> Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter, <b>OR</b></p> <p><input type="checkbox"/> In transitional housing, <b>OR</b></p> <p><input type="checkbox"/> Exiting an institutional care facility (SA or MH treatment facility, hospital, or similar) for &lt; 90 days</p> <p><input type="checkbox"/> A family with an adult HOH (or minor HOH) who meets all of the criteria in paragraph (1) of the Homeless definition</p>	<p style="text-align: center;">Check all boxes that apply</p> <p>Does individual/family have these documents?</p> <p><input type="checkbox"/> Picture ID for all adult household members;</p> <p><input type="checkbox"/> Social Security Card for all family members;</p> <p><input type="checkbox"/> Birth Certificate for all minor household members;</p> <p><input type="checkbox"/> Third-Party Proof of Homelessness (<i>agency docs preferred</i>);</p> <p><input type="checkbox"/> Proof of Income; source:              _____ Check Stub              _____ Online verification              _____ Court Order / Written Statement</p> <p><input type="checkbox"/> Meet Income guidelines (<i>effective: February 6, 2020</i>)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Family Size</th> <th style="text-align: center;">1</th> <th style="text-align: center;">2</th> <th style="text-align: center;">3</th> <th style="text-align: center;">4</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>Maximum Income</b></td> <td style="text-align: center;">\$20,900</td> <td style="text-align: center;">\$23,850</td> <td style="text-align: center;">\$26,850</td> <td style="text-align: center;">\$29,800</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Family Size</th> <th style="text-align: center;">5</th> <th style="text-align: center;">6</th> <th style="text-align: center;">7</th> <th style="text-align: center;">8</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>Maximum Income</b></td> <td style="text-align: center;">\$32,200</td> <td style="text-align: center;">\$34,600</td> <td style="text-align: center;">\$37,000</td> <td style="text-align: center;">\$39,350</td> </tr> </tbody> </table> <p style="margin-top: 10px;">**All documents are required before eligibility is determined</p>	Family Size	1	2	3	4	<b>Maximum Income</b>	\$20,900	\$23,850	\$26,850	\$29,800	Family Size	5	6	7	8	<b>Maximum Income</b>	\$32,200	\$34,600	\$37,000	\$39,350
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**REFERRAL**

Originating Agency \_\_\_\_\_ (where referral started)

Referring Agency \_\_\_\_\_

Meets Homeless Definition? \_\_\_ Y \_\_\_ N    Meets Documentation Requirements? \_\_\_ Y \_\_\_ N

If both questions above are affirmed, then complete referral form and send completed referral form to Terry Gallups at Home for Good. Family will be placed on the MTW RRV Wait List and referred when the next voucher opens.

**AFFIRMATION OF UNDERSTANDING (HOH Initials)**

\_\_\_\_\_ I understand that processing agency staff will attempt to contact me **up to 2 times** and if I **fail to respond** OR am a **NO SHOW** for an appointment, I will **lose my position** and be required to **re-start the process**. Meanwhile, staff will move onto the next family on the Wait List.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_