This Scope of Required Services (SRS) for the Domestic Violence (DV) /Intimate Partner Violence (IPV) Continuum of Care (CoC) Rapid Re-Housing (RRH) program contains a written summary of, and links to, detailed information regarding the services that must be provided to eligible participants fleeing or attempting to flee domestic violence and/or experiencing homelessness, receiving RRH program services. This SRS and the documents that are linked hereo, in combination with the Program Standards (contained in a separate document), the Program Profile and Performance Targets, together, comprise the entire Statement of Work for the Domestic Violence (DV)/Intimate Partner Violence (IPV) RRH Program. LAHSA maintains the right to make changes related to this SRS and accompanying documents. Any Program changes or updates will be noticed to Programs through policies, interim guidance, and other forms of guidance as it deems necessary. Any of these notices, will by fact of being sent to the Programs become a part of the Programs obligations.

CoC Rapid Re-Housing Program

Rapid Re-Housing (RRH) is a Housing First, Low Barrier, Harm Reduction, Crisis Response program that provides safe, client-driven support services and access to a 24-hour residence for people experiencing a housing crisis and choose to enter an RRH program. Program participants may enter and receive services in the Rapid Re-Housing program, as enrollment allows for client choice in identified preferred program type. RRH is offered without any preconditions or requirements such as treatment (medical or substance) or participation in services to receive assistance. RRH incorporates client-choice by allowing participants to choose length of stay in either program type. This flexibility allows clients to assess unique strengths, needs, preferences, and financial resources while being provided short-term residence whether in or RRH. In addition, RRH services connect participants to resources that help them improve their safety and well-being and achieve their housing stability goals. Some of these supportive services may include life skills development, connections to employment, education, healthcare and mental healthcare. Participants will choose when they are ready to exit the RRH into permanent housing but may not stay beyond twenty-four (24) months. RRH may be site-based facilities or provided in scattered site apartments.

DEFINITIONS

All programs operating in the LA CoC must operate with a Housing First, Harm Reduction, Low Barrier and Trauma-Informed Care approach. More detailed definitions of these terms are found in the LAHSA Program Standards.

1. **Domestic Violence**: Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

2. **Intimate Partner Violence**: Intimate partner violence refers to physical violence, sexual violence, stalking, and psychological aggression (including coercive acts) by a current or former intimate partner

3. **Rapid Re-housing** is a category within Permanent Housing. Rapid Re-housing connects families, individuals, and youth experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services. Rapid re-housing programs help families, individuals and youth living on the streets or in emergency shelters solve the practical and immediate challenges to obtaining permanent housing while reducing the amount of time they experience homelessness, avoiding a near-term return to homelessness, and linking to community resources that enable them to achieve housing stability in the long-term. Rapid re-housing is an important component of a community’s
response to homelessness. A fundamental goal of rapid rehousing is to reduce the amount of time a person is homeless by rapidly provide stable and safe housing.

ELIGIBILITY FOR SERVICES

1. Detailed eligibility for RRH Component Programs can be found in Appendix I

2. **Homeless Status:** Participants must be determined to be homeless (Category 4) per HUD’s Final Rule on “defining homeless.” (24.CFR parts 91, 576 and 582).

   2.1. Individuals and families that are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (survival sex, human trafficking) that relate to violence that make the individual or family afraid to return to their primary nighttime residence, who also:

   - Have no subsequent residence identified, AND
   - Lack the resources or support networks needed to obtain other permanent housing

   2.2 Programs will be responsible for documenting the determination of the participant’s homelessness status by using LAHSA Approved LA CoC Homeless Certification Form.

   2.3. All documentation is required to be placed inside the participant’s master file.

3. **Coordinated Entry System (CES) Triage Tool:** CES Triage Tool is not required for RRH program eligibility.

   3.1 DV/IPV participants seeking permanent housing resources through LAHSA/CES at program end, will need to complete a triage tool assessment in order to be prioritized for permanent housing resources through the Coordinated Entry System.

4. **Income Requirement:** Participants must be determined to be income eligible by meeting income threshold at or below 50% Area Median Income (AMI) for Los Angeles County.

IDENTIFYING PARTICIPANTS

1. RRH eligible participants can be referred by both CES and non CES agencies.

   1.1 Programs should work collaboratively with CES Regional Coordinator/ CES Matcher in order to identify eligible Participants.

   1.2 Programs should participate in CES Case Conferencing meetings in each SPA where RRH Program is located to identify eligible participants and coordinate services. Staff in attendance must be knowledgeable of the program and the status of participants who have been referred to the program.

   1.3 Programs are required to work collaboratively with domestic violence shelters to ensure that services are made available to eligible Participants participating in the domestic violence system.

      1.3.1 Participants who identify as actively fleeing a domestic violence situation, must be immediately offered a connection with and provided placement into a domestic violence shelter (at the request of the participant), at a confidential location to ensure the safety and well-being of the Participant.
2. Programs must not screen out participants or deny referrals based on any of the following criteria:
   1.1. Lack of sobriety;
   1.2. Lack of income;
   1.3. Lack of documentation;
   1.4. The presence of mental health issues, disabilities, or other psychosocial challenges;
   1.5. Lack of a commitment to participate in treatment;
   1.6. Criminal background;
   1.7. Presence of or number of evictions;
   1.8. Any other criteria thought to predict challenges/barriers to long-term housing stability.

SUPPORTIVE SERVICES AND ACTIVITIES

1. Supportive services include a wide range of services outlined in 24 CFR part 578.53 and referenced in Appendix II.

2. **Problem Solving Screening:** All applicants to the program must be screened for diversion to determine if it is possible for them to access other housing options and remained housed or be rehoused temporarily or permanently instead of utilizing transitional housing services.

3. **Intake and Eligibility Screening:** An intake must be completed for each participant enrolled in TH within 24 hours of admission into the program. The intake must include eligibility screening. Intake and eligibility screening data must be stored in participant file.

4. **Case Management and Supportive Services:**
   4.1 Following intake and assessment, Case Managers must develop a Housing and Services Plan and a Safety Plan in coordination with the participant. See Appendix II for supportive services and Appendix III for funded activities. Case management services are voluntary, and client centered: The Housing and Services Plan AND Safety Plan should be considered the participant’s service plan and should be developed with the participant.
   4.2 Case Managers must complete a Monthly Update with the participant to assess progress towards achieving the goals defined in the Housing and Services Plan and Safety Plan.
   4.3 Programs shall assist participants with a range of leveraged activities that address the stated goals of the participant in the Housing and Services Plan and Safety Plan, details can be found in Appendix II.
   4.3.1 Programs is required to complete at least one (1) face to face meeting per month.
   4.3.2 Programs shall adjust the intensity of case management services as needed. This includes increasing or decreasing the frequency of meetings and home visits as needed. Service provision should be appropriate to the needs of the participant and not compromise the goal of achieving housing stability or increasing participant safety.
   4.3.3 If a Program determines the participant requires a higher level of care, the Programs must link the participant to alternate housing programs.
   4.3.4 Participants are eligible for up to six (6) months of case management services after RRH assistance has concluded as long the service falls within the up to 24 month program period.

5. **Financial Assistance:**
5.1 Programs shall provide flexible direct financial assistance needed to identify and maintain housing. Funded activities can be found in Appendix III.

5.2 Financial assistance shall be individualized utilizing a progressive engagement approach that is flexible as to meet the needs of the household.

5.3 Programs shall monitor and coordinate the use and disbursement of financial assistance.

5.3.1 This includes timely and accurate data entry in the HMIS equivalent system and document financial expenditures in the HMIS equivalent system and the participant file. Contract must ensure that all financial assistance payments are processed in a timely manner of no more than five business (5) days.

5.3.2 Programs shall manage payment in a manner that does not result in lease violations for the client or other penalties related to lack of timely payment. Late payments to landlords could be grounds for termination of the contract.

6. **Housing Search Assistance:**

6.1 Programs shall identify housing resources and develop relationships with property owners, property management companies, and landlords throughout their respective regions in order to increase the permanent housing opportunities for participants.

6.2 Programs will be responsible for identifying available and appropriate housing units, cataloging unit specifications, reviewing and negotiating leases with landlords/property managers and conducting unit site visits. These requirements may be completed by a sub Programs or partner agency.

6.3 Programs shall assist participants in the housing search and placement process.

6.3.1 Programs shall assist participants in locating appropriate housing that meets the needs and expressed desires of the participant.

6.3.2 Programs shall assist participant in meeting with landlords. This includes preparing the participant to understand the requirements of the lease, the leasing process, expectations for tenancy, and tenant rights.

6.3.3 Programs shall provide transportation assistance for appointments as needed.

6.3.4 Programs shall provide financial assistance with necessary application fees.

6.3.5 Programs must respect participant choice in regard to housing. Participant choice must be considered and be a part of the assessment and planning for appropriate housing.

6.3.6 Programs shall take all reasonable steps to ensure that the unit can be financially sustainable by the participant upon exit from the program.

6.3.7 Programs shall identify shared housing opportunities for participants who desire roommates, including organizing roommate matching for program enrollees.

6.3.8 Program is responsible for necessary housing inspections to ensure that housing meets habitability standards. See Appendix IV.

6.3.9 Programs shall provide support to their landlord partners as needed:

6.3.10 Programs shall work collaboratively with landlord to address any concerns that may jeopardize the participant’s tenancy including lease violations. Programs shall establish programmatic standards for the regular contact with landlord partners.

6.3.11 Lack of timely rental payment by participant should be responded to within 24-hours.
6.3.12 Programs shall abide by the “Rental and Lease Standards” described in Appendix IV.

LENGTH OF ENROLLMENT

Length of Enrollment details can be found in Appendix I

EXITING THE PROGRAM/TERMINATION OF ASSISTANCE

1. Programs shall complete a standardized LAHSA “Exit Plan” for all participants exiting the program.

2. Programs shall exit participant from enrollment from RRH services in collaboration with the participant when any of the following conditions are met:
   2.1 Participant has completed program goals and is determined to have reached an acceptable housing stability.
   2.2 Participant is linked to the appropriate housing intervention or supportive services program if rapid re-housing does not meet the needs of the participant.
   2.3 Participant relocates outside the geography served by the Program. Programs must make every effort to link a participant to services in these cases.
   2.4 Participant utilizes reunification services.
   2.5 Participant has self-resolves housing crisis.
   2.6 Participant is deemed a risk to the safety of the Programs’ staff.
   2.7 Program has been unable to make contact with the participant for ninety (90) days or more.
   2.8 Participant will be hospitalized or incarcerated for ninety (90) days or more. If participant is residing in permanent housing, the Programs must provide the necessary assistance to ensure the participants absence does not result in a lease violation or eviction.
   2.9 Participant is duly enrolled in another Rapid Re-Housing program.
   2.10 Participant must be re-certified for eligibility annually OR If the Programs is made aware of relevant changes in household income or household composition that might affect the participant's eligibility. See Appendix I.

3. Programs shall NOT exit participant without the collaboration of the participant due to:
   3.1 Active substance use.
   3.2 Non-Compliance with the Housing and Services Plan or Safety Plan.
   3.3 Active health issues.
   3.4 Failure to abide by household budget.
   3.5 Desire to be assigned another case manager.
   3.6 Any negative consequences or actions of the batterer.

4. Programs shall provide necessary support when linking participant to another housing intervention or supportive services program. Programs shall work collaboratively with other program(s) to ensure that the transition is not disruptive to the participant.

Community-Based Collaborative Requirements

1. Programs must partner with the following Los Angeles County agencies:
   1.1 Department of Public Social Services
   1.2 Department of Workforce Development, Aging, and Community Service
   1.3 Department of Mental Health
   1.4 Department of Public Health – Substance Abuse Prevention and Control
1.5 Department of Health Services

2. Programs shall utilize and maintain the following referral networks with community providers:
   2.1 CES street and community outreach activities
   2.2 CES Case Conferencing Meetings
   2.3 Crisis and Bridge Housing
   2.4 LA County Department of Health Services Housing for Health, Housing & Jobs Collaborative, & Countywide Benefits Advocacy Program
   2.5 LA County Department of Children and Family Services
   2.6 LA County Department of Probation
   2.7 HOPWA Services
   2.8 VA
   2.9 Mental and Physical Health Services
   2.10 Substance Use Abuse Services
   2.11 Education/Life Skills Training
   2.12 Legal Services
   2.13 Vocational counseling/training
   2.14 First Responders

Participant Master File

1. Programs shall maintain a file for each participant enrolled that includes but is not limited to the following Core Documents:
   1.1 Participant Identification
   1.2 Participant Intake Documentation
   1.3 Participant Eligibility Screening Form
   1.4 Household Composition and Income Eligibility Form
   1.5 Proof of Income:
      1.5.1 Written proof of income such as a benefits statement, 2 most recent consecutive pay stubs, etc. **OR**
      1.5.2 3rd Party Income Verification **OR**
      1.5.3 Self-Certification of Income **AND**
      1.5.4 Asset Calculation Worksheet if needed
   1.6 LA CoC Homeless Certification Form
      1.6.1 3rd Party Certification of Homelessness **OR**
      1.6.2 Self-Certification of Homelessness **OR**
      1.6.3 Observation of Homelessness
   1.7 Re-Certification From: Annual or As Needed
   1.8 Housing Stability Plan
   1.9 Monthly Update
   1.10 Exit Plan
   1.11 Rent Reasonableness Form
   1.12 Minimum Standards for Permanent Housing Checklist
   1.13 Danger Assessment
APPENDIX I. RRH Eligibility

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Population Served</strong></td>
<td>• Youth (18-24), Individuals (18+), &amp; Families (households with minor children)</td>
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<tr>
<td></td>
<td>• Unaccompanied Minors are not eligible for enrollment or services. An exemption exists for unaccompanied minors who are legally emancipated.</td>
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<td></td>
<td>• Eligible populations are determined in each subrecipient’s HUD approved proposal.</td>
</tr>
<tr>
<td><strong>Homeless Status</strong></td>
<td>Homeless under Category 4 according to (24 CFR Parts 91, 582, and 583). Status must be documented by using LA CoC Homeless Certification Form and following what is prescribed in the LAHSA Homeless Status Documentation Standards.</td>
</tr>
<tr>
<td><strong>VI-SPDAT Score + Chronicity</strong></td>
<td>Household is not required to meet any minimum score for the VI-SPDAT or housing status. Contractor is required to assess if the household is eligible for CoC Rapid Re-Housing. Contractor shall consider the VI-SPDAT score when determining eligibility; however, eligibility and enrollment is not contingent upon a specific score.</td>
</tr>
<tr>
<td><strong>Income Threshold</strong></td>
<td>Must be below 50% Area Median Income (AMI) for Los Angeles County as determined by HUD. See LAHSA Income Documentation Standards.</td>
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<td>Program will be responsible for obtaining all income supporting documents:</td>
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<tr>
<td></td>
<td>• Program will be responsible for documenting, and determining the participant’s AMI, using the LAHSA Household Composition and Income Eligibility form.</td>
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<td></td>
<td>• If participant cannot obtain documentation of income or provide proof of income, program must complete the LAHSA Third Party Income Eligibility form to obtain the income being reported by the participant and/or household.</td>
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<td></td>
<td>• If program cannot obtain a LAHSA Third Party Income Eligibility form after attempting to do so, the participant shall complete the LAHSA Self-Certification of Income form.</td>
</tr>
<tr>
<td></td>
<td>• Program will be responsible for documenting the reported income in client file.</td>
</tr>
<tr>
<td><strong>Ongoing Eligibility</strong></td>
<td>Participant eligibility must be re-evaluated at least annually 578.37(a)(1)(ii)(E) to determine:</td>
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<tr>
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<td>• The program participant does not have an annual income that exceeds 50% of Area Median Income for Los Angeles County.</td>
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<td>• Lack of resources and support networks. The program participant’s household must continue to lack sufficient resources and support networks to retain housing without CoC assistance.</td>
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<td></td>
<td>• Need. The recipient or subrecipient must determine the amount and type of assistance that the individual or family will need to (re)gain stability in permanent housing.</td>
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<td></td>
<td>• Contractor shall use the LAHSA Re-Certification Form for the Annual Review.</td>
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<td></td>
<td>• See Appendix VI. for Income Documentation Standards.</td>
</tr>
<tr>
<td><strong>Veterans</strong></td>
<td>Veteran participants must not be eligible for Supportive Services for Veteran Families (SSVF).</td>
</tr>
<tr>
<td><strong>Length of Enrollment</strong></td>
<td>Programs are to provide supportive services that foster self-sufficiency among its program participants and reduce or eliminate barriers that prohibit permanent housing options. Program participants are encouraged to exit the RRH Program into safe, stable permanent housing as quickly as possible, but not to exceed twenty-four (24) months.</td>
</tr>
<tr>
<td><strong>Use with Other Subsidies</strong></td>
<td>Financial assistance cannot be provided to a program participant who is receiving financial assistance for housing from another source.</td>
</tr>
</tbody>
</table>

Appendix II. RRH Supportive Services: The following supportive services are eligible under CoC funding. Program must reference their approved Project Budget in the Subrecipient approved New Project Application.

<table>
<thead>
<tr>
<th>Supportive Services</th>
<th>Guidance</th>
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<tbody>
<tr>
<td><strong>Housing Search &amp; Counseling Services</strong></td>
<td>Assist participants in locating, obtaining, and retaining suitable housing, including:</td>
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<tr>
<td></td>
<td>• Housing search</td>
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<td></td>
<td>• Tenant counseling</td>
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<tr>
<td><strong>Child Care</strong></td>
<td>• Establishing and operating childcare and providing child care vouchers for children from families experiencing homelessness.</td>
</tr>
<tr>
<td><strong>Case Management Services</strong></td>
<td>Assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of program participant(s), including:</td>
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<tr>
<td></td>
<td>• Intake Assessment</td>
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<td></td>
<td>Providing ongoing risk assessment and safety planning with survivors of DV/IPV</td>
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<tr>
<td></td>
<td>• Housing focused case management</td>
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<tr>
<td></td>
<td>• Counseling</td>
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<td></td>
<td>• Developing, securing, and coordinating services</td>
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<tr>
<td></td>
<td>• Obtaining Federal, State, and local benefits</td>
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<tr>
<td></td>
<td>• Monitoring and evaluating program participant progress</td>
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<td></td>
<td>• Providing information and referrals to other providers</td>
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<td></td>
<td>• Developing an individualized housing and services plan, including planning a path to permanent housing stability</td>
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<td>• Support associated with the housing placement process</td>
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<td></td>
<td>• Conducting required annual assessment of service needs (reevaluation).</td>
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<td></td>
<td>• May provide case management up to 6 months after RRH assistance stops.</td>
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<td></td>
<td>• Must meet with participant at least once per month.</td>
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<tr>
<td><strong>Education Services &amp; Employment Assistance/Job Training</strong></td>
<td>• Improving knowledge and basic educational skills</td>
</tr>
<tr>
<td></td>
<td>• Establishing and operating employment assistance and job training programs</td>
</tr>
<tr>
<td><strong>Food</strong></td>
<td>• Providing program participants with at minimum (2) meals or groceries</td>
</tr>
<tr>
<td><strong>Life Skills Training</strong></td>
<td>• Teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance abuse, and homelessness but that are necessary to function independently in the community</td>
</tr>
<tr>
<td><strong>Legal Services</strong></td>
<td>Costs of legal advice and representation in matters that interfere with the homeless individual’s or family’s ability to obtain and retain housing. Legal services or activities include receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling. Filing fees and other necessary court costs are also eligible. Legal services are subject to the following provisions:</td>
</tr>
<tr>
<td></td>
<td>(a) Eligible Billing Arrangements. CoC funds may be used for legal advice from and representation by licensed attorneys and by person(s) under the supervision of licensed attorneys. Costs may be based on:</td>
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<td></td>
<td>• Hourly fees</td>
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<td>• Fees based on the actual service performed (i.e., fee for service) but only if the cost would be less than the cost of hourly fees</td>
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<td></td>
<td>(b) Ineligible Billing Arrangements. Funds must not be used for legal advice and representation purchased through retainer fee arrangements or contingency fee arrangements.</td>
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<td></td>
<td>(c) Eligible Subject Matters. Landlord tenant disputes; child support; guardianship; paternity; emancipation; legal separation; orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking; appeal of veterans and public benefit claim denials; resolution of outstanding criminal warrants.</td>
</tr>
</tbody>
</table>
(d) Ineligible Subject Matter. Legal services related to immigration and citizenship matters or related to mortgages and homeownership.

<table>
<thead>
<tr>
<th>Mental Health Services</th>
<th>Direct outpatient treatment of mental health conditions by licensed professionals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Skills</td>
<td>The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance abuse, and homelessness but that are necessary to function independently in the community</td>
</tr>
<tr>
<td>Outpatient Health Services</td>
<td>The direct outpatient treatment of medical conditions by licensed medical professionals</td>
</tr>
<tr>
<td>Substance Abuse Treatment Services</td>
<td>The costs of program participant intake and assessment, outpatient treatment, group and individual counseling, and drug testing</td>
</tr>
<tr>
<td>Outreach Services</td>
<td>Activities to engage persons for the purpose of providing immediate support and intervention and for identifying potential program participants</td>
</tr>
</tbody>
</table>

APPENDIX III. RRH Financial Assistance Activities

<table>
<thead>
<tr>
<th>Type of Assistance</th>
<th>Guidance</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Deposit</td>
<td>Up to two (2) months</td>
<td>• Copy of W9</td>
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<tr>
<td></td>
<td></td>
<td>• Proof of Ownership</td>
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<tr>
<td></td>
<td></td>
<td>• Lease or Rental Agreement</td>
</tr>
<tr>
<td>Utility Deposit</td>
<td>Eligible utilities include gas, electricity, water, and trash.</td>
<td>Copy of bill or receipt of payment</td>
</tr>
<tr>
<td>Rental Assistance</td>
<td>• Grant funds may be used for rental assistance for homeless individuals and families. Rental assistance cannot be provided to a program participant who is already receiving rental assistance or living in a housing unit receiving rental assistance or operating assistance through other Federal, State, or local sources.</td>
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<tr>
<td></td>
<td>• Short term rental assistance: up to three (3) months.</td>
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<td></td>
<td>• Medium term rental assistance: up to four (4) to twenty-four (24) months.</td>
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<td></td>
<td>• First &amp; Last month rent</td>
<td>• Lease or Rental Agreement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• W9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Proof of Ownership</td>
</tr>
<tr>
<td>Damage Mitigation</td>
<td>May not exceed an amount equal to one (1) month of rent and limited to one (1) time per participant during enrollment.</td>
<td>• Invoice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• W9</td>
</tr>
<tr>
<td>Move-In Expenses</td>
<td><strong>Application Fee</strong></td>
<td><strong>Receipt</strong></td>
</tr>
<tr>
<td></td>
<td>• Eligible costs include housing applications, background checks, tenant barriers screening, and credit check score fees.</td>
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<tr>
<td></td>
<td><strong>Moving Costs</strong></td>
<td><strong>Moving Costs</strong></td>
</tr>
<tr>
<td></td>
<td>• Moving Expenses: Cost of rental van and moving services. Limited to one (1) moving event in a twelve (12) month period.</td>
<td>• Receipt &amp; detailed bill if provided</td>
</tr>
<tr>
<td>General Housing Assistance</td>
<td><strong>Document Fees:</strong></td>
<td><strong>Receipt</strong></td>
</tr>
<tr>
<td></td>
<td>• Documentation acquisition fees such as for birth certificate, document court filing fees, identification, or other documents needed for employment or housing.</td>
<td>• Approval from LAHSA</td>
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<tr>
<td></td>
<td>• Providers are encouraged to exhaust all available community services and must seek approval from LAHSA prior to utilizing funds for these services.</td>
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</tbody>
</table>
### Employment
- Expenses associated with gaining or keeping employment. Eligible items include but are not limited to: uniforms, tools, driver’s license fees, license/certification costs required for employment, and short-term vocational training leading to employment or housing stability where other funding is not available.
- Providers are encouraged to exhaust all available community services and must seek approval from LAHSA prior to utilizing funds for these services.

<table>
<thead>
<tr>
<th>Receipt</th>
<th>Approval from LAHSA</th>
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</table>

### Educational Attainment
- Expenses associated with furthering education to establish a method of earning a living are eligible. Allowable costs include, but are not limited to: tuition, supplies, certifications, enrollment or application costs.
- Programs are encouraged to exhaust all available community services and must seek approval from LAHSA prior to utilizing funds for these services.

<table>
<thead>
<tr>
<th>Receipt of any expenses</th>
<th>Approval from LAHSA</th>
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### Financial Literacy
- Cost of enrolling participant in financial literacy program or credit repair counseling.
- Programs are encouraged to exhaust all available community services and must seek approval from LAHSA prior to utilizing funds for these services.

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<thead>
<tr>
<th>Receipt of any expenses</th>
<th>Approval from LAHSA</th>
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</table>

### Payment Standard
- Financial assistance requests should take no more than five (5) business days to process. All payments must arrive on or before the prescribed due date.

<table>
<thead>
<tr>
<th>Documented in participant file</th>
</tr>
</thead>
</table>

## Appendix IV. RRH Lease Standards

<table>
<thead>
<tr>
<th>Guidance</th>
</tr>
</thead>
</table>

### Housing and Habitability Standards
- Units must meet HUD Housing Quality Standards.
- Prior to the issuance of any financial assistance, Contractor must physically inspect each unit to assure the housing being assisted meets the applicable Housing Quality Standards as outlined in 24 CFR 982.401. Housing which fails to meet Housing Quality Standards may not receive assistance, unless the owner corrects any deficiencies within 30 days from the date of the initial inspection. All assisted housing units must be inspected annually to ensure they continue to meet Housing Quality Standards. See 578.75(b)(1) and (2).

- Initial Inspection: Before any assistance may be provided on behalf of a program participant, the grantee must physically inspect each unit using the HQS Long Form (52580-A) to assure that the unit meets HQS. Assistance will not be provided for units that fail to meet HQS, unless the owner corrects any deficiencies within 30 days from the date of the initial inspection and the grantee verifies that all deficiencies have been corrected.
- Annual Inspection: Grantees must also inspect all units at least annually during the grant period to ensure that the units continue to meet HQS (annual must be started within 365 days of the last inspection). The HQS short form 52580 can be utilized on subsequent annual inspections.
- The assisted housing unit must have at least one bedroom or living/sleeping room for each two persons. See 578.75(b)(2)(c).

### Fair Market Rent (FMR) & rent reasonableness
- Units in a structure must comply with HUD’s rent reasonableness standards. See 578.51(g).
- For purposes of calculating rent under this section, the rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy under the lease (other than late fees and pet fees).
fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the public housing authority for the area in which the housing is located.

<table>
<thead>
<tr>
<th>Use with Other subsidies</th>
<th>Financial assistance cannot be provided to a program participant who is receiving financial assistance for housing from another source.</th>
</tr>
</thead>
</table>

| Geography                     | • CoC Rapid Re-Housing are no longer limited to the CoC’s geography. See amendment to 578.50: https://www.hudexchange.info/resource/5064/coc-program-interim-rule-amendment-to-578-51-c/  
• Contractors are permitted to locate housing outside of Los Angeles County if the participant desires to relocate. Participants must complete a Housing Habitability Standards Inspection Form as well as ensure that the Housing Stability Plan documents how relocating outside of Los Angeles County will ultimately result in the participant achieving housing stability. If participant needs ongoing financial assistance and supportive services, contractor must arrange to provide these services; geographic distance cannot be a barrier towards providing supportive services; services cannot be provided remotely, monthly in-person meetings are still required. If the participant does not need ongoing assistance after entering permanent housing, contractor can provide financial assistance and exit the participant. If contractor assess the needs of the participant and determines that the contractor cannot meet the needs of the participant if ongoing assistance is needed, contractor must link the participant to another program in the CoC to which the participant is seeking residence prior to the participant entering permanent housing. |

---

### APPENDIX V. DETERMING PARTICIPANT INCOME

#### INCOME INCLUSIONS

The following types of income must be counted when calculating annual income for purposes of determining rapid re-housing eligibility:

<table>
<thead>
<tr>
<th>GENERAL CATEGORY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earned Income</td>
<td>The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.</td>
</tr>
<tr>
<td>Self-Employment/Business Income</td>
<td>The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness must not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.</td>
</tr>
<tr>
<td>Interest &amp; Dividend Income</td>
<td>Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness must not be used as a deduction in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of $5,000, annual income must include the greater of the actual income derived from net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.</td>
</tr>
<tr>
<td><strong>Pension/Retirement Income</strong></td>
<td>The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, lotteries, disability or death benefits, and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment (but see No. 13 under Income Exclusions) (e.g., SSDI).</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Unemployment &amp; Disability Income</strong></td>
<td>Payments in lieu of earnings, such as unemployment, worker's compensation, and severance pay (but see No. 3 under Income Exclusions).</td>
</tr>
<tr>
<td><strong>Alimony Income</strong></td>
<td>Periodic and determinable allowances, such as alimony payments, and regular contributions or gifts received</td>
</tr>
<tr>
<td><strong>Armed Forces Income</strong></td>
<td>All regular pay, special pay, and allowances from the Armed Forces.</td>
</tr>
<tr>
<td><strong>G.I. Bill Housing Stipend</strong></td>
<td>The monthly housing stipend received by a Veteran from VA while they are attending school under the G.I. Bill.</td>
</tr>
</tbody>
</table>
## APPENDIX VI. DETERMINING PARTICIPANT INCOME

### INCOME EXCLUSIONS

The following types of income are not counted when calculating annual income for purposes of determining rapid re-housing eligibility:

<table>
<thead>
<tr>
<th>GENERAL CATEGORY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inheritance and Insurance Income</td>
<td>Lump-sum additions to the participants assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker’s compensation), capital gains and settlement for personal or property losses (except as provided in number 5 of Income Inclusions).</td>
</tr>
<tr>
<td>Medical Expense Reimbursements</td>
<td>Amounts received by the individual that are specifically for, or in reimbursement of, the cost of medical expenses.</td>
</tr>
<tr>
<td>Income of Live-in Aides</td>
<td>Income of a live-in aide (as defined in 24 CFR 5.403).</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>The full amount of student financial assistance paid directly to the student or to the educational institution. Note: includes G.I. Bill Student Financial Aid.</td>
</tr>
<tr>
<td>Armed Forces Hostile Fire Pay</td>
<td>The special pay to an individual serving in the Armed Forces who is exposed to hostile fire.</td>
</tr>
</tbody>
</table>

### Self-Sufficiency Program Income

- Amounts received under training programs funded by HUD.
- Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS).
- Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, etc.) and which are made solely to allow participation in a specific program.
- Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed $200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA’s governing board. No resident may receive more than one such stipend during the same period of time.
- Incremental earnings from participation in qualifying state or local employment training programs (including training not affiliated with a local government) or as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the participant is active in the employment training program.

### Other Non-Recurring Income

Temporary, non-recurring, or sporadic income (including gifts).

### Social Security & SSI Income

Deferred periodic amounts from SSI and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.

### Income Tax and Property Tax Refunds

Amounts received by the individual in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
Other Federal Exclusions

Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions of 24 CFR 5.609(c) apply, including:

- The value of the allotment made under the Food Stamp Act of 1977;
- Payments received under the Domestic Volunteer Service Act of 1973 (employment through VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions);
- Payments received under the Alaskan Native Claims Settlement Act;
- Income derived from the disposition of funds to the Grand River Band of Ottawa Indians;
- Income derived from certain sub-marginal land of the United States that is held in trust for certain Indian tribes;
- Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program;
- Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721);
- The first $2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted lands, including the first $2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands;
- Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work study program or under the Bureau of Indian Affairs student assistance programs;
- Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program);
- Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.);
- Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments;
- Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, state job training programs and career intern programs, AmeriCorps);
- Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation;
- Allowances, earnings, and payments to AmeriCorps participants under the National and Community Service Act of 1990;
- Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from Spina Bifida who is the child of a Vietnam Veteran;
- Allowances, earnings, and payments to participants participating in programs under the Workforce Investment Act of 1998.
- Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of...
# APPENDIX VIII. MONTHLY INCOME DOCUMENTATION STANDARDS

<table>
<thead>
<tr>
<th>Type of Income</th>
<th>Include in Income Calculation?</th>
<th>Acceptable Types of Documentation</th>
<th>Documentation Standards</th>
</tr>
</thead>
</table>
| Wages and Salary, etc. | Yes | Copy of most recent paystub | • Obtain copy(ies) of most recent pay stub(s) from participant  
• Include copy(ies) in participant file. |
| | | Written verification of income. | • Mail, fax or email written verification of income request directly to the employer(s).  
• Obtain signed and dated verification of income from employer(s). At a minimum, written verification should include the following:  
  • Name of employer and participant name  
  • Pay amount and frequency  
  • Average hours worked per week  
  • Amount of any additional compensation  
  • Contact information for authorized employer representative  
  • Signed and dated by authorized employer representative  
• Include verification of income in participant file. |
| | | Oral verification of income | • Contact the employer(s) by phone or in person to obtain oral verification of income.  
• Document oral verification of income. At a minimum, oral verification should include the following:  
  • Name of employer and participant name  
  • Date of hire  
  • Pay amount and frequency  
  • Average hours worked per week  
  • Amount of any additional compensation  
  • Contact information for authorized employer representative  
  • Signed and dated by Program staff who obtained oral verification  
• Include Verification of Income in participant file. |
<p>| | | | (if written documentation or oral third-party verification cannot be obtained) |</p>
<table>
<thead>
<tr>
<th>Type of Income</th>
<th>Include in Income Calculation?</th>
<th>Acceptable Types of Documentation</th>
<th>Documentation Standards</th>
</tr>
</thead>
</table>
| Self-Employment | Yes                             | Copy of most recent federal or state tax return showing net business income | • Obtain copy of most recent federal or state tax return from the participant.  
• Include copy in participant file.  
OR  
(if written documentation cannot be obtained)  
• Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following:  
  • Source of income  
  • Income amount and frequency  
  • Signed and dated by Participant  
• Grantee should document attempt to obtain third party verification (written or oral) and sign self-declaration of income.  
• Include self-declaration of income in participant file. |
| Interest and Dividend Income | Yes                             | Copy of most recent interest or dividend income statement | • Obtain copy(ies) of most recent interest or dividend income statement from participant.  
• Include copy(ies) in participant file.  
OR  
• Obtain copy of most recent federal or state tax return from the participant.  
• Include copy in participant file. |
Self-declaration of income.

- Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following:
  - Source of income
  - Income amount and frequency
  - Signed and dated by Participant

- Grantee should document attempt to obtain third party verification (written or oral) and sign self-declaration of income.
- Include self-declaration of income in participant file.

<table>
<thead>
<tr>
<th>Type of Income</th>
<th>Include in Income Calculation?</th>
<th>Acceptable Types of Documentation</th>
<th>Documentation Standards</th>
</tr>
</thead>
</table>
| Retirement or Pension Income | Yes | Copy of most recent payment statement or benefit notice from Social Security Administration (SSA), pension provider, or other source | **OR**

  **(if written documentation cannot be obtained)**

  - Obtain copy(ies) of most recent benefit notice, pension statement or other payment statement from participant.
  - Include copy(ies) in participant file.

  **OR**

  **(if written third party documentation cannot be obtained)**

  - Mail, fax or email verification of income request directly to the Social Security Administration, pension provider or other source.
  - Obtain signed and dated verification of income from income source. At a minimum, written verification should include the following:
    - Name of income source
    - Income amount and frequency
    - Contact information for authorized income source representative
    - Signed and dated by authorized income source representative
  - Include Verification of Income in participant file.
Oral verification of income.

- Contact the source(s) by phone or in person to obtain oral verification of income.
- Document oral verification of income. At a minimum, oral verification should include the following:
  - Name of income source
  - Income amount and frequency
  - Contact information for authorized income source representative
  - Signed and dated by Program staff who obtained oral verification
- Include Verification of Income in participant file.

OR

*(if written documentation or oral third-party verification cannot be obtained)*

Self-declaration of income.

- Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following:
  - Source of income
  - Income amount and frequency
  - Signed and dated by Participant

- Grantee should document attempt to obtain third party verification (written or oral) and sign self-declaration of income.
- Include self-declaration of income in participant file.

<table>
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<tr>
<th>Type of Income</th>
<th>Include in Income Calculation?</th>
<th>Acceptable Types of Documentation</th>
<th>Documentation Standards</th>
</tr>
</thead>
</table>
| Unemployment and Disability Income | Yes                            | Copy of most recent unemployment, worker’s compensation, SSI, SSDI, or severance payment statement or benefit notice | - Obtain copy(ies) of most recent payment statement(s) and/or benefit notice(s) from participant.  
  - Include copy(ies) in participant file.                                                                 |

OR
### Written Verification of Income

- Mail, fax or email verification of income request directly to the unemployment administrator, worker’s compensation administrator, or former employer.
- Obtain signed and dated verification of income from income source. At a minimum, written verification should include the following:
  - Name of income source, and participant name
  - Income amount and frequency
  - Contact information for authorized income source representative
  - Signed and dated by authorized income source representative
- Include verification of income in participant file.

### Oral Verification of Income

- Contact the source(s) by phone or in person to obtain oral verification of income.
- Document oral verification of income. At a minimum, oral verification should include the following:
  - Name of income source, and participant name
  - Income amount and frequency
  - Contact information for authorized income source representative
  - Signed and dated by Program staff who obtained oral verification
- Include Verification of Income in participant file.

### Self-Declaration of Income

- Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following:
  - Source of income, Income amount and frequency
  - Signed and dated by Participant
- Grantee should document attempt to obtain third party verification (written or oral) and sign self-declaration of income.
- Include self-declaration of income in participant file.

### Type of Income | Include in Income Calculation? | Acceptable Types of Documentation | Documentation Standards
---|---|---|---
Public Assistance | Yes | Copy of most recent welfare payment statement or benefit notice. | Obtain copy(ies) of most recent benefit notice(s) or payment statement(s) from participant.
| | | | Include copy(ies) in participant file.
<table>
<thead>
<tr>
<th>Written verification of income.</th>
<th>OR</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Mail, fax or email verification of income request directly to the welfare administrator.</td>
<td>OR</td>
</tr>
<tr>
<td>• Obtain signed and dated verification of income from income source. At a minimum, written verification should include the following:</td>
<td>(if written third party documentation cannot be obtained)</td>
</tr>
<tr>
<td>• Name of income source, and participant name</td>
<td>(if written documentation or oral third-party verification cannot be obtained)</td>
</tr>
<tr>
<td>• Income amount and frequency</td>
<td>• Contact the source(s) by phone or in person to obtain oral verification of income.</td>
</tr>
<tr>
<td>• Contact information for authorized income source representative</td>
<td>• Document oral verification of income. At a minimum, oral verification should include the following:</td>
</tr>
<tr>
<td>• Signed and dated by authorized income source representative</td>
<td>• Name of income source, and participant name</td>
</tr>
<tr>
<td>□ Include verification of income in participant file.</td>
<td>• Income amount and frequency</td>
</tr>
<tr>
<td>OR</td>
<td>• Contact information for authorized income source representative</td>
</tr>
<tr>
<td>(if written third party documentation cannot be obtained)</td>
<td>• Signed and dated by program staff who obtained oral verification</td>
</tr>
<tr>
<td>Oral verification of income.</td>
<td>□ Include Verification of Income in participant file.</td>
</tr>
<tr>
<td>□ Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following:</td>
<td>OR</td>
</tr>
<tr>
<td>• Source of income</td>
<td>(if written documentation or oral third-party verification cannot be obtained)</td>
</tr>
<tr>
<td>□ Grantee should document attempt to obtain third party verification (written or oral) and sign self-declaration of income.</td>
<td>• Income amount and frequency</td>
</tr>
<tr>
<td>□ Include self-declaration of income in participant file.</td>
<td>• Signed and dated by participant</td>
</tr>
<tr>
<td>Type of Income</td>
<td>Include in Income Calculation?</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------</td>
</tr>
</tbody>
</table>
| Alimony Payments | Yes | Copy of most recent alimony and/or child support or other contributions or gift payment statements, notice, or order | - Obtain copy(ies) of most recent payment statement(s), notice(s) or order (e.g. court ordered child support) from participant.  
- Include copy(ies) in participant file. |
|                 | | Written verification of income. | OR |
|                 | | □ Mail, fax or email verification of income request directly to the child support enforcement agency, court liaison, or other source.  
□ Obtain signed and dated verification of income from income source.  
At a minimum, written verification should include the following:  
- Name of income source, and participant name  
- Income amount and frequency  
- Contact information for authorized income source representative  
- Signed and dated by authorized income source representative  
□ Include Verification of Income in participant file. |
|                 | | Oral verification of income. | OR |
|                 | | □ Contact the source(s) by phone or in person to obtain oral verification of income.  
□ Document oral verification of income. At a minimum, oral verification should include the following:  
- Name of income source, and participant name  
- Income amount and frequency  
- Contact information for authorized income source representative  
- Signed and dated by Program staff who obtained oral verification  
□ Include Verification of Income in participant file. |
|                 | | | OR |
|                 | | | (if written documentation or oral third-party verification cannot be obtained) |
### Self-declaration of income.

- Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following:
  - Source of income
  - Income amount and frequency
  - Signed and dated by Participant
- Grantee should document attempt to obtain third party verification (written or oral) and sign self-declaration of income.
- Include self-declaration of income in participant file.

<table>
<thead>
<tr>
<th>Type of Income</th>
<th>Include in Income Calculation?</th>
<th>Acceptable Types of Documentation</th>
<th>Documentation Standards</th>
</tr>
</thead>
</table>
| Armed Forces Income | Yes | Copy of pay stubs, payment statement, or other government issued statement indicating income amount. | - Obtain copy(ies) of most recent payment stub(s), statement(s), or other government issued statement from participant.  
- Include copy(ies) in participant file. |
| | | Written verification of income. | OR |
| | | | - Mail, fax or email verification of income request directly to the appropriate armed services representative.  
- Obtain signed and dated verification of income from income source.  
At a minimum, written verification should include the following:  
  - Name of income source, and participant name  
  - Income amount and frequency  
  - Contact information for authorized income source representative  
  - Signed and dated by authorized income source representative  
- Include Verification of Income in participant file. |
| | | | OR |
| | | | (if written third party documentation cannot be obtained) |
Oral verification of income

- Contact the source(s) by phone or in person to obtain oral verification of income.
- Document oral verification of income. At a minimum, oral verification should include the following:
  - Name of income source, and participant name
  - Income amount and frequency
  - Contact information for authorized income source representative
  - Signed and dated by Program staff who obtained oral verification
- Include Verification of Income in participant file.

OR

(if written documentation or oral third-party verification cannot be obtained)

Self-declaration of income

- Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following:
  - Source of income, Income amount and frequency
  - Signed and dated by Participant
- Grantee should document attempt to obtain third party verification (written or oral) and sign self-declaration of income.
- Include Self-declaration of income in participant file.

<table>
<thead>
<tr>
<th>Type of Income</th>
<th>Include in Income Calculation?</th>
<th>Acceptable Types of Documentation</th>
<th>Documentation Standards</th>
</tr>
</thead>
</table>
| No Income Reported | N/A                             | Self-declaration of income        | - Obtain signed and dated original self-declaration of income from participant. At a minimum, self-declaration should include the following:  
  - Statement indicating “no current income”  
  - Signed and dated by Participant  
  - Have participant sign a self-declaration of no income but seek a third-party verification of job loss or public benefit income loss if possible.  
  - Include self-declaration of income in participant file. |