Community Alliance
FOR THE HOMELESS

PURPOSE

The purpose of this policy is to clarify the documentation requirements for participants in Rapid Re-Housing (RRH) and Permanent Supportive Housing (PSH) programs, particularly concerning identification, family custody, and income verification. These requirements are essential for ensuring that participants can secure housing, access mainstream resources, and comply with program guidelines.

FORMS

There are no forms related or required for this Policy

POLICY

Head of Households ID, Birth Certificates and/or Social Security Card

In the context of securing housing through the CES, specific documentation is recommended or required to facilitate the enrollment and leasing processes for participants in Rapid Re-Housing (RRH) and Permanent Supportive Housing (PSH) programs.

For RRH participants, possessing a valid ID is mandatory, as it is essential for obtaining a lease in the participant's name. This requirement ensures that participants can smoothly navigate the process of identifying landlords and applying for housing. Additionally, while not mandatory, it is strongly advised that RRH participants also obtain a Social Security Card (SSC) and/or a Birth Certificate (BC). Landlords commonly request these secondary forms of identification as part of the leasing process.

In contrast, PSH participants are not required to have an ID, SSC, or BC at the time of their enrollment in the program. However, recognizing the importance of these documents in accessing mainstream resources, securing employment, and generating income, all participants in the CES are encouraged to obtain an ID. This proactive measure supports participants in achieving long-term housing stability and self-sufficiency.

Family Custody Documentation

Regarding family custody, the CoC Program interim rule stipulates that no custodial relationship or proof of custody is necessary for entry into a CoC-funded project. According to the Equal Access Rule, a family is defined as any group of individuals presenting together and identifying themselves as a family. Consequently, families seeking assistance through CES are not required to provide proof of custody, ensuring that all family units are served without additional barriers.

Verification of Income/Pay Stubs

Income verification, including proof of income or pay stubs, is not a requirement for enrollment in either RRH or PSH programs. However, participants are encouraged to obtain and provide this documentation. For RRH participants, income verification can facilitate the leasing process, while for PSH participants, it is necessary to meet the program's requirement that tenants contribute 30% of their income toward rent. Providing income documentation supports the overall goal of helping participants secure and maintain stable housing.

KEY TAKE AWAYS

- **Identification Requirements:** RRH participants must have a valid ID to secure a lease, and it is highly recommended that they also obtain a Social Security Card (SSC) and/or Birth Certificate (BC) as secondary forms of identification. These documents are often required by landlords during the leasing process. PSH participants are not required to have an ID, SSC, or BC at the time of enrollment. However, obtaining an ID is strongly encouraged to facilitate access to mainstream resources, employment, and income opportunities.

- **Family Custody Documentation:** The CoC Program does not require proof of custody for families seeking entry into a CoC-funded project. The Equal Access Rule defines a family as any group of people who present together and identify themselves as a family. Consequently, no custodial documentation is necessary.

- **Income Verification:** While verification of income is not a prerequisite for enrollment in RRH or PSH programs, participants are encouraged to provide proof of income or pay stubs. This documentation aids in the leasing process for RRH participants and assists PSH providers in calculating the required 30% income contribution for housing.