

Shelter Assistance Fund (SAF) Program PARTICIPANT FILE CHECKLIST



Participant Name (Head of Household): _____ Date: _____

All Shelter participant files should include:

- ☐ Intake form
- ☐ Signed Release of Information
- ☐ Signed HMIS consent form (required if HMIS-certified for data-sharing community; strongly recommended otherwise, in addition to required HMIS notification posters)
- ☐ Verification/documentation of homelessness (note HUD Homeless Category 1, 2, 3, or 4)
- ☐ Signed acknowledgement of any applicable program requirements
- ☐ Documentation of applicable services provided
- ☐ Demonstration of referral and/or connection to other mainstream resources, as applicable
- ☐ Housing stabilization plan if applicable
- ☐ Termination letter if applicable—must describe appeals process
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

Note on electronic record-keeping, such as in the HMIS ServicePoint system: It is acceptable to keep electronic client files. If keeping only electronic files, a staff member must be able to access the system and print required documents, in the event of an on-site monitoring visit. Documents printed from a confidential electronic system should follow the same confidentiality requirements.