

# ESG Client File Checklist

Client Name \_\_\_\_\_ Program \_\_\_\_\_

Entry Date \_\_\_\_\_ Exit Date \_\_\_\_\_ Case Manager Initials \_\_\_\_\_

## **EMERGENCY SHELTER**

Subject to the expenditure limit in § 576.100(b), ESG funds may be used for costs of providing essential services to homeless households in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters. *In general, the client file must demonstrate (a) eligibility, (b) types, amounts, and duration of services, and (c) that program requirements were met.*

1. \_\_\_\_\_ **Intake Form/Initial Assessment.** (24 CFR 576.401(a))
  
2. \_\_\_\_\_ **Documentation** that the client meets an eligible **definition of homelessness** at program entry. (24 CFR 576.500(b))
  - Literally Homeless (category 1 homeless)
  - Imminent-Risk-of-Homelessness (category 2 homeless)
  - Homeless under other federal statutes (category 3 homeless)
  - Fleeing or attempting to flee domestic violence (category 4 homeless)
  
3. \_\_\_\_\_ **Record of services provided** (24 CFR 576.101(a), 576.500(l))
  - Essential Services
  - Shelter stay                       Employment assistance/job training
  - Motel Voucher                       Outpatient health services
  - Case management                       Legal services
  - Transportation                       Life skills training
  - Childcare                       Mental health services
  - Education services                       Substance abuse treatment services
  
4. \_\_\_\_\_ **Termination procedure** and any correspondence related to a termination proceeding, if applicable. (24 CFR 576.500(f)(3))
  
5. \_\_\_\_\_ Certification of the client's program **entry into HMIS** (or comparable database). (24 CFR 576.500(n))
  
6. \_\_\_\_\_ Demonstration of **referral and connection** to homeless and mainstream services. (24 CFR 576.401(d))

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