

ESG Client File Checklist

Client Name _____ Program _____

Entry Date _____ Exit Date _____ Case Manager Initials _____

STREET OUTREACH

Subject to the expenditure limit in § 576.100(b), ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. *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 the Category 1: Literally Homeless **definition of homelessness** at program entry. The client must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter. (24 CFR 576.500(b))
3. _____ Record of **services provided** (24 CFR 576.101(a), 576.500(l))
 - Eligible Costs
 - Engagement
 - Case management
 - Emergency health services
 - Emergency mental health services
 - Transportation
4. _____ **Termination procedure** and any correspondence related to a termination proceeding, if applicable. (24 CFR 576.56(a3)) (not required for single-day services)
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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