

# ESG-CV Client File Checklist

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

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

## **EMERGENCY SHELTER / TEMPORARY EMERGENCY SHELTER**

ESG-CV 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

<input type="checkbox"/> Shelter stay	<input type="checkbox"/> Employment assistance/job training
<input type="checkbox"/> Hotel/motel costs	<input type="checkbox"/> Outpatient health services
<input type="checkbox"/> Case management	<input type="checkbox"/> Legal services
<input type="checkbox"/> Transportation	<input type="checkbox"/> Life skills training
<input type="checkbox"/> Childcare	<input type="checkbox"/> Mental health services
<input type="checkbox"/> Education services	<input type="checkbox"/> Substance abuse treatment services
  
  - Unique Activities
    - Cell phone/internet
    - Vaccine incentive
  
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 **enrollment in 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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