

## Chronic Homelessness Documentation

**Description/Rationale for Policy and Procedure:** The following policy and procedures outline the expectations for collecting the necessary documentation for persons referred to the Prioritization List who are identified as Chronically Homeless (CH). Persons who are identified as CH are prioritized above all others, and this policy will help to ensure a more efficient transition into permanent housing.

### Policy

Permanent Supportive Housing programs in the community must give preference to persons who are CH. They are unable to accept referrals from the Prioritization List for those who are not CH unless there are no known CH persons on the List. The Referring Agency is responsible for providing the necessary documentation for the length of time homeless when the person is referred to the Prioritization List. Otherwise, the person will not be eligible for a CH program until the documentation is provided.

### Procedures

The following procedures describe the process for adding a person to the Prioritization List who is identified as Chronically Homeless:

- The Referring Agency would only identify persons as Chronically Homeless if they were able to provide the necessary documentation. HMIS records are an acceptable form of documentation; however, this is oftentimes not enough to fully document chronic homelessness. The basic documentation requirements are below, but please reference the following document for more information about Chronic Homelessness and the required documentation:  
[Flowchart of HUD's Definition of Chronic Homelessness.](#)
  - Homelessness (12 or more months within the past 3 years) documentation should be provided (if it is not already recorded in HMIS) in the client's file where up to three months of homelessness can be provided by the client.
  - Case managers have 45 days from the move-in date to provide the housing program with the required disability verification.
- Referrals that show the required 12 months of homelessness will be referred out to PSH when openings become available
- If the Referring Agency does not provide the required documentation, the person cannot maintain their CH status on the List; however, they would remain on the List and would be prioritized as non-CH. The Prioritization Coordinator would follow up with the Referring Agency when documentation is missing to remind them of the process and inform them that the person will not be prioritized as CH.
- If a Referring Agency can provide documentation at a later date, the person's status would be updated on the List to prioritize them as CH.