

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.