**SPA 8 – Coordinated Entry System**

**HOUSING DOCUMENT CHECKLIST**

    

**Client Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **UCI #:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VETERAN € Yes € NO**

**REQUIRED**

€ Homeless Verification

€ California Identification Card/ Driver License

€ Social Security Card

€ Proof of Income

€ Certificate of Disability (Dated within 6 months of housing documentation verification)

Currently receiving treatment/ongoing services? € Yes €No

***Verified by CES Navigator (initial)*** \_\_\_\_\_\_\_\_\_\_\_ ***Date:*** \_\_\_\_\_\_\_\_\_\_\_

***Verified by CES Matcher (initial) \_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_***

**OTHER**

€ Birth Certificate (*needed if Social Security Card and/or California ID is missing*)

€ TB Skin Test Results *(optional to meet housing eligibility*; *may be required for shelter stay*)

***Verified by CES Navigator (initial) \_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_***

***Verified by CES Matcher (initial) \_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_***

**VETERANS ONLY**

€ VA – ROI

€ DD214

***Verified by CES Navigator (initial) \_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Verified by CES Matcher (initial) \_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

€ Ready for match (Coordinator initial): \_\_\_\_\_\_\_\_\_\_\_\_\_ Date submitted to Matcher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

€ Reviewed and entered by Matcher (Matcher initials):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_