**PEPH REFERRAL CHECKLIST**

Determine your clients “Housing Status” either 1) HUD Category 1, 4 or Rapid Rehousing or 2) Imminent Risk of Homelessness. Follow the correct checklists below & email the referral and required documentation to correct agency:

1. **HUD Category 1, or 4 & Rapid Rehousing Participant Housing Status:**



* PEPH Referral Form (4 Pages)
  + Determine “Housing Status” HUD 1, 4 or Rapid Rehousing Pages 1 & 3
  + Complete Page 3, Sections I, II, IV (Describe Legal Issue), Check off necessary boxes in “Other Barriers to Housing” section, Client signature; and
  + Case Manager Contact Information
* LA CoC Staff Certification of Homelessness Status Form OR Agency Letterhead verifying Homelessness Status or Rapid Rehousing
* Necessary Legal Documents

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1. **Eviction Prevention Referral (Imminent Risk of Homelessness)**



* **PEPH Referral Form (4 Pages)**
* Page 1 & 3 check off “Imminent Risk of Homelessness”
* Complete All of Page 3, Section I, II, III (Income), IV, V
* Client Signature; and
* Case Manager Contact Information
* Provide Proof of Income
* Employment Check Stubs
* DPSS Benefits Letter
* Social Security Administration Letter regarding Yearly Benefits
* Imminent Risk of Homelessness Certification
* Eviction Notices, 3/14/30/60 Day Notices or Unlawful Detainer

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Determine where to submit the PEHP referral and supporting documentation

* + **SPA 7: East/ Gateway Cities -** [PEPHspa7@lafla.org](mailto:PEPHspa7@lafla.org) or [spa7referral@lafla.org](mailto:spa7referral@lafla.org)
  + **SPA 8: South Bay/Harbor Cities -** [PEHPspa8@lafla.org](mailto:PEHPspa8@lafla.org) or [spa8referral@lafla.org](mailto:spa8referral@lafla.org)

**PLEASE NOTE:** We will be unable to process your referral if the required documentation is missing.