



Veteran Homelessness and Transition Service Category Checklist

General Participants Intake Documentation (Are required for each participant file)

- Must include proof of Veteran Status (DD-214 or VA letter)
- Organization Intake Form
- Proof of Homelessness Status (e.g., letter from shelter, street outreach report)
- Identification Documents (government-issued ID, Social Security card)
- Organization Consent Form for Data Sharing with SCDVA
- Individual Development Plan (IDP)
- Release of Information Form (to coordinate with other service providers)
- Case Closure Summary (when service is complete, or participant exits the program)

Homeless Veterans' Housing Assistance Services

- Housing Application Form
- Income Verification (pay stubs, tax returns, or benefit award letters)
- Lease Agreement or Rental Agreement (if applicable)
- Housing Stability Plan
- Public Transportation Pass or Ticket Receipts
- Receipts for Emergency Purchases (groceries - if applicable)

Veteran Employment Services

- Employment Assessment Form
- Job Training Enrollment Confirmation
- Certification of Completion for Training Programs
- Employment Verification (e.g., offer letter or pay stubs)
- Proof of Appointment (if transportation job-related reasons)
- Public Transportation Pass or Ticket Receipts
- Consent for Transportation Assistance
- Career Counseling and Coaching Notes in Combined Arms

Veterans Rental or Utility Financial Assistance

- Financial Assistance Request Form
- Proof of Income (3 months' of pay stubs, SSI/SSDI award letters, unemployment benefits, bank statements, or offer letter on organization letter head)
- Proof of Expenses (utility bills, rent receipts, medical bills)
- Budget Worksheet (developed with financial counselor)
- Proof of Payment (if assistance was provided for bills, rent, etc.)

Veteran Substance Abuse and Transitional Housing Assistance

- Consent for Treatment
- Proof of Enrollment in a Treatment Program and Transitional Housing