



VHSP RECERTIFICATION FORM

Households receiving VHSP Prevention and Rapid Re-Housing Rental Assistance must be recertified at least every 90 days. At the end of each recertification, the case manager must attach the new evidence to this form documenting the household is still eligible for the program. Housing Stabilization services, such as case management, can be provided after the term of a program participant’s rental assistance expires. The client must be re-certified for case management services after 12 months.

Program Participant Name (s): _____

Client is enrolled in: Prevention Program (must have income below 30% AMI)
 Rapid Re-Housing Program (must have income below 30% AMI)
 Housing Stabilization Services/Case Management

Date of Entry Into Program: _____ Case Manager: _____

Number of Months (Including Arrears) Household has received rental assistance: _____

Date of this Re-Certification: _____

Household Size: _____

30% of Area Median Income for Household Size: \$ _____

Total Household Annual Gross Income: \$ _____

INCOME

Household income, based on Section 8 income eligibility standards, is **below** 30 percent Area Median Income (AMI). *Include a copy of income eligibility determination completed worksheet found at: <http://www.hud.gov/offices/cpd/affordablehousing/library/modelguides/2005/1780.pdf> (see page 25). This must be signed by program participant. The Area Median Income Limits are found at <http://www.huduser.org/DATASETS/il.html>*

Household income, based on Section 8 income eligibility standards, is **at or above** 30 percent Area Median Income (AMI)—**Households with an income that is at 30% AMI or higher are no longer eligible to receive VHSP financial assistance**

RESOURCES: Staff must document the lack of resources, BUT FOR VHSP financial assistance (example, bank savings/statements, medical bills, etc.) for the clients who are receiving on-going VHSP assistance.

No appropriate subsequent housing options have been identified and the household lacks the financial resources and support networks needed to prevent them from becoming literally homeless-- **Households with more than \$500 in assets are no longer eligible to receive VHSP rental assistance**

Subsequent housing options have been identified and the household has the financial resources and support networks needed to prevent them from becoming literally homeless—**Households with more than \$500 in assets are no longer eligible to receive VHSP rental assistance**

HOUSING STABILITY GOALS

Household agrees to work on the following goals to ensure a stable housing outcome:

- 1. _____
- 2. _____
- 3. _____

STAFF CERTIFICATION: (please check one)

- Household Eligible for additional rental assistance
- Household Ineligible for additional rental assistance

- Household Eligible for additional case management services
- Household Ineligible for additional case management services

If ineligible for financial and/or case management services, please list community based agencies that the household can access for further support.

- 1. _____
- 2. _____
- 3. _____

Staff Signature: _____ Date: _____

Program Participant Signature: _____ Date: _____

Documentation proving the statements on this form MUST be attached. The lack of support networks should be notated within the client file. Subsequent recertification forms and evidence should be kept in the client file.