

CT BOS CONTINUUM OF CARE

CoC Program Participant Homelessness Verification

Sample Third Party Documentation of Chronic Homelessness

updated
8/14/2015

These sample letters can be used by CoC funded Permanent Supportive Housing projects in combination with the Program Participant Homelessness and Disability Verification Forms to document chronic homelessness. They are intended only as a resource and are not required.

Forms and checklist available at:

<http://www.csh.org/csh-solutions/community-work/housing-development-and-operation/2578-2/>

EXAMPL E #1: This example would suffice alone to document one year of continuous homelessness.

(AGENCY LETTERHEAD)

Hope House

123 Mountain Blvd.

Sometown, CT 11111

August 15, 2015

Commented [lep1]: Date should be within 45 days of PSH project entry

To Whom It May Concern:

I am writing this letter as verification of homelessness for John Doe. Mr. Doe is currently residing at the emergency shelter operated by Hope House. He has been a resident at our shelter continuously without a break of seven or more consecutive nights since July 20, 2014.

Please contact me at (555)555-5555 with any questions.

Best Regards,

Jane Doe

Program Director

EXAMPL E #2: This example would suffice alone to document one year of continuous homelessness.

(AGENCY LETTERHEAD)

Hope House

123 Mountain Blvd.

Sometown, CT 11111

August 15, 2015

Commented [lep2]: Date should be within 45 days of PSH project entry

To Whom It May Concern:

I am writing this letter as verification of homelessness for John Doe. Mr. Doe is currently homeless and receiving services from Hope House. We are referring him to your agency for housing to resolve his homelessness. Mr. Doe was a resident at our shelter from July 20, 2014 to September 2, 2014. He was then living at a campsite from September 5, 2014 through at least January 5, 2015, the date of a Hope House outreach worker's last encounter with him at the campsite. During the period he resided at the campsite, our Hope House outreach worker encountered him at least monthly. He returned to the Hope House Emergency shelter on January 10, 2015 and has resided at the shelter continuously without a break of seven or more consecutive nights since that time.

Please contact me at (555)555-5555 with any questions.

Best Regards,

Jane Doe

Program Director

EXAMPL E #3: This example would suffice alone to document one year of continuous homelessness.

Hope House
123 Mountain Blvd.
Sometown, CT 11111

August 15, 2015

Commented [lep3]: Date should be within 45 days of PSH project entry

To Whom It May Concern:

I am writing this letter as verification of homelessness for John Doe. Mr. Doe is currently living outside and receiving services from our Day Shelter. Mr. Doe has been receiving services from our agency since 2013. During that period he has been either residing in our emergency winter shelter or living outside continuously without a break of seven or more consecutive nights. Since at least April 2013, staff at Hope House have encountered Mr. Doe at least monthly, and we have provided services, including overnight shelter, access to a shower, laundry facilities, and day shelter.

Commented [lep4]: Ideally, letter should include encounter dates and unsheltered locations where client was encountered.

Please contact me at (555)555-5555 with any questions.

Best Regards,
Jane Doe
Program Director

EXAMPL E #3: This example includes 3 letters (A, B and C) that together would suffice to document four episodes of homelessness in three years

Letter A

(AGENCY LETTERHEAD)

Hope House

123 Mountain Blvd.

Sometown, CT 11111

August 15, 2015

To Whom It May Concern:

I am writing this letter as verification of homelessness for John Doe. Mr. Doe was a resident at our shelter from July 20, 2013 to September 20, 2013.

He returned to the Hope House Emergency shelter on January 10, 2015 and resided at the shelter until January 12, 2015.

Please contact me at (555)555-5555 with any questions.

Best Regards,

Jane Doe

Program Director

EXAMPL E #3: This example includes 3 letters (A, B, and C) that together would suffice to document four episodes of homelessness in three years

Letter B

(AGENCY LETTERHEAD)

Central CT Community Services

123 Main Street

Sometown, CT 11111

August 15, 2015

To Whom It May Concern:

I am writing this letter as verification of homelessness for John Doe. Mr. Doe was a resident at our shelter from April 5, 2014 to April 6, 2014.

Please contact me at (555)555-5555 with any questions.

Best Regards,

Jane Doe

Program Director

EXAMPL E #3: This example includes 3 letters (A, B and C) that together would suffice to document four episodes of homelessness in three years

Letter C

(AGENCY LETTERHEAD)

Hospitality House

123 Union Street

Sometown, CT 11111

August 15, 2015

Commented [lep5]: Date should be within 45 days of PSH project entry

To Whom It May Concern:

I am writing this letter as verification of homelessness for John Doe. Mr. Doe is currently homeless and receiving services from Hospitality House. We are referring him to your agency for housing to resolve his homelessness. Mr. Doe has been receiving services from our agency and living in locations not meant for human habitation periodically since at least 2012. He is currently living in a park and has been residing outside and at a bus station since June 5, 2015.

Please contact me at (555)555-5555 with any questions.

Best Regards,

Jane Doe

Program Director