

Intake Check Sheet (HCV)

Port Out

Self	Manager	Eligibility Approval by Checker or Programs Manager (*needs hard tab)
		Criminal release for all adult members
		*214 completed for all household members (one per adult)
		*USCIS documentation (if applicable) – immigration cards and Verification Consent form
		*SSN verification or verified EIV for all household members
		*Debts owed signed for all adult household members
		EIV Debts Owed/rePORTAL/NSOPW run for all adult household members
		*Optional Contact Form completed by the head of household
		*HUD 9886-A signed by all adult household members
		*Electronic Payment Authorization Form for the U.S. Bank ReliaCard
		*Disability verification (if applicable)
		*Reasonable Accommodation (if approved)
		*Release of information/custody/DPA/etc. (if applicable)
		Household is income eligible
		Household meets preferences (waiting list only)
		Tenmast note completed regarding eligibility
		Household is allowed to port out: <input type="checkbox"/> YES <input type="checkbox"/> NO
	X	HOH contact information entered in Tenmast (phone number and email)
		HA Query completed for all household members
Assistant Section 8 Programs Manager Approval:		Date: _____
Self	Checker	New Admission Section
		Action type is 1= New Admission
		Certification effective date and move in date are correct and match
		Intake HCV Specialist is assigned
		Special Program has line 2n coded correctly (if applicable)
		Correct Program Type (HCV) and correct Project issued (V093)
		Correct voucher size is issued
		HCV Briefing Self-Certification form is signed by all adults
		Voucher is signed by both HOH and HCV Specialist with HOH initials under #4 Obligations of the Family
		Family Obligations signed and initialed by HOH and HCV Specialist with HOH initials
		Application is completed in full and signed by applicant
		SSNs and DOBs are correct and match worksheet
		Income verifications are highlighted to show what income is being used, have tape to show annualized income, are coded correctly, and match the worksheet- MUST BE WITHIN 60 DAYS FROM BRIEFING DATE
		Employment release is signed by all adult household members (1 per adult)
		County release is signed by all adult household members (1 per adult)
		Asset verifications are highlighted to show what is being used, have tape to show interest (if applicable), are coded correctly, and match the worksheet- MUST BE WITHIN 60 DAYS FROM BRIEFING DATE
		Expenses are highlighted to show what is being used, have tape to show annualized expenses, are coded correctly, and match the worksheet- MUST BE WITHIN 60 DAYS FROM BRIEFING DATE
		Correct deductions are given
		Statement of Assets is completed
		Privacy statement signed by all adult household members
		Briefing letter in file
		RFTA completed and signed by both tenant and landlord- received before expiration date
		Passed inspection book in file- date of passed inspection is on or before effective date of certification- and date matches the worksheet
		40% completed and in file (if applicable) – see supervisor if any excluded income
		Rent reasonableness completed correctly and matches the RFTA/Inspection book (utility allowance used is for the actual unit size)
		Contract rent matches the RFTA and Inspection book
		Utilities match the RFTA and inspection book
		Correct payment standard is used (not applicable for EV)
	X	Family moving- checked on the 50058 (line 12b)
	X	Lease is tabbed on left side (before rent roll)
	X	HAP Contract is tabbed on left side (before rent roll)
	X	Case worker changed to Occupancy before submitting file to RR (note worksheet)

Checker Signature: _____

INTAKE ELIGIBILITY PROCESS

- Intake eligibility packet is mailed and tracked with a two week deadline, with total of 3 attempts (6 weeks) given to complete the file
- If applicant returns Interpreter Request form with or without packet, contact them to determine if they have someone who can translate forms for them – if they do, send Waiver of Interpretive Services to be completed by applicant and person assisting and tab as ‘Waiver’ above initial intake determination letter. If they do not have anyone who can assist, set up either a phone or video appointment with Language Line or PHA Contractor. Note in Tenmast if interpretation was needed and language needed
- Review household composition listed on the application.
 - o With the exception of FUP, all household members listed on the application need to be currently residing with the head of household. Obtain relevant custody or foster care documents for non-biological minors.
 - o FUP applicants will need the FUP Voucher Issuance Agreement sent with their briefing if all household members are not currently residing with the head of household. Tab agreement as ‘FUP’ once returned and keep at top of file on right side. Before these files are submitted to rent roll, add post-it to front indicating “route to (occupancy worker) to track FUP agreement after rent roll”
- Review mandatory documents and make sure that they are completed correctly.
 - o SSN verifications must be legible – SSNs must have been verified through a government agency if SS cards are not available (for ex: other SSA document, MAXIS county printout, previous year’s tax return)
 - o If any household member is marked as a non-citizen on the Declaration of 214 Status, request copy of immigration documents and obtain signed USCIS Verification Consent form
- Check for disability
 - o If any adult is marked as disabled on application, make sure to request documentation if they are under age 62 AND do not receive a form of disability income (for ex: SSI, SSDI). Send disability certification form (or request proof that they receive SS disability benefits) but notify client on missing information letter that it is optional to submit this information.
- If applicant discloses that they are currently assisted, we will need documentation that the assistance is ending before the PHA can assist – note that family is currently assisted on the front of file on a post-it. If applicant is currently assisted under St Paul PHA in Multifamily/Public Housing unit, note that on post-it. If currently assisted with MF/PH do not move in applicant until there is a Move Out cert in Tenmast.
- If applicant discloses that a child under 6 has been found to have EBLL (elevated blood lead level), request copy of last blood lead level test result and complete EBLL Checklist and email a copy to Inspections Supervisor within 2 business days.
- If applicant discloses that a household member will move in/out within next 12 months, follow up on situation.
- If applicant reports that an adult in household is a full time student, request current term’s school schedule and refer to Student Eligibility Checklist to see if further information about financial aid is needed.
- Review household income, assets, and expenses listed on the application.
 - o Applicant needs to list all sources of income that they are receiving as of that date and all assets that they have access to. If applicant discloses additional income, assets, or expenses that are not listed on the application, you should resend the intake application so they can add all information to income/assets sections.
 - o **DO NOT WRITE ANYTHING ON THE APPLICATION ON BEHALF OF THE APPLICANT.**
 - o Applicants need to provide documentation of all income, assets and expenses listed on the application. Documentation must be within **60 days** of the briefing date so ensure you have the most recent verifications.
 - If applicants did not submit documentation, send a missing information letter with the information that is needed and track with a 2 week deadline
- Make sure that all paperwork (application, releases, etc.) are completed in full with signatures and dates.
 - o This includes SSNs, DOBs, dollar amounts on income, etc.
 - o Appropriate boxes are checked/initialed on verifications/releases as needed.
- Only run national background check if applicable and approved by Programs Manager. .
- Once all income and asset verifications are in review file and complete data entry in Eligibility certification in Tenmast. If crim background was required, this must also be completed. For WL files, only complete data entry if applicant appears eligible and meets preferences.
 - o Add note to Tenmast household record regarding household composition, income/assets/expenses, and that applicant meets income limit. If WL file, also note how applicant meets preferences they were pulled with.
 - o If expense documentation or anything that is optional is not in, there is no need to hold up the file. However, there must be documentation about the request for the expense or optional documentation.
 - o If criminal background check was required and is not clear, leave in file for Section 8 Program Manager to review.
 - o If applicant is NOT eligible (returned mail with no response within 2 weeks after contact, failure to provide information by 6 week final deadline, denial for EOP/ /over income), follow steps in HCV Specialist Guide.

FILE ORDER (listed from top to bottom)

<p>Left Side</p> <p>HAP (S8 rent worksheet) sheet</p> <p>Cover Letter</p> <p>S8 Lease Addendum</p> <p>Lease</p> <p>Lead Based Paint Form</p> <p>HAP Contract</p> <p>Proof of vacate date if previous subsidy</p> <p>Passed Inspection Letter</p> <p>Inspection Book</p> <p>Rent Reasonableness</p> <p>40% affordability</p> <p>RFTA</p> <p>FUP/MS5 referral form</p>

Right Side

<p>Summary Sheet</p> <p>Criminal Release for all adult members</p> <p>214 Status for all members</p> <p>Immigration identification documents</p> <p>USCIS Printout for all applicable members</p> <p>USCIS release by all applicable adult members</p> <p>SSN cards for all members</p> <p>Debts Owed form for all adult members</p> <p>EIV Debts Owed for all adult members</p> <p>Reportal for all adult members</p> <p>NSOPW</p> <p>Optional Contract form</p> <p>Electronic Payment Authorization US Bank ReliaCard</p> <p>HUD 9886-A</p> <p>Disability/ROI/RA/POA/DOPA</p> <p>Intake HCV Checksheet</p> <p>S8 Rent Worksheets (2)</p> <p>Voucher Extension Letter(s)</p> <p>Voucher Expiration Warning Letter(s)</p> <p>Voucher</p> <p>Family Obligations</p> <p>)</p> <p>FUP Agreement</p> <p>Application</p> <p>Income verifications</p> <p>Asset verifications</p> <p>Expense verifications</p> <p>Statement of Assets</p> <p>Self-Certification</p> <p>Privacy Form- 1 per adult member</p> <p>Briefing letter</p> <p>Interpreter Waiver</p> <p>Intake eligibility letter</p> <p>Initial WL raw data</p>
