

# Intake Check Sheet (PBV)

| Self | Checker | Eligibility Approval by Checker or Programs Manager for Voucher Issuance (*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 verifications 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  |
|      |         | *Electronic Payment Authorization Form for the U.S. Bank ReliaCard   |
|      |         | *HUD 9886-A signed by all adult household members  |
|      |         | *Disability verification (if applicable)   |
|      |         | *Reasonable Accommodation (if approved)  |
|      |         | *Release of information/custody/DPA/etc. (if applicable)   |
|      |         | Referral form in file  |
|      |         | Household is income eligible   |
|      |         | Tenmast note completed regarding eligibility   |
|      |         | HA Query completed for all adult household members   |
|      |         | <b>Assistant Section 8 Programs Manager Approval: _____ Date: _____</b>  |
| Self | Checker | <b>New Admission Section</b>   |
|      |         | Tenmast note written about approved briefing   |
|      |         | Action type is 1= New Admission  |
|      |         | Certification effective date and move in date are correct and match (must be after briefing date and passed inspection date)   |
|      |         | Intake HCV Specialist is assigned  |
|      |         | Correct Program Type (PBV) and correct Project issued  |
|      |         | Correct voucher size is issued   |
|      |         | Briefing self-certification form signed by all adults  |
|      |         | Statement of Family Responsibilities signed by HOH   |
|      |         | Family Obligations signed and initialed by HOH under #8- Obligations of the Family   |
|      |         | PBV Participant Agreement signed by applicant  |
|      |         | SSNs and DOBs are correct and match worksheet  |
|      |         | Application is completed in full and signed by applicant   |
|      |         | Income verifications are highlighted to show what income is being used, have tape to show annualized income, are coded correctly, and match the worksheet- <b>MUST BE WITHIN 90 DAYS</b> |
|      |         | Employment release is signed by all adult household members (1 per adult)  |
|      |         | County release is signed by all adult household members  |
|      |         | Asset verifications are highlighted to show what is being used, have tape to show interest (if applicable), are coded correctly, and match the worksheet- <b>MUST BE WITHIN 90 DAYS</b>  |
|      |         | Expenses are highlighted to show what is being used, have tape to show annualized expenses, are coded correctly, and match the worksheet- <b>MUST BE WITHIN 90 DAYS</b>                  |
|      |         | Correct deductions are given   |
|      |         | Statement of Assets is completed   |
|      |         | Self-Certification is completed  |
|      |         |  |
|      |         | Privacy statement signed by all adult household members  |
|      |         | Referral in file- matches inspection book  |
|      |         | Briefing letter in file  |
|      |         |  |
|      |         | Passed inspection book in file- date of passed inspection is on or before effective date of certification- and date matches the worksheet  |
|      |         | Documentation from PBV property of move in date (lease OR email)   |
|      |         | Contract rent matches property spreadsheet and inspection book   |
|      |         | Utilities match property spreadsheet and inspection book   |
|      | X       | Family moving- checked on the 50058 (line 12b)   |
|      | X       | Lease is tabbed on left side (before rent roll)  |
|      | X       | PBV Contract is tabbed on left side (before rent roll)   |
|      | X       | Case worker changed to Occupancy before submitting file to RR (note worksheet)   |

Checker Signature: \_\_\_\_\_

**PBV INTAKE PROCESS**

- Completed referral form, intake packet, and verifications are sent by the PBV property. HCV Programs Manager confirms household is eligible for unit size and unit is not removed from contract and submits crim background if applicable and approved by manager. PBV can be underhoused, but not over housed
- If applicant is marked as needing an interpreter, confirm with property whether applicant had someone assist with intake paperwork and if so, send Waiver of Interpretive Services to property to get completed. Tab as 'Waiver' below privacy statement. 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 mandatory documents and make sure that they are completely 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
  - 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.
- 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 move-in can be processed
- 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 during their interview, resend intake application so they can add missing information. **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 **90 days** of the briefing date.
    - If any information is missing, notify PBV property manager and track missing information per policies (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.
- Once all forms/verifications are in and criminal background check is done (if needed), verify file and complete data entry in Eligibility certification and add note about household to Tenmast.
  - 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 is required and not clear, leave in file for Section 8 Program Manager to review.
- Once eligibility has been completed open pre-admission and send inspection request to Accounts Coordinator.

**FILE ORDER (listed from top to bottom)**

**Left Side**

S8 Rent Worksheet  
 Vacate date verif if previous subsidy  
 Cover Letter  
 PBV Lease Addendum  
 Lease  
 Lead Based Paint Form  
 Passed Inspection Letter  
 Inspection Request  
 PBV Referral Form

**Right Side**

Summary Sheet  
 Criminal Release for all adult members  
 214 Status for all members  
 USCIS Printout for all applicable members  
 USCIS release  
 SSN verifs for all members  
 Debts Owed Form for all adult members  
 EIV Debts Owed for all adult members  
 rePORTAL for all adult members  
 NSOPW for all adult members  
 HUD 9886-A for all adult members  
 Optional Contact Form  
 Electronic Payment Authorization US Bank  
 ReliaCardDisability/ROI/RA/POA/DPA  
 Intake PBV Check Sheet  
 S8 Rent Worksheets  
 Briefing self-certification  
 Family Obligations  
 Statement of Family Responsibility  
 PBV Participant Agreement  
 Application  
 Income verifications  
 Employment Verification  
 Ramsey County release  
 Asset verifications  
 Expense verifications  
 Statement of Assets  
 Self-Certification  
 Privacy Form- 1 per adult member  
 Briefing letter  
 Missing Info Letters  
 Interpreter Waiver  
 Initial referral email from property