

## FLORIDA STATE HOPWA PROGRAM CHECKLIST

### **BEFORE YOU APPLY FOR HOPWA:**

1. You must be determined *eligible* for patient care services.
2. You must be at *imminent risk of homelessness* if assistance is not provided.
3. You must show the *ability to maintain future rent/mortgage and utility expenses* if HOPWA assistance is granted.

Client Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** Client **must** provide first 4 items on checklist to case manager before proceeding.

- \_\_\_\_\_ 1. Client has provided a Notice of Eligibility.
- \_\_\_\_\_ 2. Client has provided documentation of all household income and meets HUD household income requirements. 80% median income requirement has been verified.
- \_\_\_\_\_ 3. Client has provided verifiable documentation of expense(s) to be covered by program assistance as follows:
  - Monthly mortgage statements/coupons.
  - Lease/rental agreements.
  - Default/late payment notice for rent, mortgage or deed of trust, or certified letters from landlords.
  - Original copy of utility bill, or default/late/overdue payment notice for utilities showing period of service rendered.
- \_\_\_\_\_ 4. Security deposit/Landlord agreement have been completed, signed, and returned from landlord.
  - If client is living with a family member, they must provide a copy of lease agreement dated **prior** to request for HOPWA assistance.
- \_\_\_\_\_ 5. Participation Agreement signed by client.
- \_\_\_\_\_ 6. Application Form for Housing Assistance completed and signed by client.
- \_\_\_\_\_ 7. Verification of No Income completed and signed by client.
- \_\_\_\_\_ 8. Client Needs Assessment for Assistance completed and signed by client.
- \_\_\_\_\_ 9. Participant Rights and Responsibilities signed by client.
- \_\_\_\_\_ 10. Consent to Release Information completed, initialed, and signed by client.
- \_\_\_\_\_ 11. Client Budget Worksheet completed and signed by client.
- \_\_\_\_\_ 12. Housing Plan of Care goals completed and signed by client.
- \_\_\_\_\_ 13. Worksheet for Calculating the Maximum Subsidy for Resident Rent/Mortgage Payment completed.