

CalWORKs Housing Support Allocation (CHSA) Checklist Tool

Participant Name(s):	Date:
Completed By (ESS Name):	Case Number:

Prior to issuing any payments from the CalWORKs Housing Support Allocation, the CWES ESS will do all of the following and review with the ESS PS:

- Verify that the YC 379 CHSA Housing Needs Assessment Questionnaire has been completed;
- Verify that the family is receiving CalWORKs;
- Verify that client meets the required definition of homelessness. This may be accomplished by:
 - Contact with the shelter where client is staying documented with a case comment in CalWIN, or
 - A copy of eviction notice, or
 - A statement verifying that client may no longer stay where they have been temporarily living;
- Verify that all possible uses of the CalWORKs Homeless Assistance payments have been or are concurrently being utilized;
- Obtain verification of the amount and payee for each requested assistance payment and ensure that the 80% restriction is met. This may be accomplished by:
 - A copy of the landlord agreement or lease,
 - A copy of the utility bill, or
 - Contact with the utility company or landlord documented with a case comment in CalWIN;
- Verify that the residence is safe and inhabitable. This may be accomplished by:
 - Confirmation that the home is listed through a reputable property management company, or
 - Confirmation that the home is part of an established apartment complex, or
 - Visual inspection by CWES ESS confirming that the home appears to have functioning electricity, plumbing and heat and is free of pests, visible mold or other safety hazards etc.
- Verify that all necessary releases of information have been signed and are on file.

We have reviewed the documentation on file and confirm that all of the above required verifications have been met or obtained.

ESS Signature	Date	ESS PS Signature	Date