

# STAFF CERTIFICATION OF HOMELESSNESS / DOMESTIC VIOLENCE

This document is required for DCA ESG sub-grantees verifying homelessness and/or domestic violence status through oral third-party verification or staff observation. **Complete EITHER Option 1 OR Option 2.**

**ESG Applicant Name:**

- Individual without dependent children
- Household with dependent children: Number of persons in the household: \_\_\_\_\_

**Option 1: Third Party Oral Verification**

I understand that securing third party documentation is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for ESG assistance but cannot obtain source documents. Below I am providing details of oral third-party verification of eligibility or risk factors and certifying all statements to be true, accurate and complete.

Oral verification by the relevant third party was made on \_\_\_\_\_ (date) through a conversation with \_\_\_\_\_ (Relevant Third-Party Representative).

Verification of homelessness was provided:

- Over the phone
- In person

The following information was provided regarding the ESG applicant’s homeless status, victim status, and available resources:

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I understand that obtaining third party documentation of eligibility or risk factors is the preferred method of certifying eligibility for an individual who is applying for ESG assistance but cannot meet this standard. I made the following efforts to obtain third party documentation:

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**Option 2: Staff Observation Verification**

I have observed the following conditions which serve as evidence related to the applicant’s housing status, victim status and available resources. Due to the following factors I certify this applicant’s eligibility for ESG assistance:

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I understand that obtaining third party verification of eligibility or risk factors is the preferred method of certifying eligibility for an individual who is applying for ESG assistance but cannot meet this standard. I made the following efforts to obtain third party verification:

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ESG Staff Certification	
ESG Staff Printed Name:	ESG Staff Signature:
Date:	ESG Staff Title: