

FHEPS A DEMOGRAPHIC SHEET

Client's Information

Client's Name: _____

Social Security #: _____

Agency Name: _____ CA Case #: _____

Staff Contact: _____ Staff Phone #: _____

Staff e-Mail: _____

For Clients in Shelter (if applicable):

Facility Code: _____ CARES Case #: _____

Program Administrator: _____ Program Analyst: _____

Did you include the following?

- | | |
|---|--|
| <input type="checkbox"/> HRA-146a FHEPS Application | <input type="checkbox"/> Proof of rent demand or eviction: HPOP Print Out, rent demand letter, Court Documentation, etc. |
| <input type="checkbox"/> HRA-146j or HRA-146k Potential Eligibility for FHEPS (<i>aka "Shopping Letter"</i>) | <input type="checkbox"/> Last 30 days of Pay Stubs or Other Proof of Income (for everyone in the household over 18) |
| <input type="checkbox"/> W-137a Request for Emergency Assistance | <input type="checkbox"/> Lease or Agreement for 12 months |
| <input type="checkbox"/> W-147n Security Voucher (if requested) | <input type="checkbox"/> Landlord Utility Information (DSS-8q) |
| <input type="checkbox"/> HRA-146p Domestic Violence Action Form (if applicable) | <input type="checkbox"/> To stay only – If arrears, Landlord breakdown of arrears |
| <input type="checkbox"/> Proof of residency in the apartment at the time of eviction (if applicable) | <input type="checkbox"/> To move only – Landlord Proof of Ownership |

For Clients in Shelter, did you include:

- | | |
|--|---|
| <input type="checkbox"/> Proof of Apartment/Room Preclearance | <input type="checkbox"/> Shelter Residence Letter |
| <input type="checkbox"/> DSS-10a Apartment Review Checklist | |

For Clients in Shelter, if Broker and/or Landlord incentives apply, did you include the following?

- Landlord W9 (for landlord bonus)
- HRA-145** Unit Hold Incentive Voucher
- Broker License (if broker fee)
- HRA-121** Broker's Request for Advance Fee Payment by Check (if broker fee)
- W-147m** Landlord/Managing Agent's Statement (if broker fee)

Comments:
