

Chronic Homeless Definition & Documenting Requirements

Effective Date: January 15th

Definition:

These terms do not directly correspond to the program requirements of HUD funding streams and must only be used for the purposes of the HIC and PIT.

Chronically Homeless Individual - An individual who:

- A. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- B. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least four separate occasions in the last 3 years where the combined length of time homeless in those occasions is at least 12 months; and
- C. Has a disability.

Chronically Homeless Family with Children – A family with children with an adult head of household (or if there is no adult in the family with children, a minor head of household) who meets all of the criteria for a chronically homeless individual, including a family with children whose composition has fluctuated while the head of household has been homeless.

Note:

- (1) For the purposes of reporting, a chronically homeless family with children must consist of at least one child under the age of 18.

Disability – An individual with one or more of the following conditions:

- A. A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:
 - (1) Is expected to be long-continuing or of indefinite duration;
 - (2) Substantially impedes the individual's ability to live independently; and
 - (3) Could be improved by the provision of more suitable housing conditions.
- B. A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or
- C. The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).

Calculating year of homelessness – either or combined:

- Each occasions must be a break of at least 7 consecutive nights of not living as described in paragraph (1)(i).
- Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;

General documentation requirements: Agencies must have written intake procedures that ensure compliance with HUD CH definition including

- a. a priority for obtaining evidence:
 - i. Third party documentation
 - ii. Intake worker observation
 - iii. Certification from person seeking assistance
 - b. Name of person entering data
 - c. Date of entry
 - d. Changes made
2. **Evidence of homeless status:** CH status must maintain evidence of the following HUD homeless status:
- a. Homeless episode included institutional stay:
 - i. Discharge paperwork or a written oral referral from a social worker, case manager or other appropriate official of the institution.
 - ii. If previous is not available, a written record of the intake workers due diligence in attempting to obtain evidence described above and a certification by the individual seeking assistance that states they are exiting or have exited an institution where they resided for less than 90 days; and
 - iii. Evidence that the person was homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter, and met the criteria for CH in 24 CFR 578.3, immediately prior to entry into the institution care facility.
3. **Evidence of duration of length of time homeless:** CH status must also maintain evidence of
- a. Homeless occasion was continuous, for at least one year; OR
 - b. Household experienced at least four episodes of homelessness over 3 years that totaled 12 months and each episode was separated by at least 7 consecutive nights:
 - i. Use a combination of allowable documentation to describe each separate episode (at least four) of homelessness in the past 3 years.
 - c. Including Institutional stay: (see above)
 - i. Discharge paperwork or a written oral referral from a social worker, case manager or other appropriate official of the institution.
 - ii. If previous is not available, a written record of the intake workers due diligence in attempting to obtain evidence described above and a certification by the individual seeking assistance that states they are exiting or have exited an institution where they resided for less than 90 days; and
 - iii. Evidence that the person was homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter, and met the

criteria for CH in 24 CFR 578.3, immediately prior to entry into the institution care facility.

4. **Evidence of Disability:** HUD requires evidence of diagnosis of one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in Section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability. Evidence of this criterion must include one of the following:
 - a. (1) Written verification of the condition from a professional licensed by the state to diagnose and treat the condition;
 - b. (2) Written verification from the Social Security Administration;
 - c. (3) Copies of a disability check (e.g., Social Security Disability Insurance check or Veterans Disability Compensation);
 - d. (4) Intake staff (or referral staff) observation that is confirmed by written verification of the condition from a professional licensed by the state to diagnose and treat the condition that is confirmed no later than 45 days of the application for assistance and accompanied with one of the types of evidence above; or
 - e. (5) Other documentation approved by HUD.