**[INSERT AGENCY NAME]**

**CERTIFICATION BASED ON INTAKE CONVERSATION**

**SECOND-PARTY CERTIFICATION OF HOMELESSNESS BY AGENCY’S INTAKE WORKER IN THEIR PROFESSIONAL CAPACITY BASED ONLY ON INTAKE CONVERSATION**

**Intake Date:** Click here to enter a date.

**Note:** This form does not constitute third-party documentation and should be used only if third-party documentation is not available.

**Instructions**: If third-party documentation is not available, an intake worker whose only encounter with the Applicant is at the current point in which they are seeking assistance may certify homelessness even if the intake worker has not physically observed the Applicant’s place of residence. This certification could include months which the Applicant could not remember but where the intake worker believes, based on their professional judgment, that it is reasonable to assume that the Applicant had been residing in a place not meant for human habitation, in an emergency shelter, or in a safe haven. Please provide the details requested.

**INFORMATION REQUESTED**

*(To be completed by the intake worker)*

|  |  |  |
| --- | --- | --- |
| **Month and Year When Applicant Experienced Homelessness:** | **Location Where Applicant Was Living:** | **Description of Intake Conversation with Applicant and Reason You Believe They Were Living in a Homeless Situation:** |
| Click here to enter text. | Place not meant for human habitation  Emergency Shelter  Safe Haven | Click here to enter text. |
| Click here to enter text. | Place not meant for human habitation  Emergency Shelter  Safe Haven | Click here to enter text. |
| Click here to enter text. | Place not meant for human habitation  Emergency Shelter  Safe Haven | Click here to enter text. |
| Click here to enter text. | Place not meant for human habitation  Emergency Shelter  Safe Haven | Click here to enter text. |

**FORM CONTINUES ON NEXT PAGE**

**I certify that I conducted the Applicant’s intake during our first ever encounter on the above date, and to the best of my knowledge and in my professional opinion, that the Applicant was living in a place not meant for human habitation, emergency shelter, or safe haven during the above time(s).**

Click here to enter text.Click here to enter text. Click here to enter text.

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**Printed Name Organization Title**

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**Signature Date Phone Number**

**Staff Supplement to Certification Based on Intake Conversation**

I understand that third-party verification is the preferred method of certifying homelessness for an individual or household who is applying for assistance. I understand my declaration at intake is only permitted when I have attempted to but cannot obtain third party verification.

*Documentation of attempt(s) made for third-party verification:*

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Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_