Everett/Snohomish County Continuum of Care

Sign-In Sheet: Verification of Homelessness

Intake staff are required to document homelessness for all persons seeking assistance. Determination and documentation of eligibility must be based on homeless status at intake; intake is the time the individual or family enters the project and begins receiving assistance under the grant program. The general order of priority for obtaining evidence is third-party documentation first, intake worker observations second, and certification by the person seeking assistance third. However, for homeless assistance projects that provide emergency assistance, such as emergency shelter and street outreach, a lack of third-party documentation must not prevent an individual or family from being immediately admitted.

Instructions*: Persons seeking emergency assistance (including emergency shelter and street outreach) must certify current homelessness by signing below. This Sign-In Sheet must be maintained by the agency as backup documentation. For projects that are required to maintain individual participant files, individual documentation of homelessness must also be maintained in the participant file; refer to the Sign-In Sheet: Individual Documentation of Homelessness form.*

By signing below, I hereby certify that I am currently homeless.

Participant Name	Participant Signature	Date