

# Cleveland/Cuyahoga County

## Universal Supportive Housing Application (USHAP)

### Checklist for Site-Based Permanent Supportive Housing

All the documents listed below are to be completed **in full** either directly in or uploaded to HMIS.

-----  
Identifying documents (e.g., birth certificates, IDs, and social security cards) are to be uploaded under the **FILES** section of the applicant's HMIS record.

-----  
All other forms and documentation are to be completed in or uploaded to HMIS under the **FORMS** section of the applicant's HMIS record.

- Universal Supportive Housing Application (USHAP)
- Authorization for the Release of Information/Privacy Act Notice
- Complaint/Grievance/Appeal Procedures
- EDEN Release of Information
- EDEN-HUD Subsidized Housing Affidavit
- HMIS Consent and Release
- Statement of Zero Income (if applicable)
- Zero Income Verification (if applicable)
- Increasing Income Policy
- Homeless Verification Form
- Site-based Housing Policy
- ID documents (ID, Birth Certificate, Social Security Card) – *copies must be uploaded*

The following **must** be completed in paper form and uploaded into HMIS:

- Housing Success Plan (if applicable) – *for anyone who was in PSH previously*
- Disability Verification Form
- Third Party Verification of Income Sources (Social Security Award Letter, Paystubs, TANF Award Letter, Gift Income, Child Support, Proof of Pension) – *must upload for each type of income received*
- Income Verification Form (food stamps, TANF, etc.)
- Income Verification Form (child support or alimony)
- Asset Verification Form (pick which is applicable)
  - Self-certification
  - 3<sup>rd</sup> party verification
- Letter of Missing ID Documents (if applicable)
- Shelter/Provider Letters
- CMHA pre-application for appropriate PBV waitlist (if applicable)