



## HOUSING DOCUMENTS

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### REQUIRED COORDINATED ENTRY SYSTEM DOCUMENTS

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- Verification of Homelessness

### CONDITIONALLY REQUIRED COORDINATED ENTRY SYSTEM DOCUMENTS

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- Verification of Disability
- Verification of Chronic Homelessness

### RECOMMENDED DOCUMENTS

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- Government Issued Photo ID
- Social Security Card
- Proof of Legal Residence: Birth Certificate, Alien Number, or Certificate of Naturalization
- Marriage or Divorce Documents
- Proof of Child Custody
- Proof of Income and Assets

## RESOURCES & TIPS

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**Verification of Homelessness:** Please see HUD's Criteria and Recordkeeping Requirements for Definition of Homelessness at <https://www.hudexchange.info/resource/1974/criteria-and-recordkeeping-requirements-for-definition-of-homeless/> and Flowchart of HUD's Definition of Chronic Homelessness at <https://www.hudexchange.info/resource/5181/flowchart-of-huds-definition-of-chronic-homelessness/>.

**Verification of Disability:** Please provide written verification from a licensed professional, written verification from the Social Security Administration or copies of a disability check (ex. Social Security disability check or Veterans Disability Compensation). The disability must be expected to be of long,

continued and indefinite duration; substantially impeded an individual's ability to live independently; and be of such a nature that such ability could be improved by more suitable housing conditions.

**Photo ID:** CA Driver's License or ID requests can begin online at <https://www.dmv.ca.gov/portal/driver-licenses-identification-cards/replace-your-driver-license-or-identification-dl-id-card/>.

**Social Security Cards:** To order, visit <https://www.ssa.gov/myaccount/replacement-card.html>. If the requestor has received the maximum number of cards for the year or lifetime, include a provider statement on letterhead that "in order to receive or be eligible for services they must have a Social Security card."

**Vital Records:** Visit <https://www.usa.gov/replace-vital-documents> to determine the process according to the event location. For Orange County records, replacement of vital records requests such as birth certificates, death certificates and marriage certificates can begin online at <https://www.ocrecorder.com/services/vital-records>.

**Naturalization and Citizenship Documents:** Visit <https://www.uscis.gov/n-565> to replace residency documents.

**Veteran Benefits:** Visit <http://ebenefits.va.gov/> or call 800-827-1000.

**Social Security Award Letter:** Create an account at <http://www.ssa.gov/myaccount> or call the Social Security Office to receive the letter immediately by fax.

National	1-800-772-1213
Anaheim	1-866-657-3133
Brea	1-866-593-2757
Fountain Valley	1-877-304-1566
Garden Grove	1-877-669-3115
Mission Viejo	1-888-306-9878
Santa Ana	1-888-366-6146

**California Cash and Food Benefits:** Log into <https://www.mybenefitscalwin.org/> to sign up to receive electronic notices.

**Tax Records:** Tax transcripts can be requested online or by mail. For more information visit <https://www.irs.gov/individuals/get-transcript>.

## DOCUMENT STORAGE

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Please upload client documents to Clarity for collaborative case management and support in obtaining permanent housing. For more information about adding documents to a client profile, visit <http://ochmis.211oc.happyfox.com/kb/article/122-adding-documents-to-a-client-profile/>.