Flowchart of HUD's Definition of Chronic Homelessness

Instructions: Begin at the "START HERE" box and then proceed through the flowchart based on the yes or no questions presented. For more information consult 24CFR Parts 91 & 578 and the HUD Exchange (https://www.hudexchange.info/).

START HERE

Does the head of the household have a qualifying disability?

Yes

No

Remember:
- Occasions are separated by a break of at least seven nights

- Stays in institution of fewer than 90 days do not constitute a break

Is the head of household currently residing in one of the following:

- Emergency Shelter
- On the Street/Place not Meant for Human Habitation
- Safe Haven

No

Is the head of household residing in an institutional care facility?

No

The household does not meet the definition of Chronically Homeless

Yes

Has the head of household stayed there for less than 90 days?

No

Yes

Immediately prior to entering the institution, did the head of household reside in one of the following locations:

- Emergency Shelter
- On the Street/Place not Meant for Human Habitation
- Safe Haven

No

Yes

Has the head of household resided one or more of those locations for the last 12 consecutive months?

Yes

1. Household is Chronically Homeless
(12 Consecutive Months)
Documentation Options Explained on the next page.

No

Yes

Has the head of household resided there for the last 12 consecutive months?

Yes

1. Household is Chronically Homeless
(12 Consecutive Months)
Documentation Options Explained on the next page.

No

Has the head of household resided in one more of these destinations:

- Shelter / Street / Safe Haven
- Institution (resided there less than 90 days (and came from streets/shelter/safe haven immediately prior)

For at least 12 months, over the last 3 years (does not need to be consecutive)?

Yes

Is the head of household's stay (of at least 12 months) broken up by at least 3 breaks?

No

The household does not meet the definition of Chronically Homeless

Yes

2. Household is Chronically Homeless
(4+ Occasions totaling 12 months over 3 years)
Documentation Options Explained on the next page.

No

The household does not meet the definition of Chronically Homeless

Documentation Standards for Chronic Homelessness

Instructions: *Based on your navigation of the flowchart on the previous page, locate the appropriate numbered situation on this page and follow the documentation standards noted. This tool summarizes the criteria for the new Chronically Homeless Definition. To review the exact language, please refer to 24 CFR Parts 91 & 578 and the HUD Exchange (https://www.hudexchange.info/homelessness-assistance/resources-for-chronic-homelessness/)*

Situation	Documentation of Homelessness	Documentation of Disability
1. Household is Chronically Homeless (12 Consecutive Months)	☐ HMIS record or record from a comparable database; or ☐ Written observation by an outreach worker of the conditions where the individual was living; or ☐ Written referral by another housing or service provider; or ☐ Where the evidence above is unavailable, there must be a certification by the individual seeking assistance, accompanied by the intake worker's documentation of the living situation and the steps taken to obtain the evidence listed above. If the head of household is currently staying in an institution where they have been for less than 90 days (and were in a shelter/street/safe haven immediately prior) their Institutional Stay can be documented by: ☐ Discharge paperwork or written/oral referral from a social worker or appropriate official of the institutional facility, with start/end dates of client's residence, or ☐ Where the evidence above is unavailable, there must be a certification by the individual seeking assistance, accompanied by the intake worker's documentation of the living situation and the steps taken to obtain the evidence listed above.	Documentation of the head of household's disability, including: ☐ Written verification of the disability from a licensed professional; ☐ Written verification from the Social Security Administration; ☐ The receipt of a disability check; or ☐ Intake staff-recorded observation of disability that, no later than 45 days from the application for assistance, accompanied by supporting evidence.
2. Household is Chronically Homeless (4+ Occasions totaling 12 months over 3 years)* **May include institution stays of <90 days*	☐ HMIS record or record from a comparable database; or ☐ Written observation by an outreach worker of the conditions where the individual was living; or ☐ Written referral by another housing or service provider; or ☐ Discharge paperwork or written/oral referral from a social worker or appropriate official of the institutional facility, with start/end dates of client's residence (for institutional stays of less than 90 days) ☐ Where the evidence above is unavailable, there must be a certification by the individual seeking assistance, accompanied by the intake worker's documentation of the living situation and the steps taken to obtain the evidence listed above. ** Each separate occasion MUST be documented (minimum of 3 breaks). 100% of the breaks can be documented by self- report.*	Documentation of the head of household's disability, including: ☐ Written verification of the disability from a licensed professional; ☐ Written verification from the Social Security Administration; ☐ The receipt of a disability check; or ☐ Intake staff-recorded observation of disability that, no later than 45 days from the application for assistance, accompanied by supporting evidence.

Important Notes:

- *Each individual occasion needs to be fully documented.*
- *Breaks can be documented by self-report.*
- *For each Project:*
  - *100% of households served can use self-certification for 3 months of their 12 months,*
  - *75% of households served need to use 3rd Party documentation for 9 months of their 12 months, and*
  - *25% of households served can use self-certification as documentation for any and all months.*