

A message from the Washington State Health Care Authority:

Foundational Community Supports Chronic Homelessness Documentation Guidance

Updated 9.13.2018

Chronic homelessness is one risk criterion that an individual may meet as part of the eligibility criteria for the Foundational Community Supports (FCS) program's supportive housing services benefit. The FCS program's chronic homelessness eligibility risk criterion uses the U.S. Department of Housing and Urban Development's (HUD) definition of chronic homelessness (24 CFR 578.3). An FCS intake worker must document that an individual has lived in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months, or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months.

The following standard evidence may be used as documentation to establish chronic homelessness for the purposes of the FCS program¹:

- Homelessness Management Information System (HMIS) (or comparable database) record(s) , OR
- Written and signed attestation(s) by an outreach worker on the conditions and the duration/frequency of where the individual has been living, OR
- A written and signed referral by another housing or service provider documenting duration/frequency of homelessness, OR

Where this standard evidence cannot be obtained, a signed self-declaration by the individual seeking assistance may count as evidence of chronic homelessness. However, if self-declaration is used as evidence, the FCS intake worker must document and provide the following:

- The living conditions and the duration/frequency of where the individual or family seeking assistance has been living, AND
- All steps taken to obtain standard evidence referenced above.

In the event a provider is unable to meet any of these standards, Wellpoint may be able to verify an individual's chronic homelessness status through state data. Please note that people who are experiencing chronic homelessness may not be included in this data.

Disability Documentation:

Documentation that an individual meets one of the FCS health need criteria is sufficient documentation of disability for the purposes of the FCS program.

Documentation of disability required by the Department of Commerce and/or HUD may be sufficient to demonstrate an individual's health need for FCS supportive housing services. However, it is not required if the provider can provide other documentation supporting the individual's health need, per the requirements of the FCS program.

¹The FCS program does not utilize a standardized form to document chronic homelessness. Rather, FCS providers are encouraged to use forms that they already use to document chronic homelessness status for HUD, the Department of Commerce, or their local homelessness continuum of care. The purpose of this policy is to allow providers to utilize existing documentation processes that are already in place.

²The FCS Third Party Administrator, Wellpoint, does not have access to HMIS. However, Wellpoint has release forms available to allow individuals to provide consent to share their HMIS record documenting chronic homelessness. Individuals must sign this release form prior to sharing this information for the purposes of FCS eligibility.