



## Home Stretch Document Flow Diagram

Outreach and Referral	Home Stretch Staff	Housing Navigation – helping people obtain permanent housing	Housing Match – Housing Locator and PSH Service Providers
<p><i>Home Stretch Referral Documents:</i></p> <ul style="list-style-type: none"> <li>• Fax Cover Sheet and Checklist</li> <li>• Home Stretch/HMIS Release of Information Form</li> <li>• HMIS Standard <b>Intake</b> Form</li> <li>• Priority Assessment – VI-SPDAT 2.0 (Family, Single, or TAY) or verification of frequent contact with health/law enforcement or medical diagnostic verification</li> <li>• Contact Information Form</li> </ul>	<p><i>Workflow:</i></p> <ol style="list-style-type: none"> <li>1. Referral review and feedback</li> <li>2. Eligibility determined by HMIS Standard Intake</li> <li>3. Eligible individuals entered into HMIS</li> <li>4. Prioritization of Home Stretch clients and linkage with housing navigators based on priority and capacity</li> </ol>	<p><i>Document Readiness- Required Forms:</i></p> <ul style="list-style-type: none"> <li>• Housing Profile Form</li> <li>• Government- issued photo ID</li> <li>• Social Security Card</li> <li>• Vets verification (if applicable)</li> <li>• Disability verification (specific type, if applicable to client) – serious mental illness, HIV/AIDS, developmental disability, substance use disorder</li> <li>• Homelessness Verification</li> </ul> <p><i>Document Readiness- Recommended Forms:</i></p> <ul style="list-style-type: none"> <li>• Income Verification</li> <li>• Tenant Resume/Sample Housing Application</li> <li>• Tenant/Credit History Report</li> <li>• Other Documents from Household Members or Special Needs (see Home Stretch Documentation Checklist for further info)</li> </ul>	<p><i>Home Stretch Staff:</i></p> <ul style="list-style-type: none"> <li>• Match “document ready” clients to available housing based on criteria and prioritization.</li> </ul> <p><i>Documents Required at Match:</i></p> <ul style="list-style-type: none"> <li>• Income verification (&lt;60 days)</li> <li>• Homelessness verification (&lt;60 days)</li> <li>• Program Specific Applications and Forms</li> </ul> <p><i>Housing Locator:</i></p> <ul style="list-style-type: none"> <li>• Works with landlord to finalize move-in agreements</li> </ul> <p><i>PSH Service Providers:</i></p> <ul style="list-style-type: none"> <li>• Housing retention, health, increase assets, positive transitions</li> </ul>

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