

## 1.5 NC 507 INELIGIBLE CLIENT FILE CHECKLIST 2021-22

### Tab 1: Initial Assessment / Eligibility Criteria

- 1.5 Ineligible Client File Checklist
- 2.0 Verification of Homeless Status

### Tab 2: Miscellaneous

- Client Grievances / Appeals (required if applicable)

**Tabs 1 – 2 are required to be present in the Client File**

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**Tab 3 is recommended but not required**

### Tab 3: Recommended ESG Documentation

- Coordinated Entry Documentation
- Case notes
- Referrals
- Correspondence
- HMIS/Comparable Database Release of Information and/or Sharing Plan