

**Emergency Assistance (EA) Shelter Access  
Eligibility Screening Interview**

**Interviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of person applying:** \_\_\_\_\_

**Contact Info: Phone#:** \_\_\_\_\_ **Alternative contact #:** \_\_\_\_\_

**General information**

1. How many children do you have and what are their names & ages? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Are they in school? \_\_\_\_\_ Which ones/where? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Are there any other adults applying for shelter with you? \_\_\_\_\_

If so who? \_\_\_\_\_

**Previous applications**

1. Have you already applied for EA shelter? \_\_\_\_\_

If so, when? \_\_\_\_\_

What office did you go to? \_\_\_\_\_

Do you remember which worker you met with? \_\_\_\_\_

Were you denied? \_\_\_\_\_

If yes, did you receive a denial notice? \_\_\_\_\_

If no, why were you sent away? \_\_\_\_\_

Were you given a verification checklist? \_\_\_\_\_

**Current housing situation**

1. Where are you staying now? \_\_\_\_\_

If doubled up:

What is your friend/family member's name? \_\_\_\_\_

Where does he/she live? \_\_\_\_\_

Is it a private apartment or public/subsidized housing? (Does the host pay the entire rent or get help from the government with rent?) \_\_\_\_\_

How long have you been staying there? (get exact dates) \_\_\_\_\_

How long can you continue to stay there? \_\_\_\_\_

(If have to leave) Why do you have to leave? \_\_\_\_\_

2. Where were you staying before you were staying with [current host]? \_\_\_\_\_

If doubled up:

What was that friend/family member's name? \_\_\_\_\_

Where does he/she live? \_\_\_\_\_

Is it a private apartment or public/subsidized housing? (Does the host pay the entire rent or get help from the government with rent?) \_\_\_\_\_

How long did you stay there? (get exact dates) \_\_\_\_\_

Why did you leave? \_\_\_\_\_

Can you go back and stay there? \_\_\_\_\_ Why not? \_\_\_\_\_

(If the most recent double-up situations were for less than one week, repeat number 2 for any other places the family has doubled up since becoming homeless – relevant to “irregular housing”).

3. Have you ever had your own apartment? \_\_\_\_\_

Where did you live? \_\_\_\_\_

Was it a private apartment or public/subsidized housing? (Did you pay the entire rent or get help from the government with rent?) \_\_\_\_\_

How long did you have the apartment? (get exact dates) \_\_\_\_\_

Why did you leave? \_\_\_\_\_

**Disqualifying factors**

1. Have you been in EA shelter before? If yes, when (within past year)? \_\_\_\_\_

2. Have you ever lived in subsidized housing? \_\_\_\_\_ Public housing? \_\_\_\_\_

If yes, when? \_\_\_\_\_

How long were you there and when did you leave? \_\_\_\_\_

Were you on the lease? \_\_\_\_\_

Why did you leave? \_\_\_\_\_

\_\_\_\_\_

3. If left due to domestic violence, ask about documentation of the DV by a counselor, DV advocate, medical provider, etc., or restraining order or police report. Also be sure to get a detailed housing history post-DV-housing situation (to determine if the family had safe permanent housing since they fled DV).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Have you ever been evicted, or entered into an agreement to leave after an eviction case was started? \_\_\_\_\_

If yes, when? \_\_\_\_\_

Why were you evicted? (non-payment, destruction of property or criminal conduct?) \_\_\_\_\_

\_\_\_\_\_

Was the eviction from public or subsidized housing or from a private apartment? \_\_\_\_\_

If nonpayment eviction:

Why couldn't you pay the rent? (job loss? Someone left the household? Injury or disability?)

\_\_\_\_\_

5. If you: a) voluntarily left subsidized housing in the past year, or b) were evicted from subsidized housing in the past three years for nonpayment or fraud, OR c) became homeless because you were evicted from any housing for criminal conduct or destruction of property, have you stayed in someone else's PRIVATE MARKET housing since then and paid something toward rent or utilities? \_\_\_\_\_

If yes, where did you stay and how much did you pay toward rent and utilities?

\_\_\_\_\_

What is the name and phone number of the person you stayed with and paid money to (to get verification)?

\_\_\_\_\_

6. Have you left a job or reduced your work hours in the past 3 months? \_\_\_\_\_

If yes, why? \_\_\_\_\_

7. Have you received HomeBASE assistance in the past 2 years? \_\_\_\_\_

Who was the HomeBASE provider? \_\_\_\_\_

Were you terminated from the program for cause? If yes, when were you terminated and what was the reason? \_\_\_\_\_

\_\_\_\_\_

If you were not terminated for cause, did you reach the end of the program/did your

HomeBASE lease end? \_\_\_\_\_ If so, when? \_\_\_\_\_

Were you evicted from your HomeBASE unit? If yes, why? \_\_\_\_\_

### **Categorical eligibility**

1. What is your current monthly income? (gross) \_\_\_\_\_

What are the earnings of all adult household members, benefits (TAFDC, SSI, UI), child support

(formal or informal)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Do you own a car? \_\_\_\_\_

What year, make, and model? \_\_\_\_\_

Do you know how much is it worth? \_\_\_\_\_

Do you own it outright or do you still owe on the car? (How much paid off, and how much still owed?)

\_\_\_\_\_

3. Do you have any money in the bank? \_\_\_\_ If so, how much? \_\_\_\_\_

4. Do you own any property? \_\_\_\_\_ If so, where is it? \_\_\_\_\_

How much is it worth? \_\_\_\_\_

Is there any reason you could not sell that property and use the money to pay for housing?

\_\_\_\_\_

### **Other Issues**

1. What language(s) do you speak, read and understand?

\_\_\_\_\_

2. Does anyone in your family who is applying for shelter have disabilities or health conditions? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. If you became homeless because you were evicted from your prior housing, was the eviction the fault of someone who is not seeking shelter with you? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Authorization of Release of Information**

I hereby authorize and direct the Department of Housing and Community Development, the Department of Transitional Assistance, and the Department of Children and Families, and any of these agencies' contractors or subcontractors, to release to [organization/agency] \_\_\_\_\_ any and all information in their possession about me or my family upon request from any employee or agent of this organization.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number (last four digits)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number