Usage of Waiver: Third-Party Documentation of Income

**CoC Program**

On September 30, 2020, the Department of Housing and Urban Development issued a memorandum regarding “Availability of Additional Waivers for Community Planning and Development (CPD) Grant Programs to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19,” followed by a second memo on December 30, 2020. These memoranda outlined waivers of CoC Program grant requirements available to all CoC grant recipients. [RECIPIENT NAME] notified the HUD San Francisco Regional Office of our intent to implement the Third-Party Documentation of Income waiver on [DATE].

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| **Third-Party Documentation of Income** |
| **The requirement to obtain source documentation or third-party verification of client income whenever those forms of documentation are available,** to support the calculation of the client’s portion of rent, is waived for any initial or subsequent client income evaluations performed between September 30 and March 31, 2021.  |

# Instructions

This form documents the use of the Third-Party Documentation of Income waiver. The waiver may be used when necessary to enable a client to quickly obtain permanent housing, and may only be used in accordance with the CoC’s Quality Assurance Standards and [RECIPIENT/SUBRECIPIENT NAME]’s written policies. Complete this form and insert it into the client file every time this waiver is used:

1. Complete the “Documentation Checklist” section of this form to ensure that all necessary additional documentation is included in the client’s file, along with this completed form.
2. Complete the “Justification for Use of Waiver” section of this form.
3. Insert this form (and all documentation listed in the Documentation Checklist) in the client’s file.

# Documentation Checklist:

**Client name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **The following additional documentation is included in the client’s file:** | **Checklist** |
| A dated copy of the client self-certification of expected income over the next three months. |  |

# Justification for Use of Waiver

Explain why it was necessary to use self-certification of income in order move the client into permanent housing quickly (e.g., because source documentation and/or third-party verification of recent income would be difficult or slow to obtain as a result of COVID-19). The explanation must be specific to this client’s situation and/or to local conditions at this time.

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