Customizable Forms Feedback Session

Community of Practice

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National Veterans'
Technical Assistance Center

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Reminder

HVRP best practices will be shared during this session. NVTAC encourages all grantees to utilize best practices that may improve their service delivery. Before implementing a practice discussed during this session, please review your award statement of work and contact your Grant Officer's Technical Representative (GOTR) to discuss if it is an allowable cost or activity or if it requires an amendment to your approved plan.

What are Customizable Forms?

Purpose

➢ The customizable forms available on NVTAC.org originated as samples from various service providers as an example for grant recipients to use as needed

➢ Customizable forms **may** be used to document HVRP practices, but they are **not required**

➢ Grant recipients can edit the forms as needed to fit the needs of their program

➢ NVTAC is gathering grant recipient feedback to enhance the available customizable forms and resources tailored to the needs of HVRP grant recipients

Eligibility Customizable Form

Proposed Components – Veteran Status

- HVRP veteran definition
- Type of discharge
- DD214 information including when it was requested and received
- Only when applicable, Department of Veterans Affairs (VA) Summary of Benefits
  - Only for individuals with a service-connected disability who **were not** issued a DD214[1]
- Only when applicable, Veterans Benefits Management System (VBMS) or Status Query and Response Exchange System (SQUARES)
  - Only for provisional enrollment while waiting for a DD214[1]

[1]For more information on eligibility, please see the HVRP Eligibility Frequently Asked Questions (FAQ)

Proposed Components – Homeless Status (1 of 2)

➢ Definition of homeless
➢ Current housing status including a description for each option
  ➢ Emergency shelter
  ➢ Place not meant for human habitation (i.e. car, abandoned building, etc.)
  ➢ Transitional housing
  ➢ Fleeing domestic violence
  ➢ Living in a rented hotel or motel paid for by a charitable organization or government program
  ➢ Currently housed but experienced homelessness in the last 60 days
  ➢ Imminent risk of homelessness within 14 days
➢ Checklist of partner programs that they may be a participant of
➢ When applicable, information on transitioning from incarceration

HVRP Eligibility FAQ

Proposed Components – At Risk of Homelessness Status

➢ HVRP criteria for at risk of homelessness
  ➢ A checklist to indicate the criteria the individual meets
➢ Type of documentation on file to verify the at risk of homelessness criteria the individual meets

Note: Only assess for "at risk of homelessness" if the veteran did not meet criteria for homelessness.

HVRP Eligibility FAQ

Proposed Components – Eligibility Determination

➢ Is the individual eligible for HVRP?

   ➢ Based on the information identified in prior sections, does the individual meet eligibility criteria?

➢ Will the individual be enrolled in HVRP?

   ➢ In addition to meeting eligibility criteria, will they be enrolled in HVRP? There will be space on the form to indicate their interest in employment prior to making an enrollment determination.

HVRP Eligibility FAQ

What additional information do you collect while determining eligibility?

Intake Customizable Form

Proposed Components – General Intake

➢ Name
➢ Date of birth
➢ Age
➢ Sex at birth
➢ Gender
➢ Race/ethnicity
➢ Address/whereabouts
➢ Contact information
➢ Emergency contact information

Proposed Components – Military Service

➢ Information about their DD214, such as:

 ➢ Has the DD214 been requested? If yes, what date was it requested?

 ➢ Has the DD214 been received?

➢ Dates of active-duty service

➢ Branch

➢ Discharge type

Proposed Components – Housing Situation

➢ Are they currently experiencing homelessness?

  ➢ If yes, how long?

  ➢ If yes, is it episodic?

  ➢ If yes, do they have primary custody of a child under the age of 18?

  ➢ If no, are they at risk of homelessness in the next 60 days?

  ➢ If no, are they participating in a partner program?

    ➢ The form will include a list of eligible partner programs.

Proposed Components – Documents and Identification

➢ Do they have forms of identification such as:

  ➢ Social Security Card

  ➢ VA Card

  ➢ Birth certificate

➢ Do they need assistance with obtaining documents?

Proposed Components – Transportation

➢ Do they have transportation?

  ➢ Own vehicle

  ➢ Walk

  ➢ Bus/public transportation

  ➢ Family/friends

  ➢ Bicycle

  ➢ Ride share

➢ Do they have a valid drivers license?

➢ Do they own a vehicle? If yes, is it registered?

➢ How far are they willing to travel for work?

Proposed Components – Employment and Income

➢ Are they currently employed?
  ➢ If yes, how many hours per week and what is their current hourly wage?
  ➢ What type of work?
➢ Do they want employment?
➢ Do they have a resume?
➢ Are they receiving income from another source?
➢ Do they have a disability or physical limitations?
➢ Are they receiving disability benefits? If so, what type and percentage?

Proposed Components – Legal Background

➢ Have they pled guilty or no contest or been convicted of a felony?

➢ Have they pled guilty or no contest or been convicted of a misdemeanor?

➢ If yes to either of the above questions, what are the type and dates of conviction?

➢ Are they currently on probation?

➢ Are they currently on parole?

Proposed Components – Education and Training

➢ What is the highest level of education they have completed?

➢ Are they interested in furthering their education? If yes, list their education goals.

➢ List any training, certifications, or licenses they currently have or have had in the past.

What additional questions do you ask during the intake process?

Are there any additional forms or resources that would be helpful for NVTAC to provide grant recipients?

Resources

➢ Program Year (PY) 2023 Participant Tracking Sheet

➢ HVRP Eligibility FAQ

➢ NVTAC Customizable Forms

Questions?

Thank you!

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Website: nvtac.org