

Homeless Veterans' Reintegration Program (HVRP) Eligibility Tool

This tool is intended to assist HVRP grant recipients in screening individuals for eligibility.

For more information on HVRP eligibility and documentation requirements, please see [Veterans' Program Letter \(VPL\) 02-26](#).

Date:

Client Information

Name:

City:

Phone:

State:

Email:

Zip Code:

Referral Source:

Step 1: Veteran Status

To be eligible as a "[veteran](#)" for HVRP, the individual **MUST**: (A) belong to a branch of service listed in Step 1A, (B) have a discharge/release from the list in Step 1B that is **NOT** dishonorable, and (C) meet at least **ONE** of the criteria listed in Step 1C (i-iii).

Step 1 (A): Component: **Choose an item.**

Branch of Service: **Choose an item.**

Step 1 (B): Military Discharge: **Choose an item.**

Step 1 (C): Service – Does the veteran meet at least ONE criterion below?

☐ **Step 1 (C)(i):** At least one day of active duty (see 38 U.S.C. § 101(21)) to include time spent in basic training for active-duty members; or

☐ **Step 1 (C)(ii):** Federal active duty for National Guard and Reserve members (does not include inactive or active duty for training as defined in 38 U.S.C. §§ 101(22) and (23)); or

☐ **Step 1 (C)(iii):** Any period of inactive duty or active duty for training during which National Guard and Reserve members received a service-connected disability rating resulting from a disease or injury incurred or aggravated in the line of duty (see 38 U.S.C. § 101(24)).

Does the individual meet the definition of a veteran? If **YES**, proceed to Step 2. If **NO**, the individual is not eligible. **Choose an item.**

Step 2: Homeless Status, Participation in a Partner Program, or Transitioning from Certain Institutions

To be eligible as "[homeless](#)" for HVRP, the individual **MUST**: meet at least **ONE** of the criteria in Step 2 (A-G).

☐ **Step 2:** Is the veteran homeless per subsection (a) or (b) of section 103 of the McKinney-Vento Homeless Assistance Act? If yes, please select the applicable criteria below:

☐ **Step 2 (A):** an individual or family who lacks a fixed, regular, and adequate nighttime residence;

☐ **Step 2 (B):** an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

☐ **Step 2 (C):** an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing) (includes participants of VA GPD program);

☐ **Step 2 (D):** an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;

☐ **Step 2 (E):** an individual or family who will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, has no subsequent residence identified, and lacks the resources or support networks needed to obtain other permanent housing, as evidenced by:

- a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
- the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or
- credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;

☐ **Step 2 (F):** unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who have experienced a long-term period without living independently in permanent housing, have experienced persistent instability as measured by frequent moves over such period, and can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

☐ **Step 2 (G):** An individual or family who is experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized; has no other safe residence; and lacks the resources to obtain other safe permanent housing.

If the individual does not meet the criteria above, but does meet the criteria for **ANY** of the following questions, the individual also meets the criteria for Step 2:

1. Is the veteran homeless but found housing during the 60-day period preceding the date of HVRP enrollment (recently housed)? **Choose an item.**
2. Is the veteran at imminent risk (within 14 days) of homelessness? **Choose an item.**
3. Is the veteran participating in a qualifying partner service? **Choose an item.**
4. Is the veteran transitioning from certain institutions (scheduled to be released within 18 months)? **Choose an item.**

Does the individual meet the definition of homeless, transitioning from certain institutions, or participating in a partner program? If **YES**, skip Step 3 and proceed to Step 4. If **NO**, complete Step 3. **Choose an item.**

Step 3: At Risk of Homelessness Status

To be eligible as "at risk of homelessness" for HVRP, the individual **MUST** meet **ONE** criterion in 3A-B and **BOTH** criteria in Step 3C-D.

☐ **Step 3 (A):** Veterans who are at risk of homelessness within 15-60 days from the date of HVRP enrollment (veterans who are at risk of homelessness within 14 days are considered at "imminent risk" and are defined as homeless) (see 38 U.S.C. § 2021); **OR**

☐ **Step 3 (B):** Veterans recently released (within the last 18 months from the date of HVRP enrollment) from incarceration who are at risk of homelessness.

If the individual met **ONE** criteria from 3A-B (above), they **must also** meet both the 3C-D criterion (below):

☐ **Step 3 (C):** at risk of losing their current housing with no alternative safe housing options immediately available to prevent them from moving to an emergency shelter or other circumstances described in the homeless veteran definition, **and**

☐ **Step 3 (D):** do not have sufficient resources to prevent housing loss, e.g., financial, social, and house stability determinants.

Does the individual meet the definition of at risk of homelessness? If **YES**, proceed to Step 4. If **NO**, the individual is **NOT** eligible. **Choose an item.**

Step 4: Needs or Would Benefit from Employment Services

1. Does the veteran need or would they benefit from employment services? **Choose an item.**
2. What is the veteran's employment status? **Choose an item.**
3. Does the veteran want to find employment? **Choose an item.**
4. How soon would the veteran like to begin working? **Click or tap here to enter text.**

Does the individual need or would they benefit from employment services? If **YES**, the veteran is eligible. If **NO**, the individual is NOT eligible. **Choose an item.**

Enrollment Decision

Will this individual be enrolled in HVRP? **Choose an item.**

Any referrals to other resources made? **Click or tap here to enter text.**

Are they enrolled with the American Job Center (AJC)? **Choose an item.**

Follow-Up and Documentation

As a reminder, DD-214, military orders, NGB Form 22, VA Summary of Benefits Letter, or other acceptable documentation, must be requested within three business days of enrollment and must be included in the participant case file prior to the participant exiting the program.

1. DD-214 status: **Choose an item.**
 - a. Date of request, if applicable: **Click or tap here to enter text.**
2. For National Guard/Reserve members who did not serve on federal active duty, VA Summary of Benefits Letter status: **Choose an item.**
 - a. Date of request, if applicable: **Click or tap here to enter text.**
3. For National Guard/Reserve members who served on federal active duty but are without a DD-214, are applicable military orders, NGB Form 22, or other documentation available? **Choose an item.**
4. Veterans Benefits Management System (VBMS) or SQUARES status (**for provisional source documentation only**): **Choose an item.**
 - a. Date of request, if applicable: **Click or tap here to enter text.**
5. Homeless or Participating in a Partner Program documentation status: **Choose an item.**
 - a. Date of request, if applicable: **Click or tap here to enter text.**
6. At Risk of Homelessness documentation status: **Choose an item.**
 - a. Date of request, if applicable: **Click or tap here to enter text.**
7. Transitioning from Certain Institutions documentation status: **Choose an item.**
 - a. Date of request, if applicable: **Click or tap here to enter text.**
8. Additional tasks to obtain eligibility documentation, if applicable:
Click or tap here to enter text.

Appendix: Eligibility Definitions

Veteran

The term “veteran” is defined in [38 U.S.C. § 101\(2\)](#) as “a person who served in the active military, naval, air, or space service, and who was discharged or released therefrom under conditions other than dishonorable.”

Eligible participants must be a “veteran,” which means a person who served in the United States Army, Navy, Marine Corps, Air Force, Space Force, Coast Guard, or Reserve Component (National Guard or Reserve), who meets the following criteria:

- Received a discharge or release under conditions other than dishonorable (see 38 U.S.C. § 101(18)); and
- At least one day of active duty (see 38 U.S.C. § 101(21)) to include time spent in basic training for active-duty members; or
- Federal active duty for National Guard and Reserve members (does not include inactive or active duty for training as defined in 38 U.S.C. §§ 101(22) and (23)); or
- Any period of inactive duty or active duty for training during which National Guard and Reserve members received a service-connected disability rating resulting from a disease or injury incurred or aggravated in the line of duty (see 38 U.S.C. § 101(24)).

Important things to note about this definition include:

- There are no minimum days of service to determine eligibility.
- The veteran can have any character of discharge except dishonorable.
- Veterans with more than one period of service may have different characters of discharge (more than one issued DD-214). One other-than-dishonorable discharge qualifies the person as an eligible veteran, even if their most recent discharge was dishonorable, if they meet at least one of the eligible veteran criteria listed above.
- A veteran who is appealing their dishonorable discharge must be successful in the appeal before they meet the definition of an eligible veteran.
- This definition includes any period of inactive duty or active duty for training during which National Guard and Reserve members received a service-connected disability rating resulting from a disease or injury incurred or aggravated in the line of duty, meaning the individual received a VA disability rating and is able to provide a copy of the VA Summary of Benefits letter to verify the service-connected disability rating.
 - For example, consider a National Guard or Reservist who gets injured during annual training. Even if they have never been on Title 10 orders, the service member could file a claim, and the VA could still provide a service-connected disability rating. If the veteran receives this rating at the time of enrollment into the HVRP, they are considered an eligible veteran.

- [Title 38 U.S.C. § 101](#) Veterans' Benefits Definitions does not state that the disability must be compensable, only that the veteran received a service-connected disability rating. This would include a zero percent rating.
- Time in basic training or Advanced Individual Training (AIT) for National Guard or Reserve members does not meet the definition of veteran. Basic training is considered “active duty for training.” The definition of “active duty for training” pertains to the reserve component of the Armed Forces. Therefore, time spent in basic training by National Guard and Reserve members, as well as any other active or inactive duty for training, would not meet the definition of “veteran” per 38 U.S.C. § 101.
- Time in basic training or AIT for federal active-duty members **does** meet the definition of veteran.
- National Guard or Reserve members who served on federal active duty (does not include inactive or active duty for training (e.g., basic training or AIT, state active duty, weekend drills, etc.), see 38 U.S.C. § 101(22), (23)) are eligible for HVRP if they also meet the homeless, at risk of homelessness, participation in a qualifying partner service, or transitioning from certain institutions criteria. Depending on the length of their federal active duty, they may not have been issued a DD-214. For these circumstances when a DD-214 was not issued, the grant recipient should include the applicable military orders and/or NGB Form 22 in the case file to record eligibility.
- In some situations, a DD-214 (or the VA Summary of Benefits letter, military orders, or NGB Form 22, only when appropriate) is not readily available at the time of enrollment. Veterans may request records from the VA, their military unit, or National Personnel Records Center.

Homeless Veteran

The term “homeless veteran” means a veteran who is homeless (as that term is defined in subsection (a) or (b) of section 103 of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. § 11302](#))), as follows:

- (a) In general, the terms “homeless,” “homeless individual,” and “homeless person” mean:
1. an individual or family who lacks a fixed, regular, and adequate nighttime residence;
 2. an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 3. an individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, congregate shelters, and transitional housing) (includes participants of VA GPD program);

4. an individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
 5. an individual or family who—
 - A. will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by federal, state, or local government programs for low-income individuals or by charitable organizations, as evidenced by—
 - i. a court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
 - ii. the individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary to reside there for more than 14 days; or
 - iii. credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of this clause;
 - B. has no subsequent residence identified; and
 - C. lacks the resources or support networks needed to obtain other permanent housing; and
 6. unaccompanied youth and homeless families with children and youth defined as homeless under other Federal statutes who—
 - A. have experienced a long-term period without living independently in permanent housing,
 - B. have experienced persistent instability as measured by frequent moves over such period, and
 - C. can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.
- (b) Domestic violence and other dangerous or life-threatening conditions:
- An individual or family who:
1. is experiencing trauma or a lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized;
 2. has no other safe residence; and
 3. lacks the resources to obtain other safe permanent housing.

Veteran At Risk of Homelessness

To be determined eligible as at risk of homelessness, the veteran must meet one of the following eligibility categories:

- Veterans who are at risk of homelessness within 15-60 days from the date of HVRP enrollment (veterans who are at risk of homelessness within 14 days are considered at “imminent risk” and are defined as homeless) (see 38 U.S.C. § 2021); **OR**
- Veterans recently released (within the last 18 months) from incarceration who are at risk of homelessness

Veterans who meet one of the categories above **must also** meet both criteria listed below:

1. at risk of losing their current housing with no alternative safe housing options immediately available to prevent them from moving to an emergency shelter or other circumstances described in the homeless veteran definition, **and**
2. do not have sufficient resources to prevent housing loss, e.g., financial, social, and house stability determinants.

Please note that veterans meeting the definition of homelessness, transitioning from certain institutions, or participating in a partner program **do not** need to meet the definition of “at risk of homelessness.” Veterans who are within 14 days of homelessness are considered at “imminent risk” and are considered as homeless.

Transitioning from Certain Institutions

The term “veteran transitioning from certain institutions” means an eligible veteran meeting the following definition per [38 U.S.C. § 2023](#):

A veteran who:

- Is a resident of a penal institution or an institution that provides long-term care for mental illness; **and**
- Is at risk of homelessness absent referral and counseling services provided under the program.

For HVRP, an at-risk determination for this specific definition involves factors deemed appropriate by the grant recipient; however, a grant recipient is not allowed to determine that a veteran is at risk if the veteran is not scheduled to be released from incarceration or an institution within 18 months (at the time of enrollment in HVRP). Please note that individuals qualifying under this category of veterans do not need to meet the “at risk of homelessness” criteria.

A penal institution includes any federal, state, county, local, and city facilities such as prisons, correctional centers, detention centers, reentry centers, penitentiaries, and jails.

Participation in a Partner Program

Qualifying partner services consist of one of the following:

- a) HUD-VASH or Tribal HUD-VASH,
- b) Native American Housing Assistance and Self-Determination Act of 1996, or
- c) SSVF (Rapid Re-Housing (RRH) or Prevention).

Obtaining Documentation of Veteran Status

The following provides specific steps for requesting a DD-214:

- Go to the [National Archives Veterans' Service Records website](#). Under “Start Request Online,” select “DD 214/Separation Documents.” Then, select “Make a new request.” When you get to the section that asks, “Which of these categories best describes why you’re requesting the records?” select “Emergency Request” and then “Homeless Seeking Shelter.” Using this option, you will be required to verify that the individual you are seeking documentation for meets their definition of homelessness before proceeding.
- Submit a military records request to get the DD-214 or other military service records through the [milConnect](#) website. See the VA’s [instructions for navigating milConnect](#) for more information.
- Contact your state Department of Veterans Affairs, county’s veterans service office, or local veteran service organization (e.g., Veterans of Foreign Wars (VFW), Disabled American Veterans (DAV)).
- Other resources include the following:
 - [eVetRecs Request Veterans Records Online Service Records Requests](#)
 - [SF-180 Request Pertaining to Military Records](#)

Grant recipients can accept National Archive Form 13038, Certification of Military service in lieu of the DD-214 if the DD-214 is lost, destroyed, or of poor quality that would make a photocopy unreadable.

The following provides specific steps for requesting Veterans Benefits Management System (VBMS) or the VA web application Status Query and Response Exchange System (SQUARES) documentation, which are acceptable as provisional source documents to expedite enrollment:

VBMS

Request by individual:

- Veteran downloads [VA Form 10-5345a](#), Individuals’ Request for a Copy of their Own Health Information. This form is an online fillable PDF or can be printed and completed. Veteran submits completed form to the VA’s Release of Information Office via email or

fax. The Release of Information Office's email address and fax number vary based on the location of the VA Medical Center (VAMC).

- Note: VA Form 10-5345a must be dated 2021 or later

Request by Third-Party Release:

- HVRP staff downloads the [VA Form 10-5345](#), Request for and Authorization to Release Health Information. This form is an online fillable PDF or can be printed and completed.
- The veteran must complete the VA Form 10-5345.
- The veteran must also specify in the section labeled "Name and address of organization, individual, or title of individual to whom information is to be released" the HVRP office seeking the VBMS, along with the fax number where it is to be sent. The veteran's signature is required for the form to be processed. For rapid response receipt (within 24-48 hours), a fax number must be provided.
- Email or fax the form directly to the VA's Release of Information Office.

SQUARES

Before applying, organizations should complete a [10-minute Online Training for homeless service providers](#). Instructions to apply for SQUARES access are available on the [VA website](#).