

Appendix III - Duplication of Benefits Checklist

INSTRUCTIONS

This checklist is intended to support case manager staff to evaluate for the potential risk of duplication of benefit during program intake and determine the unmet need for financial assistance funded through housing relocation and stabilization services.

Program Participant Duplication of Benefits Evaluation

Program Participant HMIS ID (or comparable database ID):
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1. Has the program participant previously applied for any other types of federal, state, local or private financial or rental assistance?

No, the program participant has not applied for other forms of assistance (skip to Question 2)

Yes, applied for and was **denied** assistance. Select all that apply:

- rental assistance rental arrears moving costs utility payments
 security deposit last month's rent utility deposits

List forms of assistance applied for and denied:

Program Name	Amount	Requested Period of Assistance	Date Applied

Yes, applied for and **has not yet received** approval or disapproval. Select all that apply:

- rental assistance rental arrears moving costs utility payments
 security deposit last month's rent utility deposit

List forms of assistance applied for and not yet received:

Program Name	Amount	Requested Period of Assistance	Date Applied

Yes, applied for and **received** assistance. Select all that apply:

- rental assistance rental arrears moving costs utility payments
 security deposits last month's rent utility deposits

List forms of assistance received, the amount, and the period of assistance:

Program Name	Amount	Period of Assistance (<i>from MM/DD/YYYY – to MM/DD/YYYY</i>)

2. Does the program participant anticipate applying for additional assistance in the next six months?
 Yes No Unsure

Case Manager Name:	
Case Manager Signature:	Date:

Case Manager DOB Determination (Office Use Only)

If the program participant has applied for other sources of financial or rental assistance and not yet received a response indicating their application was approved or denied, did they withdraw any applications that would constitute a potential duplication of benefits?

- YES NO

The proposed use of ESG-CV funds would constitute a duplication of benefits and ESG-CV housing relocation and stabilization financial assistance costs cannot be provided at this time.

- YES NO

The proposed use of ESG-CV funds would not constitute a duplication of benefits and the program participant is eligible to receive ESG-CV housing relocation and stabilization financial assistance.

- YES NO

INSTRUCTIONS FOR CASE MANAGER

This form shall only be used to document the duplication of benefits determination for financial assistance or rental assistance under the ESG homelessness prevention or rapid re-housing components. Case Managers are responsible to separately determine: 1) the program participant’s eligibility; and 2) the appropriate amount of ESG-CV assistance.

If a program participant has applied for and received financial assistance or rental assistance from other entities, the case manager should ensure that the proposed ESG-CV assistance will not result in a duplication of benefits.

If a program participant has applied for and not yet received a response from another source of assistance, the case manager should identify which applications, if approved, would constitute a duplication of benefit. The program participant shall withdraw those applications prior to receiving ESG-CV assistance.