EXHIBIT E
HEAP THIRD PARTY VERIFICATION / WRITTEN OBSERVATION OF HOMELESS STATUS

HEAP Applicant/Participant Name (last, first) HMIS Number

Instructions: This form must be completed by the servicing agency regarding third party verification, attempts to obtain third party verification, and, if attained, staff written observation of homeless status.

Check **one** of the boxes below:

☐ Third party verification is attached and is on file

☐ Third party verification was not obtained, and the agency was able to confirm homeless status through observation. The description below includes the attempted actions to obtain third party verification and **my** written observation of homeless status.

☐ Third party verification was not obtained, and the agency was not able to confirm homeless status through observation. The description below includes the attempted actions to obtain third party verification.

I understand third party verification should be provided and is the preferred method for certifying homeless status. I understand self-declaration of homeless status is only permitted when I have attempted, but have been unsuccessful in obtaining third party verification, and I was unable to confirm homeless status through observation. I hereby certify I attempted to document and/or obtain the third party verification reflected on the HEAP Homeless Status Certification form. The attempted actions were (include details regarding attempts, i.e., calls made, dates, etc.), and if attained, by written observation of the applicant/participant's homeless status is (included category of homelessness):

HEAP Staff Signature Date

WARNING: Section 1001 of Title 18 of the U.S. Code makes is a criminal offense to make willful false statements or misrepresentations to any department or agency of the United States as to any matter within its jurisdiction.