

HUD Verification Tables - Work Instructions



1.0 Overview

These work instructions are for how to fill out and update HUD Verification Tables for assessment questions related to income, non-cash benefits, insurance, and disabilities.

2.0 Work Instructions

1. **Ensure HUD Verification Table is Current**
 - a. Select “HUD Verification” link.
 - Table Complete: Green Checkmark
 - Table Incomplete: Red Triangle
 - b. Review all data types/sources listed in table for completeness.
 - c. For outdated Responses, end date them and enter updated responses.
 - d. Ensure questions below table are consistent with table entries.

2. **Populating an Incomplete Table**
 - a. Populate all types that should say “Yes.”
 - b. Select “Save.”

1. Ensure HUD Verification Table is Current

HUD VERIFICATION TABLES

Below tables are specific to the individual. Do Not complete Income or Non Cash benefits for children (under 18) unless they are the Head of Household. Remember to END DATE old types and ADD new type if the information has changed

HUD Verification ▲

| Start Date* | Source of Income | Receiving Income Source? | Monthly Amount | End Date |
|---|------------------|--------------------------|----------------|----------|
| <div style="display: flex; justify-content: center; gap: 10px;"> Add View Gross Income </div> | | | | |

2. Populating an Incomplete Table

| Source of Non-Cash Benefit | Receiving Benefit? | | | |
|---|----------------------------------|-----------------------|-----------------------|----------------------------------|
| | Yes | No | Data Not Collected | Incomplete |
| Supplemental Nutrition Assistance Program (Food Stamps) (HUD) | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Special Supplemental Nutrition Program for WIC (HUD) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| TANF Child Care Services (HUD) | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| TANF Transportation Services (HUD) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Other TANF-Funded Services (HUD) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Other Source (HUD) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |

Save
Save & Exit
Exit

HUD Verification Tables - Work Instructions



2.1 Select Value for Other Types as “No”

- Select “no” for the question at the top of the table.
- This will mark all remaining types in table as “No.”
- Select “Save & Exit.”

2.1 Select Value for Other Types as “No”

HUD Verification: Non-Cash Benefits for 08/14/2023

Per Source of Non-Cash Benefit, the current records for Non-Cash Benefits as of 08/14/2023 are displayed below. Any previous records for Non-Cash Benefits not overlapping as of this date are not displayed. In the event that multiple records exist per Source of Non-Cash Benefit as of 08/14/2023, records containing “Yes” values will be displayed and take precedence for reporting purposes.

Select the Receiving Benefit? value for all Incomplete Source of Non-Cash Benefit records

Yes
 No
 Data Not Collected
 Incomplete

| Source of Non-Cash Benefit | Receiving Benefit? | | | |
|---|-----------------------|----------------------------------|-----------------------|-----------------------|
| | Yes | No | Data Not Collected | Incomplete |
| Supplemental Nutrition Assistance Program (Food Stamps) (HUD) | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Special Supplemental Nutrition Program for WIC (HUD) | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| TANF Child Care Services (HUD) | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| TANF Transportation Services (HUD) | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Other TANF-Funded Services (HUD) | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Other Source (HUD) | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

2.2 View Blue Circle with a Check Mark

- Once exited from the previous screen, you will see a blue circle with a check mark if completed correctly.

2.2 View Blue Circle with a Check Mark



3. Updating a Completed Verification Table

- Select pencil icon next to type that needs to be updated

3. Updating a Completed Verification Table

| Source of Non-Cash Benefit | Receiving Benefit? | | | |
|---|----------------------------------|----------------------------------|-----------------------|-----------------------|
| | Yes | No | Data Not Collected | Incomplete |
| Supplemental Nutrition Assistance Program (Food Stamps) (HUD) | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Special Supplemental Nutrition Program for WIC (HUD) | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| TANF Child Care Services (HUD) | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| TANF Transportation Services (HUD) | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Other TANF-Funded Services (HUD) | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Other Source (HUD) | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

HUD Verification Tables - Work Instructions



3.2 Populate End Date for this Type

- “End Date” should always be the date before the assessment date.
- Select “Save”
- This will mark the type as “Incomplete.”

3.2 Populate End Date for this Type

Non-Cash Benefits

| | |
|----------------------------|---|
| Start Date * | 07 / 11 / 2023 |
| Source of Non-Cash Benefit | Supplemental Nutrition Assistance Program (Food Stamps) (HUD) |
| Receiving Benefit? | Yes |
| If Other, Please Specify | |
| Amount of Non-Cash Benefit | |
| End Date | 08 / 14 / 2023 |

Print Recordset Save Cancel

3.3 Select New Answer

- Select new answer.
- It will automatically make the start date the same as the entry date.
- For some verification tables, another window will appear allowing you to add more information about this new type. E.g.:
 - Total income amount.
 - More information about the disability.

3.3 Select New Answer

| Source of Non-Cash Benefit | Receiving Benefit? | | | |
|---|----------------------------------|-----------------------|-----------------------|-----------------------|
| | Yes | No | Data Not Collected | Incomplete |
| Supplemental Nutrition Assistance Program (Food Stamps) (HUD) | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

3.4 Troubleshooting “Incomplete” Selection

- If end dating the old type did not change your disability to incomplete, there may be multiple old types open at once.
- Select the magnifying glass icon to see historical answers for this table.
- End date additional open types.

3.4 Troubleshooting “Incomplete” Selection

Non-Cash Benefits HUD Verification

| Start Date * | Source of Non-Cash Benefit | Receiving Benefit? | Amount of Non-Cash Benefit | End Date |
|--------------|----------------------------|--------------------|----------------------------|----------|
| | | | | |

HUD Verification Tables - Work Instructions



4. Disability Instructions

- a. When updating disability status by ending a “No” and adding a “Yes,” a prompt will ask if the disability is expected to be long-lasting.
- b. Always select “Yes” to this question.
- c. If it’s a “no,” the entire “Disability Type” should be marked as “no” since it wouldn’t meet HUD’s definition for “disability.”

4.1 Don’t Enter Specific Diagnoses in Notes Section

- a. HMIS is not an electronic health record and specific disability should not be recorded for clients.
- b. Be Cautious about end dating “Yes” responses to enter new “No” responses. Having a disability is a requirement for many housing project, we must be careful that we don’t disqualify clients from those projects because they chose not to disclose their disabilities to your agency.

5. Income Instructions

- a. Even if you see a “Yes” response for an income type, and the answer is still “Yes,” ensure amount is still accurate.
- b. If amount has changed, end date type and add a new “Yes” with new income amount following steps 3 – 3.4.

4. Disability Instructions

5. Income Instructions

HUD Verification Tables - Work Instructions



6. Matching Question(s) to Table

- Ensure the 1-2 questions under each verification table align with the data in the table.
- For "Insurance," if all entries are "No," the "Covered by Health Insurance" question should also read "No."
- For "Income," if the client earns \$500 per month,
 - Set "Income from Any Source" to "Yes."
 - "Total Monthly Income" to \$500.
 - Ensure the "Yes" responses in "Sources of Income" total \$500.

6. Matching Question(s) to Table

Monthly Income HUD Verification ✓

| Start Date * | Source of Income | Receiving Income Source? | Monthly Amount | End Date |
|--------------|---|--------------------------|----------------|----------|
| 02/08/2023 | Pension or retirement income from another job (HUD) | No | | |
| 02/08/2023 | Other (HUD) | No | | |
| 02/08/2023 | Earned Income (HUD) | Yes | US\$400.00 | |
| 02/08/2023 | Child Support (HUD) | Yes | US\$250.00 | |
| 02/08/2023 | Alimony or Other Spousal Support (HUD) | No | | |

Showing 11-15 of 15

Income from Any Source Yes (HUD)

Total Monthly Income 650.00

7. Client Refused to Answer or Doesn't Know

- If a client refuses to answer or doesn't know the answer to a HUD verification question and the table has already been completed, do not alter the existing question and table.
- If the client refuses to answer and both the table and question are incomplete, label the question as "Client Refused" and leave the table incomplete.

7. Client Refused to Answer or Doesn't Know

Non-Cash Benefits HUD Verification ⚠

| Start Date * | Source of Non-Cash Benefit | Receiving Benefit? | Amount of Non-Cash Benefit | End Date |
|------------------------------------|----------------------------|--------------------|----------------------------|----------|
| <input type="button" value="Add"/> | | | | |

Non-cash benefit from any source Client refused (HUD)

HUD Verification Tables - Work Instructions



3.0 Resources

3.1 Referenced Material

- [2024 HUD Data Standards](#) (linked)

3.2 Related Material

- [2024 CoC Program HMIS Manual](#) (linked)

3.3 Contacts

- HMISAdmin@clackamas.us (linked)