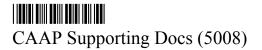
City and County of San Francisco Human Services Agency CAAP Intake Instructions Form 2129-Special Intake (9/1/2022)





Client's Name:	Case #:	Date:
Your continuing eligibility to CAAP b	penefits is subject to your	compliance with the program
requirements. Failure to comply and	or follow the instructions i	n Section I will result in case
discontinuance, unless you have a verifia	able Good Cause. To establis	h Good Cause, you must contac
your Worker U at	or call CAA	P Service Center at
1-415-558-2227 within (3) work days fro		
and present Good Cause verification.		
Responsibilities.	·	, 3
SECTION I: CONTINUE CAAP EL	IGIRII ITY INSTRUCTION	IS
To continue your CAAP Eligibility, the for		
	mivermeation document its	ica below must be received by.
To establish continue eligibility for CA	AP you must sand the follow	ving itams completed:
To establish continue eligibility for CAA Please submit the following docume		wing items completed.
. reade sub-init the removing accume		
		·
Other :		
You must also comply with the following checked	requirements:	
☐ Your continuing eligibility to CAAP benefits	is subject to your compliance to pur	sue other income, as indicated
below. Proof of application for the income s		
☐ SSI/SSP ☐ Social Security ☐ UIB	☐ DIB ☐ Other	
Retirement Benefits		
The verifications above may be su		owing ways:
E-mailing it toFaxing it at (415) 558-4104; or	; or	
 Mailing it to the Human Services Age 	ency, Attn: CAAP, P.O. Box 7988	, San Francisco, CA 94120
Dropping it off to the CAAP Drop Box	• •	,
FAILURE TO COMPLY WITH ANY OF THE	ITEMS ABOVE, WILL RESULT	IN THE DISCONTINUANCE OF
CAAP BENEFITS.		
Worker Name:	Wkr. #: U	Phone #:

ACCEPTABLE VERIFICATION OF HOUSING/RESIDENCY IN SAN FRANCISCO

To meet CAAP eligibility, you must be able to establish continuous residency in San Francisco. Once you have met CAAP's residency requirements and you're housed, you must also verify your current housing status (refer to Section I). If you are homeless, you must verify continued presence in San Francisco (refer to Section II).

Section I: Housing Status Requirements

- You must verify that you are currently living in the address you provided. Your documentation must be current (within 60 days) that shows your name and your address.
- Acceptable documentations will be one of the following and must be dated within 60 days:
 - utility bills (excluding cell phone bills),
 - telephone online directory listing that shows your name and your address,
 - hotel or property manager's statement on their letterhead,
 - hotel rent receipt with the hotel official stamp,
 - lease agreement (if over 60 days, your landlord must confirm by telephone that you are still living in the address you provided),
 - eviction notice.
- You must also provide an acceptable documentation that shows your landlord or roommate's name and phone number and your address if you are providing a statement from them.
- Other documentations that will verify your housing status will be considered acceptable only upon approval by the Unit Supervisor.

-AND-

- You must also verify whether or not you pay rent:
 - If you are paying rent, you must provide a completed Rental Statement (Form 2143) or documentation that shows your name, the monthly amount that you pay, the date when the rent was last paid.
 - If you do not pay rent, you must provide a completed Provider Statement (Form 5033) or a statement that contains all the information required in Provider Statement.

Failure to comply with the above requirements will result in the denial or discontinuance of CAAP benefits.

Section II: Homeless Residency Requirements

You must verify your continuous San Francisco
residency within the last 30 days, or for the specific
period indicated by your CAAP worker that shows dates
of contact for at least 1 out of every 7 calendar days,
by providing:

A. ONE OF THE FOLLOWING:

1. Written verification from a community agency or a shelter not participating in RTZ (shelter reservation system), indicating that you are currently receiving services in San Francisco. The verification must be written on letterhead paper, or on a form supplied by DHS; a computer print-out is also acceptable. Such verification must include the name and telephone number of the agency or shelter, and must show dates of contact as specified above.

Exception: If you are <u>sleeping</u> in a shelter participating in RTZ for the specified dates of contact above, your CAAP worker may verify your residency for you through RTZ. No written verification is necessary. Ask your CAAP worker.

OR

2. Written verifications with dates of contact as specified above from TWO San Francisco merchants or representatives of City or community agencies, confirming your continued presence in San Francisco. The verification must have the merchants' or representatives' names, store's address and telephone numbers.

OR

3. EBT Transaction History (available from your worker) print-out that shows transactions made in San Francisco during the last 30 days, or within the specific period indicated by your CAAP worker.

OR

B. TWO DOCUMENTS FROM THE FOLLOWING LIST (LIMIT OF ONLY ONE DOCUMENT PER ITEM):

- 1. Written statement from someone who has occasionally provided you with shelter. The statement should include the provider's name(s), address(es), phone number(s), date(s) of stay and how much rent, if any, was paid, and it must also show dates of contact as specified above;
- 2. Item of mail with a postmark, addressed to your name, that was delivered by the Post Office to a San Francisco address (not a P.O. box) during the last 30 days, or within the specific period indicated by your CAAP worker.
- **3.** On an **exception basis only,** a verbal or written statement from a person who is a verified San Francisco resident (requires Section Manager approval).

(8/1/2022)