



Emergency Solution Grant (ESG)
Emergency Shelter (ES)
Client File Checklist

- **Copy of client's ID** (driver's license, state ID card, passport, birth certificate...)
- **[HUD Homeless Documentation Form](#)** (along with supporting documentation)
- **Program Agreement**
- **Client Grievance and Termination Policy** (This can appear as a stand-alone document or as part of the client's Program Agreement.)
- **Entry Assessments** in HMIS / DV ClientTrack
- **Exit Assessments** in HMIS / DV ClientTrack
- **Record of services provided to client** (These should be recorded in HMIS/DV ClientTrack.)
- **Case Notes** (if not accessible via HMIS/ DV ClientTrack)