

LPO42 Monthly Monitoring Requirements

- _____ Goals/Case Plan
- _____ Lease
- _____ Inspection – HQS OR NSPIRE
- _____ Activities matches billing (case management, rental payments, utility payments, etc.)
- _____ Rental payments match lease
- _____ Landlord W-9
- _____ Referral matches enrollment
- _____ Enrolled in 1 program per housing type
- _____ Service Summary Report

Best Practices

- _____ Client files contains: ID/SS Card/Birth Certificate/Award Letters/Income Verification/income recertification as required by grant and program type.