

## **Supportive Services for Veteran Families (SSVF) PENDING VERIFICATION of VETERAN STATUS**

### **Pending Verification of Veteran Status for Limited SSVF Services**

#### **Issue:**

As per 38 CFR 62.2, enrolling participants in SSVF requires that grantees verify Veteran status to determine program eligibility. For some families who are unable to produce Veteran status at initial screening, the documentation collection process can take weeks, during which time Veteran families in crisis are waiting for critically needed services. In addition to the implications for extended homelessness, this delay in services can result in potential participants becoming lost to contact. To prove a participant's Veteran status, grantees should obtain at least one of the following:

- VHA ID Card
- VISTA Print Outs
- VBA letter verifying award of a service connected disability benefit (any percentage)
- Veteran Information Solution (VIS) or Hospital Inquiry System (HINQ) from local VAMC section - VBA Statement of Service
- DD214
- NA Form 13038
- VA Photo ID Card (*November 2017 and after*)

#### **Resolution:**

At the time of screening, SSVF grantees may make a determination of Pending Verification of Veteran Status. This determination will allow the grantee to immediately begin delivering case management services to the Veteran family until Veteran status is able to be documented.

#### **Process and Restrictions:**

1. Temporary financial assistance (TFA) cannot be offered during the period of Pending Verification of Veteran Status. TFA can only begin once eligibility is confirmed.
2. Pending Verification of Veteran Status must be documented by an affidavit of eligibility signed by the participant.
3. Until eligibility is confirmed, Pending Verification of Veteran Status must be re-certified every 90 days. If the participant is ultimately found not to be eligible for SSVF, the participant must be discharged with appropriate community referrals.
4. Upload client data in HMIS, as required for all SSVF clients, and include in monthly reports. If no persons in the household are Veterans, grantees may delete those records from HMIS, if desired.
5. Service data will count towards outcomes and final service numbers regardless of final determination of Veteran status.

**Supportive Services for Veteran Families (SSVF)**  
**PENDING VERIFICATION of VETERAN STATUS**  
***Affidavit of Eligibility***

SSVF Agency/Program Number:	SSVF Case Manager Name, Phone, and Email:
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Name: \_\_\_\_\_

Date of Birth:	Gender:
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Phone:	Email:
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If Known, Additional Information (*Branch of Service, Date of Service, Character of Service, etc.*):

Date of Initial pending verification of Veteran status :

Veteran Status Determination is Pending:

Request for the following documentation has been submitted – check all that apply

- VHA ID Card
- VBA letter
- VISTA Printout
- DD214
- Statement of Service
- VIS/ HINQ \*
- NA Form 13038
- VA Photo ID Card (*November 2017 and after*)

SSVF Agency Staff Name and Signature: \_\_\_\_\_

II. Date of Recertification (must be within 90 days of Initial pending verification of Veteran status Date):	Status of request for document:
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SSVF Agency Staff Name and Signature: \_\_\_\_\_

**Name of Veteran:**

I am being accepted as a client of Supportive Services for Veteran Families Program (SSVF) on Pending Verification of Veteran Status. While my income and housing status have been determined eligible, confirmation of Veteran Status is pending.

I affirm that I meet the conditions of an eligible participant consisting of a "Veteran family," meaning that the person/family to be served is either (a) a Veteran; or (b) a member of a family in which the head of household, or the spouse of the head of household, is a Veteran and I am pending determination of Veteran status.

I further acknowledge that the following restrictions to services have been explained to me:

1. Temporary financial assistance (TFA) cannot be offered during the period of Pending Verification of Veteran Status. TFA can only begin once eligibility is confirmed. I can receive other types of assistance in the form of case management until my Veteran status is verified and determined eligible for SSVF.
2. Pending Verification of Veteran Status must be documented by this affidavit signed by the Veteran.
3. The period of Pending Verification of Veteran Status must be re-certified every 90 days from the date of this affidavit. If I am ultimately found not to be eligible for SSVF, my family members and I will be discharged from the program and referred to appropriate community referrals.

I have received a copy of this Affidavit for my records.

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**Name of Veteran or Head of Veteran Household (Print)**

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**Veteran or Head of Veteran Household Signature**

**Date**

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**Name of SSVF Agency Representative (Print)**

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**SSVF Agency Representative Signature**

**Date**

*\*Maintain this documentation in client file.*

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Referral Source:

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Referral Source:

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Referral Source:

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