Instructions for SCSEP program personnel

The forms below are to be used by SCSEP program personnel to allow third parties who have a relationship with a SCSEP applicant or participant to attest to information related to data elements that are validated by the SCSEP program. There is a separate form for each of the 14 data elements that accept signed third-party attestation as a form of source documentation. This enables SCSEP personnel to print out only the form(s) that are needed in a given situation.

The information attested to by third parties should amount to more than what the applicant or participant told the third party. On each form, then, the attester will be asked to provide specific information about his or her relationship to the applicant/participant, as well as an explanation of how he or she is in a knowledgeable position to attest to the facts cited.

NOTE 1: SCSEP program personnel should be aware that participants who are able to present documentation that can be used to validate any of the data elements listed below have no need to rely on third parties to attest to the specific facts or use the relevant attestation form for that element. Official source documentation is, by itself, sufficient to validate any individual piece of information below.

Similarly, case notes and self-attestation may be used to validate the information for certain elements. Please refer to the DV handbook for exact instructions on when these other forms of validation are acceptable.

NOTE 2: The following data elements accept third-party attestation:

- P8 – Homeless
- P11 – Number in family (Signed third party attestation, as opposed to a medical professional, is not acceptable in establishing family-of-one is due to disability.)
- P13 – Employed prior to participation
- P14 – Total Includable Family Income (12 Month or 6 Month Annualized)
- P22 – Limited English proficiency?
- P24 – Low literacy skills?
- P27 – At Risk of Homelessness
- P44 – Recertification - Number in family
- P45 – Recertification: Total Includable Family Income (12 month or 6 month annualized)
- E6 – If exit is not due to unsubsidized employment, other reason for exit
- U28c – Any wages for the first quarter after exit quarter?
- U29c – Any wages for the second quarter after exit quarter?
- U29e – Any wages for the third quarter after exit quarter?
- U30c – Any wages for the fourth quarter after exit quarter?

For U28c, U29c, U29e, and U30c, signed third party attestation is acceptable only if the employer of the participant has not provided information on wages after reasonable efforts (e.g. 3 attempts) were made by the sub-grantee to obtain this information.
Third-Party Attestation Form for Item P8
Homeless

On this date, I attest that __________________________________________ (Name of Applicant)
is homeless, that is
1. he/she lacks a fixed, regular, and adequate nighttime residence; and
2. he/she has a primary nighttime residence that is:
   _____ a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);

   ________________________________________________________ (Name of Shelter)

   _____ an institution that provides a temporary residence for individuals intended to be institutionalized; or

   ________________________________________________________ (Name of Institution)

   _____ another public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

   ________________________________________________________ (Specify place)

Specific information about your relationship to the applicant and an explanation of how you are in a knowledgeable position to attest to the fact(s) cited above is required. (Note: Use the back of this form if additional space is needed):

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

_____________________________   __________________________________
(Name of Attesting Individual)    (Relationship of Attesting Individual to Applicant)

_____________________________________    __________________
(Signature of Attesting Individual)   (Date)
### Third-Party Attestation Form for Item P11
**Number in family**

<table>
<thead>
<tr>
<th>On this date, I attest that ______________________________ (Name of Applicant) has ______ people living with him/her as part of his/her family.</th>
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<tbody>
<tr>
<td>Specific information about your relationship to the applicant and an explanation of how you are in a knowledgeable position to attest to the fact(s) cited above is required. (Note: Use the back of this form if additional space is needed):</td>
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<tr>
<td>(Name of Attesting Individual)    (Relationship of Attesting Individual to Applicant)</td>
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<tr>
<td>(Signature of Attesting Individual)    (Date)</td>
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</tbody>
</table>
Third-Party Attestation Form for Item P13
Employed prior to participation?

On this date, I attest that ________________ (Name of Applicant) is not employed at the time of application, that is:

1. he/she does not do any work at all as a paid employee; and
2. he/she does not do any work at all in his/her own business, profession, or farm; and
3. he/she does not work 15 hours or more as an unpaid worker in an enterprise operated by a member of his/her family; and
4. he/she does not have a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons.

Specific information about your relationship to the applicant and an explanation of how you are in a knowledgeable position to attest to the facts cited above is required. Please provide this information below (Note: Use the back of this form if additional space is needed):

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
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________________________________________________________________________________________
________________________________________________________________________________________

_____________________________  __________________________
(Name of Attesting Individual)    (Relationship of Attesting Individual to Applicant)

_____________________________
(Signature of Attesting Individual)

(Date)
### Third-Party Attestation Form for Item P14
**Total includable family income (12 month or 6 month annualized)**

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<tr>
<td><strong>On this date, I attest that ________________________________</strong></td>
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<td><em>(Name of Applicant)</em> had a “family income” (the combined income</td>
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<tr>
<td>of his/her current family members, including parent, guardian,</td>
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<tr>
<td>husband, wife, and/or dependent children, if applicable) of zero</td>
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<td>for the past <strong>( ) six months</strong></td>
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<tr>
<td><strong>( ) twelve months</strong></td>
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<tr>
<td>He/she has supported himself or herself during this period of</td>
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<td>time as follows:</td>
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</table>

Specific information about your relationship to the applicant and an explanation of how you are in a knowledgeable position to attest to the facts cited above is required. Please provide this information below (Note: Use the back of this form if additional space is needed):

__________________________________________________________________
__________________________________________________________________
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*(Name of Attesting Individual)________________________________________ * (Relationship of Attesting Individual to Applicant)________

*(Signature of Attesting Individual)_______________________________* (Date)_________________________
Third-Party Attestation Form for Item P22
Limited English Proficiency (LEP)

On this date, I attest that ____________________________ (Name of Applicant) has limited English proficiency, that is:

1. the applicant does not speak English as my primary language; and
2. the applicant has a limited ability to read, speak, write, or understand English.

Specific information about your relationship to the applicant and an explanation of how you are in a knowledgeable position to attest to the facts cited above is required. Please provide this information below (Note: Use the back of this form if additional space is needed):

__________________________________________________________________________________________
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__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

_____________________________________ _____________________________________
(Name of Attesting Individual)    (Relationship of Attesting Individual to Applicant)

_____________________________________    ___________________
(Signature of Attesting Individual)    (Date)
Third-Party Attestation Form for Item P24

Low literacy skills?

On this date, I attest that __________________________________________ (Name of Applicant) has low literacy skills, that is:

_____ the applicant computes or solves problems, reads, writes, or speaks at or below the 8th grade level; or

_____ the applicant is unable to compute or solve problems, read, write, or speak at a level necessary to function on the job, in the individual’s family, or in society.

Specific information about your relationship to the applicant and an explanation of how you are in a knowledgeable position to attest to the facts cited above is required. Please provide this information below (Note: Use the back of this form if additional space is needed):

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
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_____________________________________ _____________________________________
(Name of Attesting Individual)    (Relationship of Attesting Individual to Applicant)

_____________________________________    ___________________
(Signature of Attesting Individual)    (Date)
Third-Party Attestation Form for Item P27
At risk of homelessness?

Homelessness here is defined according to element P8 – Homeless, which states that participant is homeless if he or she:

1. lacks a fixed, regular, and adequate nighttime residence; **and**
2. has a primary nighttime residence that is:
   a. a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
   b. an institution that provides a temporary residence for individuals intended to be institutionalized; or
   c. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

On this date, I attest that the following specific conditions place __________________________________________ (Name of Applicant) at risk of homelessness:

- [ ] His or her rent/mortgage is unpaid or overdue;
- [ ] She / he often borrows to pay rent/mortgage;
- [ ] His / her real estate taxes are unpaid or overdue;
- [ ] She/he is temporarily sharing space with a family or friend;
- [ ] He/she has involuntarily moved several times in last year;
- [ ] Her/his credit history or background disqualifies her/him from most rental/lease agreements;
- [ ] He/she cannot pay rent/mortgage most months;
- [ ] She /he frequently has unpaid or overdue electric/gas/water bills;
- [ ] He/she has been evicted from a residence in the last 12 months;
- [ ] She/he has lived in a shelter during the past 12 months

Specific information about your relationship to the applicant and an explanation of how you are in a knowledgeable position to attest to the facts cited above is required. Please provide this information below (Note: Use the back of this form if additional space is needed):

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

_____________________________________    ___________________
(Name of Attesting Individual)    (Relationship of Attesting Individual to Applicant)

_____________________________________    ___________________
(Signature of Attesting Individual)    (Date)
### Third-Party Attestation Form for Item P44

**Number in family at recertification**

On this date, I attest that _____________________________ (Name of Participant) has ______ people living with him/her as part of his/her family.

Specific information about your relationship to the applicant and an explanation of how you are in a knowledgeable position to attest to the facts cited above is required. Please provide this information below (Note: Use the back of this form if additional space is needed):

|__________________________________________________________________________________________|
|__________________________________________________________________________________________|
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_____________________________________ _____________________________________  
(Name of Attesting Individual)      (Relationship of Attesting Individual to Participant)  

_____________________________________    ___________________  
(Signature of Attesting Individual) (Date)
### Third-Party Attestation Form for Item P45

**Total includable family income (12 month or 6 month annualized) at recertification**

On this date, I attest that ____________________________ *(Name of Participant)*
had a “family income” (the combined income of his/her current family members, including parent, guardian, husband, wife, and/or dependent children, if applicable) of zero for the past

(  ) six months                      (  ) twelve months

He/she has supported his or her self during this period of time as follows:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Specific information about your relationship to the applicant and an explanation of how you are in a knowledgeable position to attest to the facts cited above is required. Please provide this information below (Note: Use the back of this form if additional space is needed):

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________________________________________________________________________________________

________________________________________________________________________________________

(  ) six months                      (  ) twelve months

He/she has supported his or her self during this period of time as follows:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

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________________________________________________________________________________________

________________________________________________________________________________________

(  ) six months                      (  ) twelve months

He/she has supported his or her self during this period of time as follows:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

(  ) six months                      (  ) twelve months

He/she has supported his or her self during this period of time as follows:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

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________________________________________________________________________________________

________________________________________________________________________________________

(  ) six months                      (  ) twelve months

He/she has supported his or her self during this period of time as follows:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

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________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

(  ) six months                      (  ) twelve months

He/she has supported his or her self during this period of time as follows:

________________________________________________________________________________________

________________________________________________________________________________________

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________________________________________________________________________________________

________________________________________________________________________________________
## Third-Party Attestation Form for Item E6

If exit is not due to unsubsidized employment, other reason for exit

On this date, I attest that __________________________________________
(Name of Participant)

_____ is deceased.

_____ is unable to continue participating in the SCSEP program and unable to work based on one of the following statements:

_____ He/She has a documented health/medical exclusion, that is:
1. he/she is in the care of Dr. ____________________ (Name of Doctor), and
2. I have been informed by Dr. ____________________ (Name of Doctor) that
   a. his/her medical condition is expected to last at least 90 days, and
   b. his/her medical condition prevents him/her from continued participation in the SCSEP program and from working.

_____ He/She has a documented family care exclusion, that is:
1. he/she is providing care for ____________________________ (Name of Relative and Relationship to Participant), who is a member of his/her family, and
2. the family member is in the care of Dr. ____________________ (Name of Doctor), and
3. I have been informed by Dr. ____________________ (Name of Doctor) that the medical condition is expected to last at least 90 days, and
4. the family member requires a level of care which prevents me from continued participation in the SCSEP program or from working.

_____ He/She is institutionalized, that is:
1. he/she is receiving 24-hour care at ____________________ (Name of Facility), which is a facility such as a prison or a hospital, and
2. I have been informed by ____________________ (Name and Position) that he/she is expected to remain at this facility for at least 90 days, which prevents him/her from continued participation in the SCSEP program and from working.

Specific information about your relationship to the applicant and an explanation of how you are in a knowledgeable position to attest to the facts cited above is required. Please provide this information below (Note: Use the back of this form if additional space is needed):

__________________________________________________________________________________________
__________________________________________________________________________________________
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_____________________________________ _____________________________________
(Name of Attesting Individual)      (Relationship of Attesting Individual to Participant)

_____________________________________    ___________________
(Signature of Attesting Individual)    (Date)
Third-Party Attestation Form for Item U28c/U29c/U29e/U30c
Any wages for first/second/third/fourth quarter after exit quarter?

On this date, I attest that __________________________________________
(Name of Participant) received wages from ___ / ___ / ______ to ___ / ___ / ______, which is after he/she exited from the SCSEP program.

------------------------------------------------------------------------     OR     ------------------------------------------------------------------------
On this date, I attest that __________________________________________
(Name of Participant)
_____ is deceased.

_____ is unable to continue participating in the SCSEP program and unable to work based on one of the following statements:

_____ He/She has a documented health/medical exclusion, that is:
   1. he/she is in the care of Dr. ____________________ (Name of Doctor), and
   2. I have been informed by Dr. ____________________ (Name of Doctor) that
      a. his/her medical condition is expected to last at least 90 days, and
      b. his/her medical condition prevents him/her from continued participation in the SCSEP
         program and from working.

_____ He/She has a documented family care exclusion, that is:
   1. he/she is providing care for ____________________________ (Name of Relative and
      Relationship to Participant), who is a member of his/her family, and
   2. the family member is in the care of Dr. ____________________ (Name of Doctor), and
   3. I have been informed by Dr. ____________________ (Name of Doctor) that the
      medical condition is expected to last at least 90 days, and
   4. the family member requires a level of care which prevents me from continued participation in the
      SCSEP program or from working.

_____ He/She is institutionalized, that is:
   1. he/she is receiving 24-hour care at ____________________________ (Name of Facility), which is a
      facility such as a prison or a hospital, and
   2. I have been informed by ____________________________ (Name and Position) that he/she is
      expected to remain at this facility for at least 90 days, which prevents him/her from continued
      participation in the SCSEP program and from working.

Specific information about your relationship to the applicant and an explanation of how you are in a knowledgeable
position to attest to the facts cited above is required. Please provide this information below (Note: Use the back of this
form if additional space is needed):

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

_____________________________________ _____________________________________
(Name of Attesting Individual)      (Relationship of Attesting Individual to Participant)

_____________________________________    ___________________
(Signature of Attesting Individual)    (Date)