

New Hampshire Continua of Care -- Emergency Solutions Grants (ESG)/Homelessness Prevention (HP) and Rapid Rehousing (RRH) Programs Financial Services Form for HMIS

Financial Services Data

- Prevention (at risk, but not homeless) Homeless (needs RRH/Rapid Rehousing)

Financial Assistance records payments made by the project on behalf of or for the benefit of the client. For each instance of financial assistance provided, there should be one and only one record created. Records of financial assistance should be attached to the head of household.

Record the start date for each service provided; where applicable, include the dollar amount. Collect and enter this information when services are provided as a one-time transaction and at least once every three months for programs that provide on-going services for consecutive months. Ensure that the Date of Service does not start prior to the client’s Entry Date into HMIS; the Service Date should always coincide with the start of financial assistance.

When adding Financial Services information into ServicePoint, it is important to use the correct Funding Source based on the program type (HPRP has been retired):

- ESG Prevention = NH ESG Homeless Prevention
- ESG RRH=NH ESG Rapid Re-housing (RRH)

Project Name: _____	Date: ___/___/_____
Interviewer Name: _____	
Client Name: _____	ServicePoint ID #: _____

Service	Date of Service	Amount
Rental Assistance		\$
Utility fee payment assistance		\$
Security deposit		\$
Utility deposit		\$
Moving costs		\$
Transportation services: tokens/vouchers		\$
Transportation (ESG only)		\$
Child care		\$
General housing stability assistance – emergency supplies		\$
General housing stability assistance -- other		\$
Total Amount:		\$

When a client exits, be sure to do the following in ServicePoint from the Service Transaction Tab:

1. Change the Need Status to “Closed.”
2. Edit the Outcome of the need related to the service at this time.