Instructions to Create "Housing Assistance Request Form"

Overview:

The HOPWA program requires a new application for every housing assistance request, as changes may occur (i.e. income and household size) that affect eligibility.  Prior to this self-populating form, Case Managers were required to retrieve the data from *Provide Enterprise (PE)* and complete the form by hand.  This form was previously named "HOPWA Long Form" or "HOPWA Application."  The goals of this enhancement are as follows: 1) De-duplication of effort; 2) Improved efficiency in updating HOPWA eligibility information; and 3) Migrate toward paperwork reduction with the future deployment of e-signature pads.
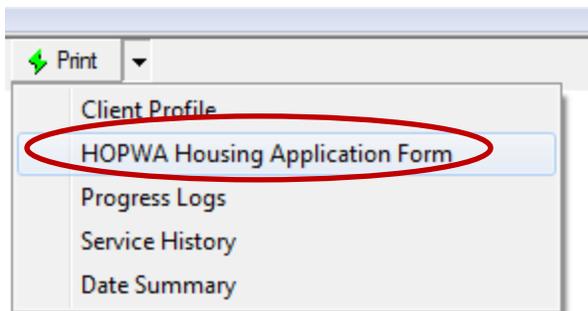
Future Release:

Do not confuse this self-populating form with the e-Payment Request Form (release date November 2013).  These two forms will both be needed to effectively submit and process a Housing Request.

Instructions:

1. Login in to Provide Enterprise *(PE)*
2. Find and open the Client Profile for the client requesting Housing Assistance
3. Click the "Edit" button (circled below in red)



4. Click the "Print"  button (circled above in blue)
5. Click the "Housing Application Form"

6. Wait for the Form Results to appear



7. Correct any data in the Client Profile or Program Enrollment Housing and save
8. Rerun steps (2-6)
9. Print the form to review with client for signature