

## Necessary Documentation for HSP

### Service Providers

*The following must be received with the monthly invoice*

- Invoice for HSP services (including itemized list with client names, invoice billing period and signature)
- Proof of Need (LOI, Lease, Eviction Notice, Utility Bill, etc)
- Proof of payment (copy of check)
- HSP Enrollment/Income Affidavit Form
- HMIS report for billing period of the invoice
- Monthly Denials Tracker – Template is located in HSP Central under “Templates and Files”

A Service Provider’s invoice and backup documentation must be received no more than once per month by the 15<sup>th</sup> day of the following month (i.e. November’s invoice is due no later than December 15).

If clarity or additional documentation is needed, URA staff may hold an invoice to collect missing backup documentation up to the 30<sup>th</sup> of the next month (i.e. we will hold November’s invoice for documentation no longer than December 30<sup>th</sup>).