



Notes on Certification Code and Homeless Certificate

NEW TO THE HOMELESS CERTIFICATE:

A VESTA automated number will be generated for each certificate created.

- Certification code will be a combination of letters and numbers
- 3 to 7 characters in length at this time
- Certification code allows you to confirm the validity of a homeless certificate
 - If person did not consent
 - If person is coming from the YWCA
 - If you cannot find the person in VESTA because the person was entered into VESTA with wrong SSN, date of birth, or spelling of his name

Certification Code can be entered on “Search for Client” page in VESTA. This will tell you if the certification is valid, but will not give you the client’s basic information.

Most of the time, this Certification Code will not be used. VESTA will auto-certify all clients who have a valid certification from a previous program.

If VESTA does not auto-certify the person, the certification code will have to be entered upon intake to a transitional housing or permanent supportive housing program. The fields for entering the homeless certification code will be seen in the intake process **ONLY** if VESTA does not auto-certify the person.

When the printed certificate says no after “Certification active at the time of printing: NO”, you cannot take the client into your program.

On the rare occasion that someone is coming from a program outside of the CoC, VESTA will instruct you to call the Partnership Center and, upon verification, a homeless certification will be issued.