



Kismet Village

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Kismet Village Agency Needs Assessment and Service Authorization Form

To be completed by an authorized case manager or referral partner

This form helps Kismet Village understand the participant's housing situation, identify the appropriate service, and confirm the responsible funding source. Submission does not guarantee housing approval, availability, or placement.

SECTION 1 REFERRING AGENCY

Agency or Organization Name:			
Program or Department:			
Case Manager or Referral Contact:			
Job Title:		Work Email:	
Work Phone:			
Preferred Contact Method:	☐ Email	☐ Telephone	
Agency Address:			
Referral Date:			
Requested Service Start Date:			

SECTION 2 PARTICIPANT INFORMATION

Participant's Full Legal Name:			
Preferred Name:			
Date of Birth:		Telephone Number:	
Email Address:			
Preferred Contact Method:	☐ Telephone	☐ Text message	☐ Email
			☐ Contact through case manager
Current City and State:			
Household Size:		Number of Adults:	
		Number of Children:	

SECTION 3 POPULATION AND PROGRAM INFORMATION

Check all that apply.

☐ Adult age 50 or older	☐ Senior	☐ Veteran	☐ Returning citizen	☐ Currently experiencing homelessness
☐ At risk of homelessness	☐ Fleeing an unsafe living situation	☐ Referred by a community agency	☐ Other:	



HOUSING NEEDS AND READINESS

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SECTION 4 CURRENT HOUSING SITUATION

Select the option that best describes the participant's current situation.

- ☐ Unsheltered
- ☐ Emergency shelter
- ☐ Transitional housing
- ☐ Hotel or motel
- ☐ Temporarily staying with family or friends
- ☐ Hospital or treatment facility
- ☐ Correctional facility or preparing for release
- ☐ Facing eviction or loss of housing
- ☐ Other: _____

Current Location or Program: _____

Expected Exit or Discharge Date: _____

How long has the participant been without stable housing?

- ☐ Less than 30 days
- ☐ 1 to 3 months
- ☐ 4 to 12 months
- ☐ More than 12 months
- ☐ Unknown

SECTION 6 INCOME AND DOCUMENT READINESS

Monthly Income Amount: _____

Primary Income or Funding Source: _____

- ☐ Employment
- ☐ Social Security
- ☐ SSI
- ☐ SSDI
- ☐ Veterans benefits
- ☐ Pension or retirement
- ☐ Housing assistance
- ☐ Family or sponsor support
- ☐ No current income
- ☐ Other: _____

Documents currently available:

- ☐ Government-issued photo identification
- ☐ Social Security card
- ☐ Birth certificate
- ☐ Proof of income or benefits
- ☐ Bank statements
- ☐ Housing voucher or assistance documentation
- ☐ Release or discharge documents
- ☐ Other: _____

Do not include account numbers or a Social Security number on this form.

SECTION 5 HOUSING NEEDS

Preferred City or Area: _____

State: _____

Desired Move-In Date: _____

Maximum Affordable Monthly Housing Amount: _____

Preferred Location:

- ☐ Virginia
- ☐ Maryland
- ☐ Washington, D.C.
- ☐ Open to multiple areas

Preferred Housing Type:

- ☐ Shared housing
- ☐ Private room
- ☐ Apartment
- ☐ Senior housing
- ☐ Veteran housing
- ☐ No preference
- ☐ Other: _____

Does the participant need an accessible housing feature?

- ☐ No
- ☐ Yes

If yes, describe: _____

SECTION 7 HOUSING BARRIERS

Check all known barriers that may affect housing placement.

- ☐ Criminal history
- ☐ Prior eviction
- ☐ Rental debt
- ☐ Limited or no income
- ☐ Missing identification or documents
- ☐ Accessibility requirement
- ☐ Transportation barrier
- ☐ Limited rental history
- ☐ Poor or limited credit
- ☐ Urgent move-in need
- ☐ Other: _____

Additional information Kismet Village should consider:



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SERVICE AND FUNDING AUTHORIZATION

SECTION 8: REQUESTED KISMET VILLAGE SERVICE

Select one primary service. Check additional services only when authorized.

- | | |
|---|--|
| ☐ Assessment and Action Plan — \$150 per participant | ☐ Group Housing Workshop — \$400 per session |
| ☐ 30-Day Navigation — \$600 per participant | ☐ Custom Program Support — Written quote required |
| ☐ Placement Package — \$950 per participant | ☐ Shared Housing Consideration — Housing costs are separate |
| ☐ 90-Day Housing Stability Support — \$1,250 per participant | |

Selecting a service does not authorize billing. Kismet Village must receive written funding approval before an agency-paid service begins.

SECTION 9: FUNDING AUTHORIZATION

Who is responsible for the service fee?

- ☐ Referring agency ☐ Partner organization ☐ Approved sponsor ☐ Participant or family ☐ Funding pending ☐ Other: _____

Authorized Service:

Approved Amount:

Authorization or Purchase Order Number:

Billing Contact Name:

Billing Telephone Number:

Billing Address:

Invoice instructions:

SECTION 10: ACKNOWLEDGMENTS AND SIGNATURES

- ☐ The information provided is accurate to the best of my knowledge.
- ☐ I understand that submission does not guarantee housing approval, availability, funding, or placement.
- ☐ I understand that service fees are separate from rent, deposits, meals, transportation, moving expenses, and other housing costs.
- ☐ I understand that agency-paid services will not begin until Kismet Village receives written funding authorization.
- ☐ The participant has agreed to be contacted by Kismet Village regarding this referral.

A separate authorization or release may be required before Kismet Village shares confidential participant information with another person or organization.

Case Manager or Authorized Representative Name:

Signature:

Date:

Participant Name:

Participant Signature:

Date:

KISMET VILLAGE USE ONLY

- ☐ Accepted ☐ More information required ☐ Waitlisted ☐ Unable to accept

Assigned Service:

Approved Fee:

Assigned Staff Member:

Service Start Date:

Notes:



CASE MANAGER AND REFERRAL PARTNER Q&A

This page answers common questions about Kismet Village referrals, services, payment responsibilities, and service expectations. Additional requirements may be included in the applicable written agreement.

REFERRAL BASICS

Who can submit a referral?

An authorized case manager, agency representative, community partner, or other approved referral source may submit a referral. Individuals and families may also contact Kismet Village about private-pay services.

How can these services help someone experiencing homelessness?

Kismet Village identifies housing needs and barriers, organizes documents, develops an action plan, locates realistic opportunities, assists with applications, coordinates provider communication, and supports approved move-in and follow-up activities.

Who pays for the service?

Payment may come from a referring agency, partner organization, approved sponsor, participant, or family member. The payer must be identified in writing. A case manager is not personally responsible unless that individual separately agrees to pay in writing.

Are service fees the same as rent?

No. Service fees pay for authorized assessments, navigation, coordination, workshops, or stability support. Rent, deposits, meals, transportation, application fees, moving expenses, utilities, and other housing costs are separate.

What can and cannot Kismet Village guarantee?

Kismet Village can guarantee delivery of the work specifically described in an accepted written service agreement. Kismet Village cannot guarantee housing approval, availability, funding, landlord approval, shared-housing acceptance, or placement by a specific date.

SERVICE EXPECTATIONS

When do paid services begin?

Paid services begin only after Kismet Village accepts the referral and receives the required written authorization, purchase order, contract, or payment agreement. Submitting the assessment form or selecting a service does not authorize billing.

Does Kismet Village provide emergency or personal-care services?

Kismet Village is not an emergency shelter or crisis-response provider. Transportation, personal care, medication administration, treatment, continuous supervision, and one-to-one staffing are not included unless separately authorized and legally permitted. For emergencies, contact 911, 988, 211, or an appropriate crisis resource.

What is Kismet Village shared housing?

Shared housing is an independent, non-24-hour arrangement in a shared-home setting. It may include scheduled staff contact and household coordination. Housing approval and housing costs require a separate written agreement.

How are participant information and updates handled?

Updates are provided to authorized contacts according to the service agreement and applicable privacy requirements. Participant consent or a separate release may be required. Do not place Social Security numbers, account numbers, payment-card information, or unnecessary medical records on the referral form.

What happens if the referral is outside Kismet Village's scope?

Kismet Village may request additional information, decline the referral, place it on a waitlist, or provide information about another resource. A referral to an outside provider does not guarantee acceptance by that provider.

Clear Scope. Written Authorization. Documented Service.

Every paid service must have a defined scope, identified payer, approved fee, and written authorization before work begins.



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REFERRAL SUBMISSION CHECKLIST AND NEXT STEPS

Use this checklist before submitting a referral. A complete referral helps Kismet Village review the participant's needs, requested service, and responsible funding source. Submission does not guarantee acceptance, funding, housing approval, availability, or placement.

SECTION 1 BEFORE SUBMITTING

Confirm that each applicable item has been completed.

- ☐ Referring agency and case manager information is complete.
- ☐ Participant contact information is complete and current.
- ☐ Participant population and program information is identified.
- ☐ Current housing situation and anticipated exit date are provided.
- ☐ Housing preferences and maximum affordable housing amount are provided.
- ☐ Income, funding sources, and available documents are identified.
- ☐ Known housing barriers are identified.
- ☐ One primary Kismet Village service has been selected.
- ☐ The responsible payer or funding status is identified.
- ☐ The participant has agreed to be contacted by Kismet Village.
- ☐ Required acknowledgments and signatures are complete.

SECTION 2 AGENCY-PAID REFERRALS

- ☐ The approved service is clearly identified.
- ☐ The approved fee or maximum authorized amount is listed.
- ☐ A purchase order, authorization number, contract, or written payment approval is attached.
- ☐ The billing contact name, email, telephone number, and address are complete.
- ☐ Invoice instructions or reporting requirements are included.

Agency-paid services will not begin until Kismet Village accepts the referral and receives sufficient written funding authorization.

SECTION 3 SUPPORTING DOCUMENTS

Attach only documents that are relevant and legally appropriate for the requested service.

- ☐ Government-issued photo identification
- ☐ Proof of income or benefits
- ☐ Housing voucher or assistance documentation
- ☐ Release or discharge documentation, when applicable
- ☐ Other relevant document: _____

Do not place Social Security numbers, bank-account numbers, payment-card information, passwords, or unnecessary medical records in this packet.

SECTION 4 SUBMISSION RECORD

Agency or Organization: _____

Participant Name: _____

Primary Requested Service: _____

Funding Source or Status: _____

Submitted By: _____

Submission Date: _____

Submission Method: _____

Authorization or Purchase Order Number: _____

SECTION 5 WHAT HAPPENS NEXT

1. RECEIPT

Kismet Village receives the referral through an approved submission method.

2. COMPLETENESS REVIEW

The packet is reviewed for required information, service selection, participant contact permission, and funding status.

3. FIT AND FUNDING REVIEW

Kismet Village determines whether the requested service is within its scope and whether additional information or written funding authorization is required.

4. WRITTEN RESPONSE

Kismet Village may accept the referral, request additional information, place it on a waitlist, or decline it. The authorized contact will receive the applicable response.

5. SERVICE START

If accepted, paid services begin only after the scope, fee, payer, start date, and authorization requirements are confirmed in writing.

SECTION 6 IMPORTANT REMINDERS

- * A referral does not guarantee housing or service acceptance.
- * Selecting a service does not authorize billing.
- * Service fees are separate from rent and other housing costs.
- * Housing decisions may be made by independent property owners or providers.
- * Kismet Village is not an emergency shelter or crisis-response provider.
- * For an immediate emergency, contact 911, 988, 211, or an appropriate crisis resource.
- * A separate consent or information-release form may be required before confidential information is shared.

SECTION 7 KISMET VILLAGE CONTACT

Website: _____

www.kismetvillage.com

Referral Email or Secure Portal: info@kismetvillage.com

Telephone: _____

(804) 277-9202

Office Hours: _____

Use only an approved Kismet Village submission method. Retain a copy of the completed referral and funding authorization for your records.

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Clear referrals, written authorization, and coordinated next steps help every participant receive the appropriate level of service.