



GRANT OFFICER MEMORANDUM 01-21

MEMORANDUM FOR: ALL HOMELESS VETERANS' REINTEGRATION PROGRAM
GRANTEES
ALL VETERANS' EMPLOYMENT AND TRAINING STAFF

FROM: KIA MASON 
Grant Officer

SUBJECT: HINQ and SQUARES Alternate Source Documents to Establish
Homeless Veterans' Reintegration Program Eligibility

The Veterans' Employment and Training Service (VETS) published [Veterans' Program Letter \(VPL\) 01-21, Homeless Veterans' Reintegration Program \(HVRP\) Participant Eligibility](#), which requires a DD-214 as documentation of Active Duty discharge. However, due to the COVID-19 pandemic, the National Personnel Record Center (NPRC) is closed, except for emergencies. The NPRC has requested veterans refrain from submitting a non-emergency request for documents until the NPRC returns to normal operations.

Effective with this Grant Officer Memorandum's receipt, VETS will accept either of the two alternative source documents listed below to establish veteran eligibility for HVRP in situations where the DD-214 is not readily available. VETS will allow the grantee to enroll, provide services to, and report veteran participation and job placement on the quarterly VETS Technical Performance and Narrative Reports with one of these alternate documents. Both of the U.S. Department of Veterans Affairs (VA) inquiry systems are free of charge. Each grantee must request their own access by following the links below.

- 1) **HINQ:** VA Medical Centers' Hospital Inquiry.
There are two options to receive a HINQ, by the individual veteran or a third party.

Individual

- a) Veteran downloads VA Form 10-5345a (Individuals' Request for a Copy of Their Own Health Information) located at <https://www.va.gov/find-forms/about-form-10-5345a/>. This form is a fillable PDF or can be printed and completed.
- b) Veteran fills out the form and submits it to the VA's Release of Information Office via email or fax. The Release of Information Office's point of contact email and fax number is unique to each VA medical center (VAMC).
- c) Once the form is received, a hard copy of the VA HINQ report will be mailed to the veteran within approximately 20 days.

- d) The HINQ report may be emailed or faxed within 24 hours from the VA's Release of Information Office to the veteran.

Note: VA form 10-5345a must be dated 2017 or later.

Third Party Representation

- a) HVRP staff downloads the VA Form 10-5345 (Request for and Authorization to Release Health Information) located at (<https://www.va.gov/find-forms/about-form-10-5345/>). This form is a fillable PDF or can be printed.
- b) The veteran must complete the VA Form 10-5345 and attest to third party representation.
 - a. The veteran must also specify in the section labeled "NAME AND ADDRESS OF ORGANIZATION, INDIVIDUAL, OR TITLE OF INDIVIDUAL TO WHOM INFORMATION IS TO BE RELEASED" the HVRP office seeking the HINQ along with the fax number where it is to be sent. A veteran signature is required for the form to be processed. For rapid response receipt (within 24 -48 hours), a fax number must be provided.
- c) Email or fax the form directly to the VA's Release of Information Office.
- d) The VA's Release of Information Office will email or fax the form directly to the contact provided on the form within 24-48 hours.

Note: VA form 10-5345a must be dated 2017 or later.

- 2) **SQUARES:** VA web application that provides external homeless service organizations information about veteran eligibility.

Before applying, organizations should complete a 10-minute Online Training: <https://www.va.gov/HOMELESS/squares/index.html>

Instructions to apply for SQUARES access can be found at: <https://www.va.gov/HOMELESS/squares/docs/SQUARES-Request-and-Access-Your-SQUARES-Account.pdf>

Both the HINQ and SQUARES reports contain personal identifiable information (PII). In accordance with the Terms and Conditions of the grant award, each grantee is required to keep this information safe. **All personal identifiable information must be eliminated from any copies used in HVRP participant files.**

The HINQ or SQUARES report will be accepted in lieu of the DD-214 until June 30, 2021. At that time, VETS will reassess and determine if this exception will continue.

If you have any questions, contact your Grant Officer's Technical Representative (GOTR).