

# Housing Stability Plan

Head Of Household: \_\_\_\_\_ Initial \_\_\_\_\_ Renewal \_\_\_\_\_

Navigator: \_\_\_\_\_ Agency: \_\_\_\_\_

Other Household members: \_\_\_\_\_

**Date:** \_\_\_\_\_

**Renewal Due (90 Days):** \_\_\_\_\_

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## Housing Goal:

Strengths to achieve goal: \_\_\_\_\_

Barriers: \_\_\_\_\_

**30 Day Update:**

**Date:** \_\_\_\_\_

**60 Day Update:**

**Date:** \_\_\_\_\_

*Goal achieved after 90 days? Y N*

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## Income Goal:

Strengths to achieve goal: \_\_\_\_\_

Barriers: \_\_\_\_\_

**30 Day Update:**

**Date:** \_\_\_\_\_

**60 Day Update:**

**Date:** \_\_\_\_\_

*Goal achieved after 90 days? Y N*

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Client Signature: \_\_\_\_\_ Nav Signature: \_\_\_\_\_

## Documents needed for housing

### Proof of Identity

- Driver's License
- State issued Photo ID
- Military ID
- Passport
- Birth Certificate

**Lack of correct documentation is one of the most common barriers to housing. Waiting until a voucher is available to get these documents is too late. Work on this from day one of a client's shelter stay.**

If client has none of the above, the below documents will be needed to obtain a Maine photo ID.

- Social Security Card, OR W-2 with SS # on it.
- Birth Certificate OR naturalization papers
- Proof of Maine residency, which can include:
  - Maine Vehicle Registration or other credential
  - Utility Bill- electric bill, water/sewer bill, cell phone bill, etc.
  - Maine Resident Hunting and or Fishing License
  - Contract in their name- mortgage agreement, lease, insurance policy, insurance ID card, SR22
  - Tax bill
  - Document issued by a government entity
  - Tax return
  - Paycheck stub
  - W-2
  - Conditional order of restoration

If none of those are available, two affidavits confirming Maine residence can be used.

*Photo ID needed for every adult in household; Birth Cert. for all members needed for many programs*

### Proof of Social Security Number: Pick one

- Social Security Card
- Social Security card application verification with SSN on it.

*Proof of SSN needed for every member of household*

### Proof of Income: All that apply

- Last 4 paystubs, or bank statements showing wages deposited
- TANF and/or SNAP award letter
- Child Support award letter
- SSI benefit letter
- Any other documentation of income (legal settlement, pension, etc)
- Zero Income certification

*Proof of income must be provided for every adult in household*

\*Many programs will also need proof of disability, refer to individual program guides for specifics