

Housing Stability Plan

Head Of Household: _____ Initial _____ Renewal _____

Navigator: _____ Agency: _____

Other Household members: _____

Date: _____

Renewal Due (90 Days): _____

Housing Goal:

Strengths to achieve goal: _____

Barriers: _____

30 Day Update:

Date: _____

60 Day Update:

Date: _____

Goal achieved after 90 days? Y N

Income Goal:

Strengths to achieve goal: _____

Barriers: _____

30 Day Update:

Date: _____

60 Day Update:

Date: _____

Goal achieved after 90 days? Y N

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