Housing Stability Plan

Head Of Household: ___________________________ Initial   ○ Renewal ○

Navigator: ___________________________ Agency: ___________________________ VI-SPDAT Score: ______

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*
Other Goal:

Strengths to achieve goal: ____________________________________________
Barriers: __________________________________________________________

30 Day Update: Date:________________________

60 Day Update: Date:________________________

Goal achieved after 90 days? Y ☐ N ☐

Other Goal:

Strengths to achieve goal: ____________________________________________
Barriers: __________________________________________________________

30 Day Update: Date:________________________

60 Day Update: Date:________________________

Goal achieved after 90 days? Y ☐ N ☐