Housing Stability Plan

Head Of Household: ____________________________________________ Date:__________

Navigator:______________________________ Agency:_____________________

Other Household members:____________________________________________________________________

Client Signature:_________________________________ Nav Signature:_______________________________

Housing Goal: __________________________________________________________________________
_______________________________________________________________________________________

Strengths to achieve goal: ______________________________________________________
Barriers: ___________________________________________________________________

30 Day Update:

60 Day Update:

Goal achieved after 90 days?  Y/N

Income Goal: __________________________________________________________________________
________________________________________________________________________

Strengths to achieve goal: ______________________________________________________
Barriers: ___________________________________________________________________

30 Day Update:

60 Day Update:

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
  - W2
  - 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*