

SAMPLE Rapid Re-Housing Housing Stabilization Action Plan

HPRP Participant Name: Emily Johnson

CHIN Client ID: xxxxxxxx

Date: 11/1/2009

Goal:

Find a permanent housing solution that is affordable. Increase income by \$300/month, to assure rent can be paid.

Problems/Barriers:

Housing History: Public records check of eviction court filings; interview with Emily.

Emily has been evicted twice for non-payment of rent. She knows that other tenants in her last two apartment buildings complained about her and her children, because the landlord told her. She didn't get all her damage deposit back because her children broke a window and used markers on the walls. She doesn't think her landlord would give her a good reference.

Criminal History: Public records check of criminal history database; interview with

Emily. Emily had two Driving Under the Influence charges in 2006 and has a suspended driver's license.

Credit History: Interview with Emily; supplemented with free Credit Report from TransUnion—requested 10/30. Emily knows her credit report will show late or missing debt payments and too much debt.

Employment/Income: Interview with Emily, who also provided check stubs and a public benefits award letter. Her income is about \$1,200/month from public assistance and part-time employment. She has no savings to pay for housing start-up costs.

Tenancy information: Emily has never read a lease and doesn't know what the lease requires. At her previous apartment, she got into trouble and didn't understand why her landlord and other tenants were upset with her.

Relationships: Emily has trouble saying 'no' when her sister wants to borrow money and this has left Emily without enough money to pay the rent.

Other issues: Emily used to drink heavily and thinks she lost control over her children during those years. She knows her children have caused damage and that they are so loud people complain about them, but she doesn't know how to respond to them.

Assessment: Level 1 Level 2 Level 3 Level 4 Level 5

Strengths: Emily is willing to partner with the Rapid Re-Housing program to work on a plan that will get her quickly back into housing and help her sustain it. She is no longer drinking, and is working on re-building her relationship with her children. She is motivated to look for additional work.

Plan for getting housing:

1. Housing Search

- **Goal:** Emily will review housing listings and investigate acceptable units on a daily basis. An acceptable unit for Emily is one within the same school district her children have been attending, so they don't have to change schools again. She believes she can afford \$600/month rent and utilities, which is sufficient for some one-bedroom apartments. If she has to pay higher rent, she will need to increase her income and will require a subsidy until she gets a better job or more hours.
- **Action Steps:**
 - Rapid Re-Housing program will provide Emily with a list of properties whose landlords are cooperating with the Rapid Re-Housing program.
 - Emily will call for vacancy information, location, rent and amenities and will indicate that she is partnering with the program.
 - Emily will make an appointment to visit any vacancy that is acceptable.

2. Application, Landlord Interview, and Leasing

- **Goal:** Emily will apply for available units that meet her criteria and budget and secure housing by December 1.
- **Action Steps:**
 - Emily will prepare for landlord interview by filling out a sample application so she will have all the necessary information available.
 - Emily will practice a landlord-tenant interview with Shirley from the Rapid Re-Housing program.
 - Emily will also sign a Release of Information so Shirley can talk to prospective landlord(s), but Shirley will not disclose any information about any of Emily's personal issues to the landlord.
 - Shirley will accompany Emily to landlord interview(s) and will promise the landlord the standard Rapid Re-Housing follow-up services of six months, with home visits to Emily, response to landlord calls within one business day, and follow up to work with Emily and resolve any issues related to rent, lease requirements or complaints.

3. Financial Assistance for Housing Start-Up

- **Goal:** Emily will pay \$600 toward the cost of first month's rent, security deposit, application fees, moving costs, etc. The remainder of housing costs will be paid by a combination of public assistance benefits and other public and private resources.
- **Action Steps:**
 - Shirley will provide Emily with financial assistance application information and assist Emily in completing application forms.
 - Emily will submit an application for financial assistance.
 - When Emily has completed the application for assistance and been approved—funds will be available as soon as she has a signed lease.

Plan for keeping housing:

Financial

- **Goal:** Emily will immediately seek to increase her income by increasing her earned income from work. Emily's goal is to increase her income by \$300/month.
- **Action Steps:**
 - Emily will request more hours at work
 - Emily will ask her sister to watch the children after school if necessary (at least until she can find daycare).
 - Shirley will make a referral so Emily can meet with a financial counselor to look at ways to cut costs, make lower monthly payments and apply for the Earned Income Tax Credit.
 - Emily will begin saving \$10 from her paycheck every week and will open a savings account so she has money for emergencies.
 - Emily will review her new lease with Shirley and make a list of the things that could get her evicted. She will also enroll in Tenant Education Classes offered by ABC Social Services.
 - Rapid Re-Housing program will pay up to \$200/month towards Emily's rent if the apartment costs more than \$600. The rent subsidy is temporary, until Emily can increase her job income.
 - Emily will meet with Shirley every month to discuss progress toward increasing her income.

Relationships

- **Goal:** Emily will seek to improve her relationship with her sister so that relationship issues don't interfere with her ability to keep her housing.
- **Action Steps:**
 - Shirley will help Emily practice what to say when her sister asks for a loan so Emily can keep her rent money.
 - If Emily's sister gets mad, Shirley will mediate (if Emily wants her to) and explain why Emily has

to say no.

--Emily, with Shirley's advice, will try to find ways her sister can get help with her budgeting, so she doesn't have to ask Emily for money.

Other Issues

- **Goal:** Emily will work to address other issues that have affected her ability to keep her housing.
- **Action Steps:**
 - Shirley will help Emily find an AA support group in her new neighborhood
 - Emily will attend AA once a week and ask her sister to babysit while she attends.
 - Shirley will make a referral to the Community Child Guidance Center to get some help with managing her children's behavior.

HPRP Participant Signature: Emily Johnson

HPRP Case Manager Name: Susan Jones

HPRP Case Manager Signature: Shirley Temple