**ABODE Policies and Procedures Excerpt**

**Housing Stability case management**

The purpose of RRH assistance is to provide the support necessary to help the household retain or gain housing as quickly as possible. RRH Housing services Coordinators will partner and assist clients with housing stability case management and with housing search and placement services. A key element to being able to sustain and retain housing is a budget and a housing stability plan. The Housing Stability Plan identifies the steps and goals that the participant will make towards sustaining permanent housing once the subsidy concludes. The budget is also needed to determine the potential amount of financial assistance and support needed. The assistance will be determined on the needs of the participant household.

The Housing Stability Plan is prepared at the time of first enrollment and should be updated as frequently as necessary to reflect changing situations, and no less frequent than every three months. Once a participant has moved into housing, the participant will create a Housing Stability Plan, with support from the Housing Services Coordinator, that emphasizes those steps or actions needed to retain the housing placement.

A sample *Housing Stability Plan* and a sample *Budgeting Worksheet*, can be found in the Appendix of Forms. The participant will utilize the Budget and Housing Plan to reach the goals established within each. A copy will be retained by the participant and a copy placed in the participant the participant’s file.

Housing stability case management includes:

* Conducting evaluation of eligibility and need, including verifying and documenting eligibility
* developing, securing, and coordinating services and assistance in obtaining Federal, state and local benefits
* monitoring and evaluating participant progress;
* providing additional referral services to the household based on needs assessment
* develop a housing stability plan
* develop a budget;
* engaging and partnering with participant to facilitate achieving the housing plan
* conducting reassessments for on-going eligibility and need
* referring to other available resources within the county