

Housing Support Specialist Checklist

This checklist is a tool for Housing Support Specialists (HSS) to use as they work with people and their teams to identify their housing support needs. It also spells out the responsibilities of the HSS and how to work collaboratively with the Coordinator of Community Services (CCS). Once a person has chosen an agency to provide Housing Support Services, the following steps should be taken as directed by the person:

- Talk with the person and their team about their housing goals, needs and wants.
- Work with the person to develop housing goals and submit a housing support plan to the CCS that includes the person's:
 - » Budgeting goals
 - » Housing goals
 - » Credit goals
 - » Housing stabilization goals
 - » Applications to the various rental assistance programs
- Based on the person's goals, talk with them about available housing programs that may meet their needs and wants.
- Assist the person in getting the information needed to submit housing applications.
- Assist the person in applying for their chosen programs.
- Monitor housing applications and communicate regularly with the Maryland Department of Disabilities' (MDOD) waitlist administrator.
- Once informed of funding by the MDOD waitlist manager, assist the person with locating a rental home.
- Once a home is identified, submit the address to the Maryland Department of Housing and Community Development (DHCD) for approval.
- Once approved by DHCD, help the individual talk with the landlord to figure out a move-in date.
- Notify the CCS of the person's new address.
- Once the person has moved, schedule tenant training with the MDOD and the CCS (if not fully certified).
- Complete tenant training meetings to include the MDOD and the CCS.
- Monitor monthly needs for home stabilization and submit tenancy paperwork to the DDA.

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