

## What Documents Do I Need?

### For all children in the household, these items:

- Birth Certificate (or previous year's tax return)
- Social Security Card
- Health Insurance Card
- Immigration Card (if applicable)

### For all adults in the household, these items:

- Picture ID
- Birth Certificate (or previous year's tax return)
- Immigration Card (if applicable)
- Social Security Card
- Verification of all sources of income and benefits for all household members
  - \* Pay stubs, award letters for Social Security benefits, unemployment, workman's compensation, child support payments, cash assistance and food stamp award letters, and all other income not listed
- Health Insurance Card
- Car Insurance
- Most recent checking and/or savings account statement
- Credit Card Bills and/or Loans
- All household bills
  - \* Rent, electricity, water, telephone, cable, internet, hospital, loans, credit card statements, and any other bill(s) not listed
- Proof of sudden loss of income within past 12-24 months
- Housing Status
  - \* For rent in evictions (prevention, submit the letter from the court)
  - \* For homelessness, submit Residency letter from shelter or other agency (for example: Building Bridges, Inc.)
  - \* Current lease or letter of intent to rent
- Completed *About Me/Monthly Expenses* worksheet



## Do I have everything?

- Documents
- Worksheet inside this pamphlet is complete
- Any questions I may have
- Phone number: 610-429-2679

"Stable Family Program of Chester County" is funded in whole or in part by:



The Stable Family Program of Chester County is part of HUD's "Homeless Prevention and Rapid Re-Housing Program" and it is funded through the American Recovery and Reinvestment Act (ARRA)

### Mission Statement

"The mission of the Department of Community Development is to provide housing, neighborhood improvement, workforce development, and social services to low and moderate income and disadvantaged persons so they can have the opportunity to successfully live and work in a safe, stable community."

Stable Family Program of Chester County Coverage Areas

## Stable Family Program of Chester County

*"Helping Chester County Residents  
Through Tough Times"*

**Board of Commissioners**  
Terence Farrell, Chair  
Kathi Cozzone  
Ryan Costello

## What is the Stable Family Program?

The Stable Family Program of Chester County provides assistance to families who are on the brink of homelessness or who are already homeless. The goal of the program is to help those families most in need remain in housing or quickly find it. Ideal families include those who are most likely to achieve and maintain housing at the end of the program or those affected by the economy.

The Stable Family Program will re-open on October 1, 2010. It concludes on September 30, 2011.

## What are some of the basic requirements?

- **U.S. Citizen or Legal Resident**
- **Income**
  - \* Area Median Income (AMI) at or below 50%
  - For example, total income for a family of four must be below \$39,150.00 (as shown in table below which includes income cutoffs for other family sizes).

1	2	3	4
\$27,450	\$31,350	\$35,250	\$39,150

- **Housing Situation**
  - \* Court-ordered eviction notice
  - \* Homeless (as defined by HUD)
- **Sudden Loss of Income in Past 12-24 months**
  - \* More questions will be asked during phone call to better understand your circumstance and to make the right determination

## What should I do next?

1. **Complete the worksheet** (see right)
2. **Gather required documents** (see: *What Documents Do I Need?*)
3. **Make Phone Call: 610-429-2679**  
Please note that during the phone call, you will be asked more questions. If you pass the pre-screening, then we will set up an in-person meeting for you to bring all of your documents. Families accepted into the program must sign a service agreement and they must fully participate in a mutually agreed upon service plan.

If you do not qualify for the program, we may be able to refer you to another program that can help you.

## About Me/My Family

Name (First, Middle, Last) <i>ALL who live with me</i>	Relation to You	Birth Date	Social Security #	Gender	Race	Latino?	Income/Source
	Self						

## Monthly Expenses

BILLS	COSTS		
<b>Housing</b>	rent \$	# of bedrooms _____	built before 1978? ___Yes ___No
	my landlord's name is _____		landlord phone # _____
<b>Utilities</b>	phone/cable/internet \$	electricity/gas/oil \$	water/sewer/trash \$
	cell phone \$		
<b>Transportation</b>	car payment \$	gas \$	bus \$
	insurance \$	repairs \$	
<b>Food /Hygiene Items</b>	all groceries		
<b>Clothing</b>	adult clothing \$	kids clothes \$	
<b>Children</b>	daycare \$	diapers/formula/wipes \$	school supplies \$
<b>Entertainment</b>	eating out/coffee \$	gifts \$	movies, etc \$
<b>Health</b>	insurance \$	co-pays \$	prescriptions \$ hospital \$
<b>Other</b>	credit card monthly payment \$	loans \$	fines \$
	cigarettes \$	other \$	

## What do I/we need help with right now? (Include at least one thing that is not financial assistance.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_