



# ENDING HOMELESSNESS COURSE

## Abstract

For households residing in HAC Family Shelter, this course will provide instruction and coaching in the basic skills needed to obtain and maintain permanent, stable housing.

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\*Handouts attached at back

# Ending Homelessness Course

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## General information

### Description

This course is designed to provide instruction and coaching in the basic skills needed to obtain and maintain permanent, stable housing. It is self-paced.

### Expectations and goals

You will use this book as your guide and reference to all things related to housing. You will bring it with you to your regular meetings with your case manager. You will complete agreed upon assignments independently, between meetings and bring to next meeting to review.

## Course materials

### Required materials

This [Ending Homelessness Course](#) binder

pen

handouts

## Course schedule

Topic	Reading	Exercises
Needed Documents	Chapter 1	File necessary paperwork
Goals	Chapter 2	Handout 1
Income	Chapter 3	Handout 2
Money	Chapter 4	Handouts 3
Budgeting	Chapter 5	Handout 4 & 5
Landlord/Tenant	Chapter 6	Handout 6 & 7
Shopping/cooking	Chapter 7	Handouts 8 & 9
Health & Wellness	Chapter 8	Handout 10

## Chapter 1

You must have a valid I.D., social security card and birth certificate when applying for most housing programs. Sometimes these can take time to order and receive. These should be ordered as soon as possible.

A state ID can be obtained from the Massachusetts Registry of Motor Vehicles. You can go to the website: <https://www.mass.gov/orgs/massachusetts-registry-of-motor-vehicles> to start the process and make an appointment.

A social security card can be obtained by going in person to the Social Security Office located at 100 Independence Dr, Unit 4, Hyannis, MA 02601 to apply for a copy. You may also request a copy online by creating and using your My Social Security Account.

Birth certificates are obtained from the town hall of the city where you were born. For example, if you were born at Cape Cod Hospital, then your birth certificate is at Barnstable Town Hall. If you were born in another state or far away, your case manager can assist you with ordering a birth certificate online.

	Document	Date Order	Date Received
<input type="checkbox"/>	I.D.		
<input type="checkbox"/>	Social Security Card		
<input type="checkbox"/>	Birth Certificate		

## Chapter 2

Finding and obtaining housing is our main objective and the focus of the work we will do with you as your Case Managers from HAC. The following pages will be used to assist you in identifying goals and tasks that you will need to accomplish to achieve your main goal of housing. This course is designed to be self-paced and reflect your needs and wants. Your case manager can support and guide you through the process, but ultimately the work and decisions are yours to make. Goals can be short or long term. You can have a mix of both. Handouts are in the back.

## Chapter 3

After identifying documentation, income will be the next important thing to work on to help you with your housing stability. Having a consistent income is crucial in retaining housing. Whether you need to apply for Social Security benefits, state benefits or are planning to go to work, establishing this goal early on should be on the top of your list.

The fastest way to start the Social Security benefits application process is to call the local office and make an appointment.

Hyannis office – 866-467-0440

Falmouth office- 855-881-0212

To apply for EAEDC from the state you would contact DTA in Hyannis or start the application online. They are located at:

181 North St.

Hyannis, MA 02601

(508) 862-6600

If your goal is to obtain employment, there is a job search log attached in the back. <http://www.jtecmeanscapecodjobs.com/> may be able to help and is located at:

88 North St.

Hyannis, MA 02601

(508) 790-0400

## Chapter 4

Having a better understanding of your money habits and attitudes will help you to better understand where your money goes and how to better budget and save. This chapter focuses on figuring out your money attitude and ways to make it work for you. Complete the exercise and discuss it with your Case Manager. There is an additional bonus exercise attached in the back.

## Chapter 5

Having a realistic budget that works for you is a big part of successful housing. In this chapter we will look at your numbers. Where you are now and where you want to be. The key here is to live within your budget. But also, to recognize when real life does not add up to what you have put on paper. Budgets are meant to change and evolve over time. It is good to go over your budget at least twice a month to see where you are at and if you are on track. The following information will help you decide what you want your budget to look like. Budget sheets are provided in the back.

## Chapter 6

Being a good tenant and finding the right landlord can seem impossible, but this chapter will look at some important steps you can take to prepare you in your housing search and in your new role as a tenant.

Information on background checks, letters of explanation and protecting yourself from scams are gone over. There are two handouts in the back.

## Chapter 7

Shopping and cooking on a budget can be a challenge these days. In this chapter we will look at ways to save money at the grocery store and make our food money last longer. Also included will be some tips and tricks to find simple, healthy, and affordable recipes. Handouts are in the back.

## Chapter 8

As you prepare for your new housing, making a commitment to take better care of yourself is an important step. If you have been unable to attend to your health and follow up with doctors, dentist, therapists, etc., this is the time to reengage and get back on track. Your Case Manager is there to help in this process. Whether you need help getting an appointment with your current provider or need a new one, this is the time to start.

Attachments for this chapter include ideas for walking, simple exercises, and engaging with your community.