

## SAMPLE CLIENT SERVICE PLAN AGREEMENT

Clients enrolled in a housing project within The Way Home must participate in a monthly meeting with a Housing Case Manager and develop a Service Plan Agreement. The combination of these strategies helps support a client in achieving their goals and establish stability.

### CLIENT RESPONSIBILITIES

1. Work collaboratively with their Case Manager to develop and implement a Service Plan Agreement.
2. Follow the program rules. This includes providing eligibility documentation, up to date information, and participate in monthly home visits.
3. Assist the Case Manager in the housing search/lease up process.
4. Pay the assigned rental portion for each month and/or utilities.

### CASE MANAGER RESPONSIBILITIES

1. Explain what the Client can expect while in the program.
2. Review the rules of the project with the Client.
3. Assisting the Client in finding housing options that fit their needs.
4. Schedule monthly home visits, office visits, or telephone check ins.
5. Provide referrals and connections to community resources to promote stability.

The Client understands that they will be exited from the project if they refuse to participate in monthly services or fail to engage in the service plan agreement.

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Client's Signature

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Date

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Case Manager's Signature

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Date