

Housing Help Checklist for Case Managers Working with Households Experiencing Homelessness

First steps to help people find housing and rental assistance:

1. **Make a referral to coordinated entry** by either calling or emailing your local CE contact [Vermont Coordinated Entry Lead Agencies](#)
** If households are open to living in more than one area, they may be on CE lists in multiple regions with the exception of Chittenden County.*
2. **Assess what type of housing the household is seeking** and consider the following: Accessibility, access to public transport, pets, nursing home, residential placement, household income/affordability etc) and what type of housing is available at [Affordable housing search](#) or [VSHA Affordable Housing Search](#)
3. **Reduce housing barriers** by referring household to financial stability programs available at all [Community Action Agencies](#) and refer household to complete [Rent Right program through CVOEO](#). Once they complete the Rent Right program, they will receive a certificate that many landlords value.
4. **Assist client in attaining birth certificate, picture IDs and SS card for every member of the household.**
5. **Assist client in completing the [Vermont Common Rental Application](#)** . Some housing agencies accept this application or it can be a resource for filling out additional applications.
6. **Consult with local Housing authority** to see what local programs are available.
7. **Explore and get involved in local meetings** and groups for Team-based care, Situation Tables Local Interagency Teams, etc. Contact local [Field Director](#) to learn more.
8. **Explore options for staying with family** or friends on a long-term or short-term basis.
9. **If possible, explore options for negotiating long-term rental deals** through Airbnb or VRBO – especially during shoulder seasons. Many hotels will also consider discounted monthly or longer-term rates.

***Be realistic about the length of time it takes to secure rental assistance and units. Depending on local resources it could take 1-2 years to secure permanent housing. The only current option for income-based rentals are project-based rentals that have rental assistance tied to the unit and the wait is 1-3 years long once on waitlist. People with income and no housing barriers can find housing sooner in private landlord situations or in non-subsidized units managed by non-profit landlords. Be sure to tell clients that they could miss resources if their contact information changes and they don't keep that up to date.*

Housing options in Vermont:

1. Private landlord with no rental assistance – a good option for households with moderate income.
2. Portable rental vouchers (Housing Choice Vouchers) for private rentals (These are not readily available but check with local housing authority or Vermont State Housing Authority)
3. Project based rentals that have a rental subsidy tied to a specific unit. You may find a directory to these units and information for application here [Home | HousingData.org - Vermont Affordable Housing Research](#) or [Updated Affordable Housing Waiting Lists in Vermont - July 27, 2026](#)
 - a. Units available with our non-profit landlords that do not have project-based vouchers. Use the links above or research the organizations in your community. Examples include Rural Edge, Windom Windsor Housing Trust, Burlington Housing Authority, Cathedral Sq., Champlain Housing Trust, etc.
4. Project-based units and units with no rental assistance attached are available with VSHA
5. [HomeShare Vermont](#) a Vermont based program that matches people to homeowners who may be renting room and need help with various tasks.
6. [Recovery Residences](#) to find room rentals available in recovery-based residences.
7. [Home ownership centers](#) have programs to help people with sustained income with home ownership resources and opportunities.

Other benefits to connect households to:

[3Squares](#)/Food shelves at local Economic Services office for food stamps and information on food resources

Apply at shelters – [211 Shelter listings](#)

Hotel program availability and eligibility 1-800-775-0506

[WIC Program](#) is the USDA Special Supplemental Nutrition Program for Women, Infants and Children. WIC provides food benefits, nutrition education, breastfeeding support, counseling and programs for pregnant Vermonters, parents and caregivers with children under 5.

[Reach Up](#) offers Services and case management to help you reach goals related to your education, employment, finances, health, housing, safety, training, well-being, and more and monthly cash payments to help with basics like food, clothes, housing, and utilities.

[Emergency General Assistance](#) can help with:

- Housing, fuel & utilities

- Medical, dental, prescriptions, medical supplies/equipment
- Personal needs and incidentals
- Burial costs

[HireAbility](#) is an employment and career development resource for Vermonters living with a disability

[Vermont Free Clinics](#) are located across the State to provide access to healthcare.

[Vermont Health Connect](#) to help people connect to healthcare coverage.

Helpful online training for case managers to learn more about helping clients experiencing homelessness:

[Housing Trainings by Housing Homeless Alliance of VT](#)

We recommend the following modules start:

Introduction to Coordinated Entry

Homeless Assistance in Vermont

Housing Problem Solving

Connecting Clients to Permanent Rental Assistance

Vermont Team-based Care Trainings (Please contact your local [Field Director](#) for access):

Team based care 101

Sharing Information

Shared Care Planning

Team-based care approaches and tools

For more information on Vermont Team-based Care: [Vermont Team Based Care | Agency of Human Services](#)