

August 31, 2026

Subject: Progress Towards Housing Plan Goals

Dear Community Partners,

The Vermont Homelessness Response Continuum (VHRC) Level 4 Hotel program relies heavily on the relationship between case managers and clients. To maintain placement in a hotel, households must provide a copy of their housing plan which includes goals that are specific, measurable, attainable, relevant, and timely and demonstrate progress towards those goals.

Housing Plans

DCF encourages partners to submit housing plans on behalf of their clients. Housing plans can be submitted via email to AHS.DCFVHRCLevel4@vermont.gov or via the uploader. For ease, a housing plan template is located on the DCF website [201G-HP - VHRC Housing Plan](#). Please note that this specific form is not required. Any housing plan can be submitted as long as it contains goals that are specific, measurable, attainable, relevant, and timely.

Progress Towards Housing Plan Goals

In order to demonstrate participation, progress towards housing plan goals need to be verified at the time of each housing authorization. You can help households that you work with verify progress through the completion of a form. The form will collect information about when you last met with the household, the goal for which progress was made, and the progress that was made.

The form will be posted to the DCF website on 9/1/26. A link will also be sent to partners via email.

Thank you so much for your partnership. We appreciate your assistance as we launch this new program.

Sincerely,
Vermont Department for Children and Families

