

## Sample Case Note for HUD ESG Program

**Client Name:** Jane Doe

**Client ID:** 12345

**Case Manager:** John Smith

**Date of Note:** November 21, 2024

**Program:** HUD ESG – Rapid Re-Housing

---

### Summary of Interaction

**Purpose of Visit:**

To review Jane's housing stability progress, address current needs, and update the Housing Stability Plan.

**Details of the Interaction:**

- **Housing Update:** Jane reported that she has been residing in her current unit for two months with no issues. Rent is paid on time, and the landlord has been responsive to maintenance requests.
  - **Income/Employment:** Jane recently secured part-time employment at a local grocery store, working 20 hours per week. She expressed a desire to increase her hours or find additional work to increase her income.
  - **Support Services:** Jane has been attending her scheduled financial literacy workshops and shared that they have been helpful in managing her budget.
  - **Barriers Identified:** Transportation to work continues to be a challenge, as she relies on public transit, which can be inconsistent.
- 

### Action Steps/Goals:

1. Case Manager will assist Jane in applying for a transportation assistance program to improve her access to work.
  2. Jane will continue attending financial literacy workshops as part of her stability plan.
  3. Case Manager will connect Jane with a local job placement agency to explore opportunities for additional or higher-paying employment.
- 

**Next Follow-Up Date:** December 5, 2024

---

**Case Manager's Signature:** John Smith

**Date:** November 21, 2024