

INDIVIDUAL SERVICE PLAN

About this Tool: A service plan should be developed with clients soon after intake to identify the steps that must be taken to move them towards the goal of independent living. Make sure that the service plan addresses any specific issues that come out of the intake process and the discussion about available mainstream resources. The plan should include goals, strategies/steps for achieving each goal, target completion dates, and dates goals are achieved. While the plan should be developed with client input, many of the goals can be pre-established by your program (see examples provided below). Collaborate with any other agencies with whom your client may be working to ensure that the goals and strategies laid out for the client are consistent with the goals and strategies of any other program in which he/she may be participating.

Client Name: _____ Date of Intake: _____

Case Manager: _____ Client DOB: _____

Part 1: Housing Stability

Goal	Strategies/Steps	Target Date	Dated Achieved	Notes
1. Obtaining/Maintaining housing	1.			
	2.			
	3.			
	4.			
2. Family Reunification	1.			
	2.			
	3.			
	4.			

Client Strengths: _____

Client Obstacles: _____

Progress Summary: _____

Part 2: Income Growth

Goal	Strategies/Steps	Target Date	Date Achieved	Notes
1. Apply for mainstream benefits	1.			
	2.			
	3.			
	4.			
	5.			
2. Obtain/Maintain Employment	1.			
	2.			
	3.			
	4.			
	5.			
3. Financial Stability	1.			
	2.			
	3.			
	4.			

Client Strengths: _____

Client Obstacles: _____

Progress Summary: _____

Participant Signature

Date

Case Manager Signature

Date