How to Obtain the Required Documents

- Government Issued Picture ID*
  - Each state has different requirements to obtain the needed type of ID.
  - Application for a government issued picture ID can be found online.
- Social Security Card*
  - To apply for a replacement card, you must provide one document to prove your identity. i.e.; U.S. Driver’s License, State ID or U.S. Passport.
  - Application for a replacement Social Security Card can be found online.
- Birth Certificate / Citizenship papers*
  - Each State has a specific form to fill out and may have different requirements.
  - Birth Certificate request forms and Proof of Citizenship application can be found online.
- Income Statements
  - These are your pay stubs from your employer or income statements from your financial benefits.

*Computer use is available at the Friendly Place Campus and HOPE Resource Center.

Please gather required documents and call:
Hilo (808) 933-6042
Kona (808) 933-6062

Housing Team is located at the following locations:

FRIENDLY PLACE CAMPUS
74-5593 Pawai Place
Kailua-Kona, HI 96740
Phone: (808) 933-6062
Fax: (808) 329-6219

KIHEI PUA
EMERGENCY SHELTER
115 Kapi'olani Street
Hilo, HI 96720
Phone: (808) 933-6042
Fax: (808) 934-0904

ADMINISTRATIVE OFFICE
296 Kilauea Avenue
Hilo, Hawai‘i 96720
(808) 935-3050
email: info@hopeserviceshawaii.org
www.hopeserviceshawaii.org

Services Provided Include:
- Security Deposit
- First Month’s Rent
- Utility Deposit
- Renter Education Classes
- Individual Housing Plans
- Budget Management
- Resume Building
- Resource Referrals
- Six month case management services

Employment / Financial Benefit Resources

EMPLOYMENT SERVICES:
- ALTRES Staffing
  Hilo: (808) 935-4196, 405 Kilauea Ave.
  Kona: (808) 329-1341, 75 Kalani St #201
- Employment Experts
  Hilo: (808) 933-8660, 145 Keawe St.
  Kona: (808) 329-9089, 71-5583 Luhia St.
- HIEmployment
  Kona: (808) 940-1584 73-4976 Kamanu St., #201
- Workforce Development Division
  Hilo: (808) 981-2860, 1990 Kino‘ole St. #102
  Kona: (808) 327-4770, 74-5565 Luhia St.

FINANCIAL BENEFITS:
- Department of Human Services
  Hilo: (808) 933-0331, 13 Kekaulike St.
  Kona: (808) 327-4766, 75-5722 Hanama Pl # 1105
- Social Security
  Hilo: (800) 772-1213, 111 E. Puainako St.
  Kona: (800) 772-1213,
  74-454 Ane Keohokalole Hwy Kona
- Veteran Affairs (VA)
  Hilo: (808) 969-3833, 70 Lanihuli St. #2
  Kona: (808) 329-0774, 35-377 Hualalai Rd.
Homeless Prevention & Rapid Re-housing Program

**Eligibility** - Homeless OR residing in an Emergency/Transitional Shelter OR Fleeing from Domestic Violence.

Documents needed:
- Homeless Certification dated within the last (30) days
- Verification of Residency ER Shelter/Transitional
- Copy of State Photo ID (All adults)
- Copy of Social Security Card (All members)
- Birth Certificate (All minor Children)
- Verification of income, including:
  - Employment, 3 months
  - SSI/SSDI, most recent
  - SNAP Benefits, 3 months
  - Bank Statement, 3 months
  - General Excise Tax License, Annual/Quarterly
- Report & past 3 months earnings

(All forms of income must be dated within the last 30 days)

Prevention

**Eligibility** - Participants must be below 30% of the annual median income.

Documents needed:
- Eviction Notice
- Lease Agreement
- Copy of State Photo ID (All adults)
- Copy of Social Security Card (All members)
- Birth Certificates (All minor children)
- Budget
- Verification of income, including:
  - Employment 3 months
  - SSI/SSDI, most recent
  - SNAP Benefits 3 months
  - Bank Statement 3 months
  - General Excise Tax License, Annual/Quarterly
- Report & past 3 months earnings

(All forms of income must be dated within the last 30 days)

**At Risk Families**

If you are at risk with a 45 day eviction notice, the additional documentation below is needed.

- Eviction notice and
- Lease agreement

Housing Placement Program

**Eligibility** - Must have at least one minor child in the household and meet one of the following: Homeless OR residing in an ER/Transitional Shelter OR 1st time voucher holder.

Documents needed:
- Homeless Certification dated within the last (30) days
- Verification of Residency ER Shelter/Transitional OR
- Copy of Voucher (1st time Voucher holders only)
- Copy of State Photo ID (All adults)
- Copy of Social Security Card
- Copy of Birth Certificate (All minor Children)
- Verification of income, including:
  - Employment, most recent
  - SSI/SSDI, most recent
  - SNAP Benefits, most recent
  - Bank Statement, most recent
  - General Excise Tax License, Annual/Quarterly
- Report & past 3 months earnings

(All forms of income must be dated within the last 30 days)

**Information continued...**

Housing resources are provided to households who are homeless.

“HOPE gave us a second chance to believe in ourselves and believe in living life.”
- Jazmien

Coordinated Statewide Homeless Initiative Program

**Eligibility** - Homeless OR At-risk of becoming homeless OR residing in an Emergency/Transitional Shelter OR Fleeing from Domestic Violence.

Documents needed:
- Homeless Certification dated within the last (30) days
- Verification of Residency ER Shelter/Transitional OR
- Eviction Letter / Notice to Vacate AND
- Copy of State Photo ID (All adults)
- Copy of Social Security Card
- Copy of Birth Certificate (All minor Children)
- Verification of income, including:
  - Employment, most recent
  - SSI/SSDI, most recent
  - SNAP Benefits, most recent
  - General Excise Tax License, Annual/Quarterly
- Report & past 3 months earnings

(All forms of income must be dated within the last 30 days)

Coordinated Statewide Homeless Initiative Provider Agencies

HOPE Services Hawaii
- 116 Kapiloli Street, Hilo, HI 96720
- Kona: (808) 933-6042
- Kona: (808) 933-6062
- Ask for “Housing Assistance”
- Website: www.hopeserviceshawaii.org/find-help-today/homeless-prevention-and-permanent-supportive-housing-services
- Target population: Homeless

Hawaii County, Economic Opportunity Council
- 47 Rainbow Drive, Hilo, HI 96820
- Phone: (808) 961-2681
- Ask for “Homeless Rental Assistance for Housing”
- Email: contact@hceoc.net
- Website: www.hceoc.net

Hawaii County, Office of Housing and Community Development
- 1990 Kinoole Street Suite 105, Hilo, HI 96820
- Phone: (808) 959-4642
- If they are homeless, ask for “Homeless Outreach, Financial Assistance for Housing”
- If they are facing eviction, ask for “Homeless Prevention, Financial Assistance for Housing”
- Website: www.hawaiicounty.gov/office-of-housing

Catholic Charities Hawaii - Big Island
- Hilo Office, 62 Kinoole St., Hilo, HI 96720
- Kona Office, 75-5618 Maiau St., Ste B201 Kailua-Kona, HI 96740
- Phone: (808) 331-HOPE (4673)
- Ask for “Financial Assistance for Housing”
- Email: www.catholiccharitieshawaii.org/contact
- Website: www.catholiccharitieshawaii.org/programs/housing-and-shelter