

Client authorized referral to Pine Tree Legal Assistance? Initials: _____
Client not available to sign, verbal permission given on: _____
Agency release is signed by Veteran and attached for referral (required): Y N

SSVF Legal Services Referral and Screening Form for Pine Tree Legal
Please note that this form does not guarantee representation by Pine Tree Legal

Today's Date: _____ Referring provider name: _____

Veteran Name: _____ Birthdate: _____

Phone: _____ Best way to contact client: _____

Gender: Male Female Other: _____

Housing Category: Rapid Re-Housing Homeless Prevention Region: I II III

AMI at Enrollment: Below 30% AMI 30%- 50% AMI Above 50% AMI

Current Housing: Homeowner Voucher Public Housing Private Housing Couch Surfing
 Transitional Housing Incarcerated Shelter Unsheltered Other: _____

Branch of Service: _____ Discharge Status: _____

Survivor of: Military Sexual Trauma Sexual Assault Domestic Violence

Does the client Receive VA Services: VA Health Services VA Disability Benefits Vet Center None

How does the family pay for healthcare? MaineCare Medicare VA Health Other: _____

Referral for General Legal Screening by Pine Tree Legal Assistance

Referral for a specific legal issue:

Negative Income Stressors:

- Debts owed to the VA (GI Bill, Overpaid benefit or medical copays) or Social Security
- Notice of IRS or Maine Revenue Action
- Debt Collection calls or lawsuit
- Student Loan Debts

Threats to Housing Safety

- Eviction or Foreclosure Action
- Unsafe Housing (No heat, bed bugs, lead paint (w/ children) or other unsafe conditions)
- Denial of Admission in to housing
- Termination of a housing voucher/subsidy

- Behind on property taxes or city water
- Discrimination in Housing

Benefits that improve family wellbeing

- Denial of General Assistance
- Denial of Foodstamps or MaineCare
- Need for education services for a child
- Unemployment Benefits
- Need for a therapy or service animal

Historical Barriers to Wellbeing

- Negative Military Discharge (related to PTSD or MST only)
- Poor Credit History
- Unaffordable Fees and Fines



Pine Tree Legal SSVF Legal Services Referral Form

Tips for a Legal Services Referral:

- Pine Tree can only work with veterans under SSVF who are **enrolled** at the time Pine Tree completes an intake. To ensure that veterans get timely access, we have two suggestions:
 1. **At Intake:** Let the veteran know that Preble VHS is partnered with Pine Tree who can screen for potential legal issues. Receive authorization and complete the referral form during this intake meeting.
 2. **Before Exiting:** Before exiting clients who are stably housed, review with them the potential long term factors that affect housing stability:
 - **Do you have any old credit card debts, student loans, medical debts or IRS debt?**
 - **Are you pending any disability benefits? Have you been denied in full or in part any benefits we helped you apply for?**

What does Pine Tree do with this referral?

1. Pine Tree will attempt to contact the client three times. If the client cannot be reached, we will reach out to the referring case worker to try and coordinate an appointment.
2. If the client is referred for a specific issue, Pine Tree will complete an intake and evaluate whether the client has any legal claim.
3. If the client is referred for a general legal screening, then Pine Tree will conduct a legal screening interview. If from this interview, potential issues are identified, Pine Tree will evaluate the legal claims.
4. If Pine Tree identifies legal issues, we will provide information, advice or representation depending on the type of case. If there is a legal issue that is better handled by another agency or private attorney, we will make an appropriate warm referral.