

# Women's & Transitional Housing Program Referral Screening Form

**The Women's & Children Supportive Transitional Housing** Facility offers a safe place for women and women with children to continue working on their recovery while attaining independence and stability for their families. Along with the unique psychological and emotional challenges women face, housing is one of the most common and critical when preparing to leave treatment. Meeting the demands of housing-related services for women diagnosed with substance abuse disorders is one of the greatest challenges to governments and providers of treatment services. Supportive housing is used to facilitate the movement of homeless individuals and families to permanent housing within 18 to 24 months.

The following are the minimum eligibility requirements for a family to be considered for the Women & Children Transitional Housing Program at Integrity House

- The applicant must be female age 18 or over
- The applicant cannot have more than two children over the age of 10
- The applicant must have a diagnosis of a disabling condition such as substance use disorder, mental illness, developmental disability, or, chronic illness as their disabling condition. (Can function independently)
- The applicant must have a period of abstinence a minimum of 12 months (1 year) –Effective as of April 12, 2022
- The applicant must meet the Very Low Income/Extremely Low-Income requirements
- The applicant must have sufficient stability to live in an independent environment with a range of support services.
- The applicant must be legally competent to understand and sign an apartment lease and abide by the rules outlined in the lease
- Applicants must fit HUD's definition of homeless.
- The applicant must be willing to be involved in supportive services available to all occupants.
- Who is not considered homeless? *Incarcerated, living with relatives or friends, living in a board and care, adult congregate living facility or similar, being discharged from an institution that is required to provide or arrange housing upon release, utilizing housing vouchers.*

## **Good candidates for this program:**

- Are motivated
- Independent
- Already have plans for how they could increase their income and/or are already on the waiting list for permanent affordable housing programs
- Plans to increase income must:
  1. Be a career or education that the client is committed to
  2. Have goals that are documentable and measurable with specific steps and timelines
  3. Be 3-12 months in length (on a case by case basis plans up to 18 months in length may be considered)
  4. Result in a concrete outcome of:
    - Removing a barrier to work
    - Increasing skills
    - Increasing income-earning potential... and ultimately result in an increase in actual income



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- 1. Referral/ Screening form to ensure that the applicant is eligible
- 2. If the applicant is eligible, the applicant will be instructed to fill out the intake packet in its entirety and attach the required documentation.
- 3. Once the application is completed and has been reviewed if approved to move forward to the next step, the applicant will then have an in-person sit-down meeting with the housing staff.
- 4. If the staff mutually agrees that the applicant is a good fit for the housing program and there is an available unit, we will move forward with the move-in process. (A welcome letter will be provided with a move-in date and additional information). If we do not have apartments available, the applicant will be placed on the waiting list

### **Applicant Screening Information**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Language: \_\_\_\_\_

Referring Worker/Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Number of adults \_\_\_\_\_ Number of Children \_\_ Children ages \_\_\_\_\_

*The referral process consists of three steps: an eligibility pre-screening over the phone, an in-person interview, and an evaluation Housing Committee.*

Individuals will need to have the following documents ready for an in-person eligibility interview

<p><b>Proof of custody for children (one of the following if applicable)</b></p> <ul style="list-style-type: none"> <li>· Proof of pregnancy</li> <li>· Legal custody documentation</li> <li>· Birth certificates</li> </ul>	<p><b>Income verification (all that apply)</b></p> <ul style="list-style-type: none"> <li>· Child Support verification</li> <li>· SSI or Unemployment Benefits award letter</li> <li>· Last 3/4 pay stubs</li> <li>· Letter from employer stating wages/deductions for cash-paying jobs</li> <li>· Record of bank deposits for cash-paying jobs</li> </ul>
<p><b>Verification of situation</b></p> <ul style="list-style-type: none"> <li>· Certification of homelessness</li> <li>· Letter of support or documentation of risk of homelessness</li> <li>· Verification of Disability</li> </ul>	<p><b>2 forms of Identification</b></p> <ul style="list-style-type: none"> <li>· ID for all adults (Driver's License, State ID, County ID, Passport)</li> <li>· Social Security Cards</li> <li>· Birth Certificates</li> </ul>

Please return form to

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