
PERSONAL REFERENCES

Please list **TWO** references that have knowledge of your rental history. Please use only one from the YWCA.

Name: _____

Name: _____

Address: _____

Address: _____

Relationship: _____

Relationship: _____

HOMELESS SITUATION

Have you ever been homeless before? Y N If yes, how many times? _____

Please describe your homeless situation: _____

GOALS

What do you want to accomplish while residing in the YWCA? _____

REFERRAL

Who referred you to the YWCA of Greater Harrisburg? _____

AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

In considering this application, the YWCA will rely heavily on the information supplied. It is important that the information be accurate and complete. By signing this application you represent and warrant the accuracy of the information and authorize the YWCA to verify any references. Please bring with you to your interview: a copy of your picture ID, birth certificate, social security card, verification income source(s), diplomas, degrees, and/or any certificates you have received.

Signed: _____ Date: _____

Procedures for YWCA PROGRAM ELIGIBILITY

Program application

This two-page application can also be obtained from the front desk, program staff, or at outreach sites where the application is distributed. This is not an application for a specific housing program, but rather determines eligibility for all or any residential programs located at the YWCA.

Once the administrative assistant receives the **completed** application it is forwarded to a rotation of case-managers from all the residential programs. That case manager contacts the program applicant within the week of receiving the application to schedule an interview. The interview questions and answers are brought to a “round-table” meeting of no less than three case managers and housing staff to determine the applicant’s eligibility and appropriateness for any specific program. The applicant is informed of her status following the round table meeting.

If the applicant is accepted to one of our programs, that program’s case manager will contact her and an appointment is set up with the property manager. The applicant will be informed of any forms that she needs to bring to this interview. The applicant will sign releases of information so that her income and homeless status can be verified.

On the day the applicant is scheduled to sign the lease, she must bring a current and completed Discharge Summary (see the Transitional Housing and/or SRO sections). She must also complete and pass a drug and alcohol screening at the time of move in. If she tests positive, she will not be permitted to move into the program since the applicant is required to be free of drug and alcohol abuse for a minimum of 3 months prior to moving into the Bridge or Transitional Housing programs. The SRO program requires that the applicant be at least 6 months clean.

If the applicant to the Bridge Housing program believes that she was wrongfully denied to the Bridge Housing program, she may appeal the decision. The process of appeal is explained in the **DAUPHIN COUNTY REVIEW OF APPEALS PROCESS** that follows.

DAUPHIN COUNTY REVIEW OF APPEALS PROCESS

This process has been set up for you according to the Homeless Assistance Program (HAP) county regulations. If you have been denied admission into Bridge Housing or Emergency Shelter or terminated from residing in the Bridge Housing Program or Emergency Shelter, this process is available for you to make a request to review the actions and decisions of the Bridge Housing or Emergency Shelter staff.

Please read the information below. Please sign and date and keep one of the copies for yourself and attach the other to your Bridge Housing or Emergency Shelter application or intake.

The Bridge Housing or Emergency Shelter review process is conducted by the Dauphin County Mental Health and Mental Retardation Administrator's Office. **All appeals are to be directed to the attention**

**Dan Eisenhauer, Director,
Dauphin County Mental Health and Mental Retardation Administrator's Office
100 Chestnut Street, 1st floor, Harrisburg, PA 17101
(717) 255-2888**

The following steps shall be taken by the Emergency Shelter and Bridge Housing review board to ensure that you are afforded the opportunity to have your case reviewed:

1. You are informed by Bridge Housing or Emergency Shelter staff of your right to appeal to the Dauphin County Office of Mental Health and Mental Retardation.
2. Upon receipt of the appeal, the review board will review all relevant information including, but not limited to: application, goals plans, incident reports and any other pertinent information in your file.
3. Bridge Housing or Emergency Shelter staff will submit a written summary about the basis of the denial of application or reasons for termination to the review board.
4. If you chose, a face-to-face interview will be scheduled by the review board including you and the Bridge Housing or Emergency Shelter staff.
5. The review board will schedule an interview with Bridge Housing or Emergency Shelter staff to review the situation from their point of view.
6. Information will be collected from any other parties interested in this matter.
7. A decision will be rendered by the review board no later than 30 days after all information has been collected and interviews have been conducted.

Note: You are not entitled to services during the time of the review. If the board finds that you have been terminated from services inappropriately, you must be reinstated in the program (or similar program) when the opening occurs.

You may also send your appeal to the Department of Public Welfare Office of Hearings and Appeals, P.O. Box 2675, Harrisburg, Pennsylvania 17105.

Applicant's Signature

Date