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**PERSONAL REFERENCES**

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

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**HOMELESS SITUATION**

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

Please describe your homeless situation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**GOALS**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**REFERRAL**

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Who referred you to the YWCA of Greater Harrisburg? \_\_\_\_\_

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**AUTHORIZATION**

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**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-sided application can 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 at the YWCA.

Once received by the administrative assistant, the application 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 or more case managers and housing staff to determine the applicant’s eligibility for any appropriate program.

If the program applicant scores less than 60 in the programmatic score sheet, it means she does not have the goals necessary for a goal oriented program, but may possibly be eligible for a non-program such as SRO. If she is not eligible for SRO then the program application is placed in the non-accept category and the client is informed by letter.

If the client passes the round table eligibility screening she is contacted by phone and letter about her eligibility for whatever program appropriate. The client is then referred to meet with property manager as the next step. The letter informing of program eligibility should also include in big bold font a list of all the things the client needs to bring to the property application meeting.

On the day scheduled for move in, the client will need to first be tested for drugs or alcohol. If she tests positive, she will not be allowed in the program since all programs need a minimum of 3 months clean upon physical entry. SRO requires 6 months clean, while any drug use after 3 but within 6 months is left to round table deliberation in regard to the client’s current recovery goal and steps.