

YWCA Greater Harrisburg Residential Programs

Bridge, Transitional, S.R.O.

AGENCY REFERRAL - REFERENCE LETTER

Agency: Address:

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has applied for housing at the YWCA of Greater Harrisburg.

[ ]  She is homeless according to the HUD-McKinney-Vento Act. She is a referral for your agency. (If yes, please state the criteria for meeting McKinney-Vento Act requirements.)

* Category 1 – Literally Homeless
* Category 2 – Imminent Risk of Homelessness
* Category 3 – Homeless Under Other Federal Statutes
* Category 4 – Fleeing/Attempting to Flee Domestic Violence

[ ]  She does not currently meet the McKinney-Vento Act homeless criteria but does meet HAP homeless or near homeless criteria.

 Document this individual/family’s homeless situation. If this individual/family currently resides within a program/institution, state the length of residence and the homeless situation directly previous to residence within your program.

Please answer the following reference questions:

1. Does the applicant need case management or other supportive services? Y or N
2. What types of supportive services do you believe would benefit the applicant?
3. What goals has the applicant completed in your program and why are you recommending her:
4. Length of stay in your program?
5. Did the applicant receive any disciplinary action while engaged in your program? Y or N

If yes, how many?

What was the nature of the infraction and the action received?

1. What is the applicant’s anticipated date of discharge from your program?

 Further comments/written referral:

Name of Referring Agent:

Title of Referring Agent:

Signature of Referring Agent

**This letter must be copied on letterhead of referring agency in order to be accepted. Do not alter the text but feel free to reformate to best fit your letter head.**

5/9/2014 jkh