

## **APPLICATION FOR NEW FOUNDATIONS TRANSITIONAL HOUSING PROGRAM Inquiry Form**

### Steps to Becoming a Participant in the New Foundations Transitional Housing Program

1. Review all documents. Discuss your questions with the Program Manager prior to applying. Be familiar with all requirements. Be sure you can abide by the rules and expectations
2. Complete the application process
3. Meet with the Program Manager and the Executive Director
4. Attend an interview with the New Foundations Oversight Committee
5. Approval and signing agreements

### Application Process

1. Write a letter to request approval for participation in New Foundations Program
  - A. Introduce yourself and children (if applicable)
  - B. Write an overview of your life history – challenges, successes, personality
  - C. Explain why you think this program is a good fit for you
  - D. Write your goals for what you want to be doing in 2 years and 5 years
  - E. Education Plan – Essay form.
2. Provide a reference letter from referral agency, if in substance abuse treatment program currently or previously to applying to program, please submit letter from Primary Care Provider stating you are in good standing with your sobriety.
3. Provide a reference letter from a former colleague, instructor, supervisor, or a professional from some agency who has known you for at least 12 months. (Optional additional information)
4. The Program Manager and Executive Director will review your application and decide if you are a potentially good fit. If they believe you are a potential candidate, you will be given forms to create your education, housing, career, and life skills goals with timelines.
5. The Program Manager will review these goals with you for editing. If you both are in agreement that the goals are achievable with reasonable time limits, you will be invited to interview with the Oversight Committee
6. After your interview with the Oversight Committee, you will be notified within 48 hours of its decision.
7. If accepted, you will be asked to meet with the Program Manager to sign forms to agree to the expectations and rules of the program.
8. Plans will then be made with the Program Manager for moving into an apartment. No move in date will be set until contract and handbook agreements have been signed.

### Requirements to Become and to Continue to be a Participant

1. Single parents are program's top priority, meaning she/he is not living with a partner and has majority of responsibility for raising child(ren). An individual may be considered if there is a vacancy.

2. Applicant must agree to random drug/alcohol screening throughout the program. Documentation from Substance Abuse/ Primary Care Provider stating you are in good standing in treatment is needed if you are in treatment or have been in the past.
3. Applicant must have a signed agreement for educational, housing, career, and life skills goals.
4. Applicant must agree to and attend weekly scheduled meetings with the Program Manager to discuss progress of goals and possibly add goals needed to continue in program, to go over housing issues, etc. When two meetings in a row are cancelled, the participant must provide a written plan for making up the meetings. Participant is responsible for rescheduling of missed appointments with Program Manager within 3-4 days of missed appointment. Two journal entries per family per month are required.
5. Applicant must sign and agree to monthly inspections of the apartment, to keeping the apartment clean and safe from hazards, and to following housing rules and expectations, including guest restrictions, cooperation with fellow tenants, smoking restrictions, vehicle restrictions, etc.
6. Applicant must schedule weekly meetings with service providers chosen by participant as priority for support within 3 months of moving in.
7. Applicant must provide a \$150. Program fee. This may be paid in increments after participant has moved in, to be agreed upon with Program Manager. At least \$25. to be paid before moving in. This will be returned when participant has moved out and upon inspection of the apartment for damages not related to wear and tear.
8. Participant is expected to start a savings account within 3 months of moving into the apartment and to regularly deposit money into the account.