

COMMUNITY LODGINGS, INC.
TRANSITIONAL HOUSING PROGRAM

ELIGIBILITY GUIDELINES

NOTE FOR POTENTIAL APPLICANTS: These guidelines should be read before applying to the Transitional Housing Program. Please contact the Case Manager before applying if you have questions about your eligibility for the program.

This is NOT an emergency shelter program. The client must show not only the capacity, but also the motivation to accomplish basic lifestyle objectives. The history of each case is carefully evaluated to ensure the services of this program will enable the resident to effectively make the transition to self-sufficiency and independence

Applicants for Community Lodgings Transitional Housing Program must meet the following eligibility guidelines:

- Applicants must be 21 years of age or older.
- Applicants must be employed, at least 35 hours per week, but must be moving toward 40 hours per week employment
- If head of household has a history of drug addiction, he or she must have one year of recovery time. If in a Drug Program, he or she must have 6 months documented clean time. Any applicant may be tested at any time.
- Applicants must have identification issued by either the state of Virginia or a Northern Virginia shelter. Birth Certificates and social security cards are required for all children of the applicant.
- Applicants must meet Community Lodgings income guidelines, having a family income that does not exceed 50% of the area's median income.
- Applicants for the Transitional Program must be experiencing a housing crisis such as being homeless, living in a shelter, or be at imminent risk of becoming homeless.
- All applicants must be willing to sign a case management agreement and adhere to all programmatic and housing guidelines.
- Families, particularly those with small children, will be given priority.
- All applicants must agree to share information regarding their social services, financial, mental health, medical, rental, employment and legal history.
- All applicants must agree to provide police clearances, **mental and physical health evaluations** and recent TB test (within 60 days).

- Parents must have custody of at least one minor child
- Adults must be willing to work on obtaining a GED or external diploma if he/she did not complete high school
- Families must be willing to have alcohol and drug free households (even if the parent has no history of addiction)

Clients may be determined ineligible at any point in the process and will be notified by the case manager through writing as to the reasons for this determination. Because of the family orientation of the program, registered sex offenders and convicted arsonists will not be accepted into the Transitional Housing program.

An important reminder: Community Lodgings is not a landlord. The client is not a tenant. When the client enters the Community Lodgings Transitional Housing Program he/she gives up certain freedoms and accepts certain rules and restrictions to his/her behavior and lifestyle as a condition of participating in Community Lodging’s Transitional Housing Program. Therefore, Community Lodgings and the client do not have a “landlord-tenant relationship”; rather, Community Lodgings and the client have a “social service provider-client relationship”. The two are not to be confused.

All decisions regarding program eligibility will be made by the management review committee and are final.

Community Lodgings does not discriminate on the basis of race, religion, gender, ethnic origin or handicap.

ALL INFORMATION PROVIDED TO COMMUNITY LODGINGS STAFF THROUGHOUT THE APPLICATION PROCESS WILL BE STRICTLY CONFIDENTIAL.

NOTE: If admitted to the program, Community Lodgings caseworker must be included in all collaborations/meetings regarding case management of the client and/or client's family.

NOTE: If you want to proceed with the application process, please sign below and complete the application packet.

I have read the above eligibility guidelines and believe that I am eligible to apply for CLI's Transitional Housing Program.

Signature of Applicant

Date