

# The Way Home **Housing Application**

Thank you for taking the time to fill out our application. The Way Home is currently housing adult males that are able to live in a community environment without daily staff care or oversight.

## *Requirements for Housing:*

1. That you are an adult male and are in need of housing due to homelessness.
2. That you have ongoing case management or social work services.
3. That you will pay a low monthly rent and spend a number of hours engaging in the community.
4. That all pages of the application must be signed and completed, all requested information must be provided and you are to be interviewed before The Way Home will consider you as a candidate for housing.
5. That you intend to follow all house rules and policies as outlined in this packet and provided by The Way Home in the future.

Agree  Disagree

## Responsibilities of Resident

### *Belongings*

The resident is responsible for all of their personal property while they are in the home. The Way Home encourages its residents to secure valuables and to take out a renters insurance policies to protect their things. By signing this notice, you are agreeing to hold harmless The Way Home in regards to lost, damaged or stolen property. Understand that The Way Home works to provide *housing* and you are responsible for all of your *belongings*.

### *Medical and Psychological Wellness*

The resident is responsible for the management and care of their own medical conditions and emotional well-being. By signing this notice you are agreeing to hold harmless The Way Home in regards to your personal medical needs and mental/emotional self-care.

## Emergency Response of The Way Home

In the event of an emergency The Way Home takes no chances regarding the safety and well-being of its volunteers, staff, and residents. If a situation arises that becomes dangerous or unsafe, The Way Home does not hesitate to call EMS or the local authorities.

By signing this notice, you as a resident, understand that you are responsible for maintaining a safe environment and The Way Home has the right to evict you or require you to submit for treatment before returning to the house in order to ensure safety for you and other residents.

## Personal Privacy and Cooperation with Authorities

The Way Home protects the privacy of its residents by not publishing their personal information publicly. The Way Home as the leasing tenant provides the identity of every resident to the landlord who subsequently provides that information to the local municipalities. The Way Home follows all directives by police, local, state and federal authorities regarding access to the property and all documentation. By signing this notice, you are agreeing that you have been made aware of this policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_ TWH App 2.1 Page 1

# The Way Home Application Overview

## Overview

The Way Home's application is divided into **Five Parts** for new residents and **Six Parts** for current residents. We ask that you complete all pages along with signatures on every page and provide the required documentation on the final page.

1. Personal information
2. Living Accommodations and Medical Needs
3. House Policies
4. Engagement Contracts
5. Fire Safety Policy
6. Income Verification and Rent Agreement

*1. Requires One Proof of Income, \**

## And

*2. One photocopied form of photo identification, \*\**

## Or

*3. Two photocopied forms of non-photo identification WITH the understanding that you are to provide a Photo ID within 60 Days of the completion of this application or face eviction. \*\*\**

\*Income Verification is any pay stub, Disability award letter, SSI letter or other form that can verify that you receive some type of income.

\*\*Photo Identification as The Way Home requires, is any ID that includes your picture. This can include student IDs, workplace badges, or medical face sheets.

\*\*\*Non-photo identification can include a social security card, birth certificate, adoption certificate or other non-photo identification. However, the two forms may not be the same type of identification.

## **Process of Admissions**

### 1. Case Management

The Way Home asks that all applicants have ongoing case management or social work services to help them to complete this application and to support them while they are at The Way Home.

### 2. Submit Application

After the application is fully signed and all documentation provided The Way Home will review your application and set a time for an interview.

### 3. Interview Review

After the interview The Way Home will review your case to ensure that our program will meet your needs.

### 4. Acceptance to Waiting List

Once the review is complete and The Way Home feels you are a good candidate for our program, you will be added to the wait list.

### 5. Move in Date Set

Once there is an opening and you are on the top of the wait list, you will be given a move in date and instructions for joining one of our houses.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Update Instructions for Current Residents (New applicants, please ignore this page)**

### The Way Home Updates

The Way Home works to provide its residents with the best possible housing. As we continue to grow and work on how our organization operates, it becomes necessary to update our policies and application process. The information and policy changes listed in this application are for everyone, not just new residents. Understand that a failure to complete this application when it is presented within 60 days can result in an eviction.

### How to Update

The Way Home requires that all residents provide the information listed above. However, we need this information **as it applies to you today**.

We understand that some things may have changed for you personally since you joined us. That's okay, just provide the best information that you can and we will work on it with you. Fill out as much of this application as you can. If there are parts that you are unable to complete leave them blank for now and someone will follow up with you later. You may use your current The Way Home address as your prior address if needed.

### Deadline for completion

This application should be completed in 30 days from the time it was issued to you. If you need more time or need help completing it, let us know immediately so we can expect it later. You may also enlist the assistance of case management or family. Your housing will continue indefinitely as The Way Home has already committed, but all of the changes do apply immediately to everyone in all of the houses. If you do not have a photo ID, the 30 days to provide it will be granted to you in addition to the 30 days for the application itself. This gives you 60 days to procure a photo ID from the date that this notice is issued.

Issue Date: \_\_\_\_\_

The Way Home Representative Providing Document: \_\_\_\_\_

Resident Responsible for Completing Update: \_\_\_\_\_

**New applicants do not need to sign this page**

**Current Residents please sign here:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Application Part 1 – Personal Information (Page 1)

## Name and Related Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Date of birth \_\_\_ / \_\_\_ / \_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

## Previous Address

Street: \_\_\_\_\_ Apt: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ How long were you at this address? \_\_\_\_\_

## Contact Information

Phone Number: \_\_\_\_\_ Email Address (optional): \_\_\_\_\_

## Social Worker or Case Management

All residents must have Social Work or Case Management services in order to be considered for housing.

Coordinator / Social Worker Agency : \_\_\_\_\_

Coordinator / Social Worker Name : \_\_\_\_\_

Coordinator / Social Worker Phone Number : \_\_\_\_\_

Coordinator / Social Worker Email: \_\_\_\_\_

## Veteran Status

Are you a Veteran? **Yes**  **No**

Discharge Status: \_\_\_\_\_

## Education Level

What is the highest degree of education that you have completed?

**None**  **High School Diploma/GED**  **Associates/Technical**  **Bachelors**

**Masters**  **Doctorate/Post Doctorate**  Other: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ TWH App 2.1 Page 5

## Application Part 1 – Personal Information (Page 2)

### Employment Background

Are you currently employed?    Yes             No

Are you able to get to work and back again without assistance?

Yes             No     Not Applicable

**What skills or abilities do you have for employment?**

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### Criminal Background

Do you have a criminal history?    Yes             No

Assault/Battery     Burglary     Arson     Robbery     Drug Related

**Other:** \_\_\_\_\_    Not Applicable

Do you have a parole officer?    Yes             No             Not Applicable

If so, what is their name? \_\_\_\_\_

Parole officer's phone number: \_\_\_\_\_

### Emergency Contact or Local Family Member

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Street: \_\_\_\_\_ Apt: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_    TWH App 2.1 Page 6

## Application Part 2 – Living Accommodations

### Accommodating Personal Needs

The Way Home does the best that it can to find housing for anyone who is homeless, even those who have physical, mental and substance-related needs. Please fill out the following sections so that we can find the best possible placement for you. We want you to feel safe and confident in your housing.

### Personal Needs

Do you have a personal need or limitation that requires in home care? **Yes**  **No**

Does you have a personal need or limitation that require accommodations? (Such as, no staircases, private room, special bathing equipment, etc.)

**Yes**  **No**

**If so, what accommodations do you require?** \_\_\_\_\_

### Service Animals

**Do you have a service animal?** **Yes**  **No**

**If so, be aware that The Way Home will require you to complete a separate form in order for us to accept your service animal.**

### Alcohol Abuse

Do you have a history of alcohol abuse? **Yes**  **No**

If so, are you in recovery? **Yes**  **No**  **Not Applicable**

Are you comfortable and able to maintain your sobriety in an environment where alcohol may not be present, but others go out and drink?

**Yes**  **No**  **Not Applicable**

### Drug Abuse

Do you have a history of illicit drug use or prescription abuse? **Yes**  **No**

If so, have you completed treatment? **Yes**  **No**  **Not Applicable**

Are you comfortable and able to stay clean in an environment where others may have also received treatment for drug or prescription abuse?

**Yes**  **No**  **Not Applicable**

Signature \_\_\_\_\_ Date \_\_\_\_\_ TWH App 2.1 Page 7

## Application Part 2 – Living Accommodations (Page 2)

### Medical Release

The Way Home works to ensure that all of our residents are not only comfortable, but also not in danger from untreated illnesses that could be contagious to other residents or dangerous for the individuals themselves. The Way Home also requests that all residents sign a release of medical information so that we can make accommodations that may be needed in the course of your housing with us.

I, \_\_\_\_\_ (First Name) \_\_\_\_\_ (Last Name)  
authorize the release of psychiatric, mental health, drug abuse, alcohol abuse, medical information, medical records and treatment information from any healthcare provider to The Way Home and it's agents.

Signature \_\_\_\_\_

Date \_\_\_ / \_\_\_ / \_\_\_

### EMS and Involuntary Commitment Protocols

There are times when an individual, due to a severe illness or trauma are unable to care for themselves. Because The Way Home takes safety so seriously, if we discover that any individual is in apparent danger, we do not hesitate to call EMS. Furthermore, following the Pennsylvania State Mental Health Laws:

If it is discovered that a resident of The Way Home, “**would be unable without the care, supervision and assistance of others to satisfy his/her need for nourishment, personal or medical care, shelter or self- protection or safety and that death or serious physical debilitation would occur within 30 days unless treatment was provided. . .**” The Way Home will not hesitate to file a code 302 (Involuntary Commitment) paperwork to ensure the safety of that individual.

### Right to Refuse

**The Way Home may ask you to complete a medical history during your application process.**

While it is the right of every individual to refuse treatment and protect their privacy, The Way Home views all refusals of care and treatment in life threatening situations as being a *sign of possible* intellectual incompetence. As a resident, you understand that you are not to leave any treatment facility against medical advice (AMA) before explaining your situation to The Way Home. A failure to communicate to The Way Home concerning an AMA discharge *may* constitute just cause to discontinue your housing.

### Limits of Liability

While we work to ensure that every resident has what they need regarding their health and mental wellness, The Way Home is not a treatment facility. By signing this document you are agreeing to hold harmless The Way Home, its agents and its residents in regards to your personal health. You also understand that housing with The Way Home is not staffed, and in the event of a medical emergency you are responsible to call for emergency services. You also understand that a refusal or inability to care for yourself can jeopardize your continued housing with The Way Home.

Signature \_\_\_\_\_ Date \_\_\_\_\_ TWH App 2.1 Page 8



## **Application Part 3 – Part 1 In House Policy**

### House Rules

The Way Home wants to ensure that all of our residents are safe, secure and living in a space that will help them succeed. Violations of these rules may have consequences that include eviction. It is essential that these house rules are followed.

### House Restrictions

- Drugs, alcohol and weapons are strictly prohibited..
- Violence and threats are strictly prohibited.
- No animals are permitted without express permission from The Way Home.
- No visitors are permitted in the resident rooms.
- No guests are permitted to stay overnights.
- No food is permitted in rooms.
- No smoking is permitted indoors.
- No storing or saving of bodily fluids without express written permission from a physician.

### House Conduct

- Please be aware of your noise level. Excess noise disturbs the house and the neighborhood.
- Floors are to be kept clear and free of trash and laundry.
- Personal hygiene is to be maintained by all residents.
- Outdoor areas are to be kept clean and tidy, free of trash and litter.
- Damage to the house is to be reported, and the resident is responsible for all associated costs.
- All residents are expected to participate in routine house care. This includes, cleaning of all common areas and bed rooms, trash removal, and yard care.

### House Behavior

Unsafe behavior of any kind is taken extremely seriously by The Way Home. Be aware that The Way Home reserves the right to request inpatient hospital or rehabilitation in the event that a person's behavior becomes unsafe as a result of drug or alcohol abuse. The Way Home views all illicit drug usage as inherently unsafe behavior. Likewise, if a resident appears to be at risk of harm as a result of a medical or psychiatric condition, The Way Home will be forced to call the local authorities for the individual in question.

### Eviction policy

The Way Home tries to retain its residents as much as possible. However, there are times when we are forced to evict someone on the grounds that they have presented a danger to themselves, others, or have become inappropriate for our program.

By signing this document you are stating that you understand and are willing to follow the In House Policy as listed above and are willing to hand over your keys and vacate the premises if requested so by The Way Home as a result of a failure to follow the policy.

As renters, there may be an occasion where the landlord may sell a property that is used by The Way Home. If this is the case, The Way Home will work hard to find new housing, but can not make guarantees about housing where the landlord is concerned. By signing you are stating that you understand this and the possibility of eviction that could result from a sale or the end of a lease.

## Application Part 3 – Engagement Contracts

The Way Home's goal is to not merely house, but to create a better life for our residents. This is accomplished by creating a healthy home environment, engaging with the community at large and saving for the future.

### Home Care Contract

**From day one** each resident will participate in the routine upkeep and care of the home. This includes regular yard work, cleaning, light repairs and other sundry responsibilities.

### Resident Volunteer Contract

After **three months** each resident must be responsible to spend a certain number of hours a week (determined by their work/life balance) volunteering for another organization.

### Income Savings Requirement (ISR)

After **six months** each resident will be responsible for establishing a savings account and putting away a percentage of their income for the sake of finding stable housing beyond The Way Home.

### TWH Handbook

Your signed contracts for the above requirements and a list of house policies can be found in a handbook that you will receive upon entry into the program. You will be required to confirm the contents of the Handbook and sign the back stating that you understand your obligations and the results of non-compliance.

### Penalties

Failure to complete any of the above contracts will result in monthly fines that will be added to the amount due to your rent. You will be removed from the program if your total back rent equals an excess of two months worth of rent.

## Application Part 4 – Fire Safety Policy

The Way Home takes home fire safety extremely seriously. As such, we have several critical policies dedicated to preventing personal injury and property damage.

### Resident Policy

Be aware that we require all residents to follow this policy and ask that everyone report any dangerous situations.

- All smoke detectors must be kept in good working order and batteries are not to be removed.
- All smoking is prohibited indoors and near all sources of flammable fuel.
- If used, space heaters should be left with 3 feet of clearance in every direction.
- Exits must not have clutter near them that would prevent emergency escape.

### Admissions Policy

The Way Home requires that individuals disclose any history of fire setting or arson in order to determine appropriateness for admission.

Do you have a history of arson or fire-setting behavior?      **Yes**       **No**

**If so, please explain:** \_\_\_\_\_

## Application Part 5 – Income Verification and Rent Payment

### Rent Due Dates

All rent payments are due in full on the first Monday of each month, given by hand to the house manager. All residents will receive a receipt of payment every time they pay rent.

### Lateness Policy

**If your monthly rent payment is five (5) or more days late, you agree to make the full payment for the rent plus a late fee of forty dollars (\$40). Failure to pay rent and keep an account in good standing will result in your removal and legal eviction.**

**If you accrue more than two month's worth rent worth of back costs (including fines, late fees and savings deficits), you agree to surrender your house key and vacate the premises.**

### Income Verification

Please attach one of the following forms of income verification and check the appropriate box:

- Pay stub**
- Disability income (letter of verification)**
- Social Security (SSI or retirement)**
- Other source of income**

**If so, what type is it?** \_\_\_\_\_

### Identification

Please attach a photocopy of your form(s) of identification and check the appropriate box:

- One form of Photo ID**
- Two forms of non-Photo ID understanding that you are to provide a photo ID within 30 Days**

**What type of ID have you attached? (Please be sure that the IDs are clearly printed)**

\_\_\_\_\_