

FAMILIES IN TRANSITION GUIDELINES AND EXPECTATIONS

The objective of Families in Transition is to assist homeless and near homeless families seeking permanent housing and employment. The project is designed for individuals who are willing and able to make a long term commitment and participate fully in all program activities.

PROGRAM PARTICIPANTS ARE EXPECTED TO:

1. Keep all appointments or communicate the need to reschedule appointments ahead of time.
2. Maintain weekly contact during assessment with your case manager. After acceptance, monthly meeting will occur. Your scheduling of appointment, may vary.
3. Participate in development of individual employment, housing, and social services plan.
4. Follow through with their part of employment, housing, and social services plan.
5. Express the need to revise or update plans and expectations.
6. Notify staff if unable to participate in training or employment activities.
7. Be clean and sober while participating in program activities. We require clients with a history of substance abuse to maintain an active recovery program.
8. Utilize all available resources which lead to stability, employment, and permanent housing.
9. Complete a monthly budget which will include receipts as required by worker.
10. Obtain a copy of your Credit.
11. The assessment phase requires a minimum of four meetings which cover:
 - Agency assessment and family history.
 - Substance abuse assessment.
 - Review credit report and budgeting.
 - Employment and/or employment training.
 - Contract and Plan.

PROGRAM PARTICIPANTS CAN EXPECT FROM FAMILIES IN TRANSITION:

1. Assessment of needs for employment, social services, and housing.
2. Referrals to outside agencies for support.
3. Assistance in the development of a plan to end homelessness.
4. Written plan with measurable goals for self-sufficiency.
5. Monthly budgeting including debt reduction and savings.
6. Housing assistance if you are eligible and funding allows.
7. Ongoing case management services.
8. Continued coordination with the agencies involved with the participant.

Your work with Families In Transition is confidential. By law, we must break confidentiality if we suspect child/elderly abuse or we suspect that you are going to seriously hurt yourself or another person. We have you sign a release of information in order to work cooperatively with outside agencies, property managers, and landlords. If you have any questions please ask your case manager.

Client's Signature

Date

Client's Signature

Date