

## How to apply for the Transitional Housing Program

The purpose of our program is to provide opportunity and support to young men who have a personal need and interest in becoming self sufficient. Bearing this in mind we wish to make the applicant responsible for all the steps listed below. We have found that in doing so the young men who proceed with the steps are much more invested in their program.

- 1) To make an effective transition to our program it is recommended that you start the application process at least 12 weeks prior to the proposed termination date.
- 2) Secure an application in person, by mail, on website or Fax from Richard Bartley.  
(Note the contact information listed at the bottom of this sheet.)
- 3) Complete the entire application. Do not leave anything blank and provide any supporting documents that are asked for.
- 4) Return the application to the address listed below via Fax, mail, email or in person.
- 5) Contact Richard Bartley to arrange for an interview date with the THP committee. Interviews are conducted at Rancho. It is in the applicant's best interest to be appropriately dressed. This is an interview.
- 6) At the completion of the interview there will be an assigned task(s) for the applicant to complete. The assignment(s) will be based on issues that arise during the interview. Applicants' information and background will be checked.
- 7) If the situation permits, an accepted applicant will work on additional assignments with Richard Bartley prior to moving in. The goal is to prepare the candidate as much as possible in the time available.
- 8) The decision will be made when the required information and assignments are provided and confirmed.

NOTE-The candidates level of investment to the application process will be a factor in final decision.

Richard Bartley  
THP Coordinator  
c/o Rancho San Antonio  
21000 Plummer Street  
Chatsworth, CA, 91311

# TRANSITIONAL HOUSING PROGRAM

## RESIDENT QUALIFICATIONS

- \* Generally, the male only residents fall into the age range of 18 to 23 years.
- \* They lack family support or resources.
- \* They have no viable place to live.
- \* They have little or no money and lack employment experience or skills.
- \* They should be motivated to pursue personal goals that they have established.

## PROGRAM COMPONENTS

### *Referral Policy*

It has been our experience that applicants who have been through the Rancho program make a better adjustment to Transitional Living expectations. However, we do except non-Rancho applicants.

### *Intake/Assessment*

This process is the primary responsibility of the Transitional Housing coordinator. The enrollment application will be completed by the applicant, followed by a detailed interview. Final acceptance will be the decision of the Transitional Housing Program committee (THP Coordinator, Social Worker and an Administrator).

### *Residential*

Residents of the Transitional Program will live in apartment-style housing units. Residents will follow contractual agreements regarding housing and will be responsible for their own transportation, utilities and some food costs.

### *Employment*

All residents in this program are expected to work either in the community or contracted hours for the Transitional Program. If a resident attends school, then he must work part time to pay living expenses. Emphasis is placed on residents obtaining a job in the local community.

### *Education*

A major emphasis of the Transitional Program is to encourage the residents to complete high school or a high school equivalency program. Residents will also have an opportunity and will be encouraged to attend college or vocational school. Residents will also be required to participate in life skills lessons. These lessons provide residents with skills, training, management and computer education. There are scholarship programs available to residents through the county ILP coordinator as well as, Rancho San Antonio.

### *Contracts*

Various contracts and agreements will be signed by residents prior to entry into the program. The contracts ensure that all residents understand they are residing in a structured living environment focused on assisting young men in transitioning from a dependent stance to a socially respectable independent member of society. The contracts detail curfews, visiting regulations, expectations regarding savings, and living expenses, etc. This is in effort to help the resident learn to live in a social environment which teaches respectful and courteous lifestyle.

For further information or intake application contact:

Richard Bartley

Office (818) 882-6400 ext.140; Fax (818) 882-6404  
Email: thp@ranchosanantonio.org

# TRANSITIONAL HOUSING PROGRAM ENROLLMENT APPLICATION

## I. GENERAL INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_ Soc. Sec.#: \_\_\_\_\_

Name of Legal Guardian: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Telephone #: \_\_\_\_\_

Name of Closest Living  
Relative Other Than  
Guardian: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Telephone #: \_\_\_\_\_

Are you presently receiving any aid (welfare, food stamps, etc.) or in any way enrolled in governmentally subsidized program? Are you presently enrolled in any governmentally subsidized job or housing programs? Do you receive aid for education, tuition, housing, books, or fees?

"No" to all of the above \_\_\_\_\_  
(initials)

If the answer is "Yes" to any of the above questions, please give a detailed explanation on a separate 8 1/2 x 11 piece of paper.

Are you on probation or parole?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been on probation or parole in the past three years?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," please give a brief explanation and include the most recent name and telephone number of your probation and/or parole officer:  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

School Presently Attending: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_

Name of Counselor: \_\_\_\_\_

If not enrolled, give information on the above lines for the last school you attended. Give the last date of attendance: \_\_\_\_\_

Last grade completed or number of units completed if on contract system \_\_\_\_\_.

If a high school graduate or a holder of GED or Proficiency Exam Certificate, please attach Photostat copy of documentation.

Have you had formal occupational training. Yes \_\_\_\_ No \_\_\_\_\_. Please indicate school, apprenticeship program, or job site (employer program):

\_\_\_\_\_

\_\_\_\_\_

### III. EMPLOYMENT

Give employment history for the past three years starting with the most present job:

P/T	F/T	EMPLOYER	ADDRESS	PHONE #	IMMEDIATE SUPERVISOR
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1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Letter documenting present employment from supervisor must accompany application.

If not employed part-time or full-time, please give a detailed explanation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### V. FINANCIAL

Do you hold a checking account Yes \_\_\_\_\_ No \_\_\_\_\_

Bank: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Do you hold a savings account Yes \_\_\_\_\_ No \_\_\_\_\_

Bank: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

V. *MOTIVATION/GOALS*

On a separate 8 1/2 x 11 piece of paper, please answer the following questions completely and to the best of your ability. Please label the questions "Section V, questions 1, 2, 3, 4, 5."

1. In your own words, please describe why you need the THP.
2. In your own words, please identify your long term goals.
3. What are your short term goals that will assist you in accomplishing your long term goals?
4. Other than the THP, what options for living do you have available to you?
5. Where are you living now and why is that no longer acceptable?

VI. *RELEASE OF INFORMATION*

1. Do you agree to having drug tests completed while you are a THP resident? Yes \_\_\_\_\_ No \_\_\_\_\_  
(initial) (initial)
2. (*non-RSA applicant*) Do you agree to a background check by the police? Yes \_\_\_\_\_ No \_\_\_\_\_  
(initial) (initial)
3. (*non-RSA applicant*) Do you agree to have finger prints taken and processed at your expense? Yes \_\_\_\_\_ No \_\_\_\_\_  
(initial) (initial)
4. Do you agree to an evaluation with the THP Committee every three months? Yes \_\_\_\_\_ No \_\_\_\_\_  
(initial) (initial)
5. Have you read and understood the THP manual? Yes \_\_\_\_\_ No \_\_\_\_\_  
(initial) (initial)
6. Are you attending or have attended a 12 Step program? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what is/was your drug of choice? \_\_\_\_\_ (please include alcohol) Sobriety date: \_\_\_\_\_  
(initial) (initial)
7. Do you have any medical needs that require ongoing attention? Yes \_\_\_\_\_ No \_\_\_\_\_  
(initial) (initial)  
If "Yes," please explain.
8. Did anyone help you with this application? Yes \_\_\_\_\_ No \_\_\_\_\_  
(initial) (initial)  
If "Yes," please give their name and relationship to you.

VI. *PERSONAL REFERENCES*

Please provide three character references in the space below. Do not use family members.

Full Name\_\_\_\_\_

How do they know you?\_\_\_\_\_

Phone number\_\_\_\_\_

Full Name\_\_\_\_\_

How do they know you?\_\_\_\_\_

Phone number\_\_\_\_\_

Full Name\_\_\_\_\_

How do they know you?\_\_\_\_\_

Phone number\_\_\_\_\_