



## Transitional Age Youth (TAY) Apartments Application

The purpose of the apartments 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 future.

- 1) To make an effective transition to the TAY apartments it is recommended that you start the application process at least 6-12 weeks prior to the proposed move in date.
- 2) Secure an application in person, on [ranchosanantonio.org](http://ranchosanantonio.org), or by e-mail from TAY Coordinator.  
*(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 requested.
- 4) Return the application to the address listed below via mail, e-mail or in person.
- 5) Contact TAY Coordinator to arrange for an in-person interview that will be conducted at Rancho. It is in the applicant's best interest to be appropriately dressed in business professional attire.
- 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 TAY Coordinator prior to moving in. The goal is to prepare the applicant as much as possible in the time available. The decision will be made when the required information and assignments are provided and confirmed.

*NOTE: The applicant's level of investment in the application process will be a factor in the final decision.*

### Qualifications

- Male applicants fall into the age range of 18 to 22 years. *(Applications not considered past the age of 23)*
- Lacks family support or resources.
- No viable place to live.
- Should be motivated to pursue personal goals that they have established.

### 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 accept non-Rancho applicants.

### Intake/Assessment

Completed TAY application and in-person interview. Final acceptance will be the decision of the TAY Coordinators, and an Administrator.

### Residential

Residents of the TAY Apartments will live in apartment-style housing units. Residents will follow contractual agreements regarding housing and will be responsible for their own transportation, utility bills, and food costs.

### Employment

All residents in the TAY Apartments are expected to have and maintain employment in the community. Contracted hours for the TAY apartment grounds clean-up will be available as an additional way to earn money.

### Education

Applicants must have completed a high school diploma or GED to apply. The residents will need to attend college or vocational school while residing in the TAY Apartments. There are scholarship programs available to residents through the county Independent Living Program (ILP), as well as Rancho San Antonio's Scholarship Program.

### Contracts

Various contracts and agreements will be signed by applicants prior to entry into the TAY Apartments. The contracts ensure that all applicants 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 that teaches a respectful and responsible lifestyle.

For further information contact: Paul Garcia, TAY Coordinator  
Office (818) 882-6400 ext. 159; Cell (818) 618-0368; Email: [pgarcia@ranchosanantonio.org](mailto:pgarcia@ranchosanantonio.org)

# TRANSITIONAL AGE YOUTH (TAY) ENROLLMENT APPLICATION

## I. GENERAL INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

\_\_\_\_\_ Cell Phone #: \_\_\_\_\_

.Email address: \_\_\_\_\_

Name of Closest Living Relative: \_\_\_\_\_

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

\_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Do you hold a checking/savings account? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Are you presently receiving any aid (welfare, food stamps, etc.) or in any way enrolled in a governmentally subsidized program? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," please give a brief explanation of what government assistance programs you are benefiting from:

\_\_\_\_\_  
\_\_\_\_\_

Are you currently on probation or parole or have been 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:

\_\_\_\_\_  
\_\_\_\_\_

## II. EDUCATION

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

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

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

Do you receive financial aid for education, tuition, housing, books, or fees? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," please provide a brief explanation on what types of financial aid you are receiving:

\_\_\_\_\_  
\_\_\_\_\_

**Required: Please attach a copy of the following transcripts:**

- Unofficial High School Transcript
- Unofficial College Transcript (if applicable)

**III. EMPLOYMENT**

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

EMPLOYER	PART TIME/ FULL TIME	DATES WORKED (Month/Year)		CITY	NAME OF IMMEDIATE SUPERVISOR	SUPERVISOR PHONE #
		From	To			

**Required: Please attach a copy of your most recent work pay stub as proof of your employment.**

**VI. RELEASE OF INFORMATION**

1. Have you read and understood the TAY Policies and Procedures? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Do you agree to a monthly evaluation/meeting with the TAY Committee? Yes \_\_\_\_\_ No \_\_\_\_\_
3. In the past year have you had any suicidal ideation or attempts? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Do you agree to be drug tested while you are a TAY resident? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Do you have a history of substance use? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," please provide a brief explanation of what types of substances you have used and for how long:

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6. Do you take any prescribed medications or have any medical needs that require ongoing attention?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," please provide a brief explanation of any medical needs:

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**V. PERSONAL REFERENCES**

**Required: Please provide three-character references in the spaces below. **Do not use family members or friends.****

**Reference 1**

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

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference 2**

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

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Reference 3**

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

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

***V. MOTIVATION/GOALS***

Please answer the following questions completely and to the best of your ability.

1. In your own words, please describe why you need the TAY apartments.

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2. In your own words, please identify your long-term goals.

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3. What are your short-term goals that will assist you in accomplishing your long-term goals?

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4. Where are you living now and why is that no longer an option?

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5. What other housing options do you have available to you?

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6. Have you applied to other independent living programs, and if so which ones?

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