



SHELTER OUTREACH PLUS
Homeward Bound
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5 STEP ADMISSIONS PROCESS

Homeward Bound is a self-governing transitional residential program of previously homeless families and Domestic Violence Victims who are working on a plan that will result in attainment of reliable income and safe, permanent housing within eighteen months.

All applicants must follow the same process for admissions, and not all will be accepted due to the limited number of lodgings in our program. Please know that this is not “emergency housing”. The process moves slowly, and can take approximately one to four months. Going through the application process does not guarantee admittance, therefore, it is recommended that an applicant have a “Plan B” when applying to Homeward Bound.

STEP 1-

The process begins with a phone call to the Homeward Bound office for an initial phone screening. Every person’s situation is unique, and the call may or may not result in continuing the application process. If not, every effort will be made to refer the applicant to an appropriate alternative.

STEP 2-

The applicant makes an appointment with the Program Director for a pre-screening at the Homeward Bound office, which usually lasts about an hour. This is the opportunity for us to get to know the applicant’s situation better, and for the applicant to ask questions about the program. At this point, the applicant may or may not be given an application, depending on eligibility, circumstances, and whether or not Homeward Bound can meet their needs. If not, we will refer the applicant to another source of assistance if possible.

STEP 3-

If given an application, the resident must return it FULLY COMPLETED within a timely manner. If it is not complete, it will not be considered. Please keep in mind that if there are questions, however, the applicant is encouraged to contact the office.

STEP 4-

The application is returned completed, and once the interview date is set, the applicant will be invited in for an interview with the Homeward Bound Admissions Committee, and a time will be set. There are generally several applicants that are interviewed on the same day, at 30 minute intervals. The Admissions Committee is comprised of the five officers of the Covenant Committee, who oversee all community issues and activities of Homeward Bound. The committee will conduct the interview, and has the option of requesting a second interview.

STEP 5-

The decision is generally made within one or two weeks after the interview. One of three things will happen:

- **The applicant is accepted and will be able to move in within one to two weeks.**
- **The applicant is accepted but will have to wait anywhere from one to four months for a unit to become available.**
- **The applicant is not accepted.**

Every effort will be made to contact the applicant by mail or by phone to be informed of the results.

NOTE: In order to apply to Homeward Bound from within the Shelter Outreach Plus agency, (Hamilton House, Natividad Shelter, MIT) the Program Director must call in advance to refer the client as a potential candidate, prior to the client making the first call.

In addition, a referral from an SOP shelter is not a guarantee that the applicant will enter Homeward Bound. It is a referral only, and the steps of the admissions process still apply.