



**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, which takes about 15 minutes. A decision is not made at that time as to whether the applicant receives an in –person assessment, or an application. Phone screenings are reviewed by staff admissions to determine HUD (Housing and Urban Development) qualifications, and also Agency qualifications.**

#### **STEP 2-**

**Potential candidates are selected, then contacted and invited to make an appointment for an in-person assessment. 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. After the assessments are completed, staff admissions again looks at potential candidates, and contacts the candidates selected to be given an application, who may obtain an application by coming to the office, or they can be mailed.**

### **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 three to five officers of the Resident Council, 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.**