

Amanda Ford, Admissions Case Manager

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Email: housing@communityyouthservices.org

IMPORTANT NUMBERS:

Community Youth Services (360) 943-0780 / 1-888-698-1816

CYS Rosie's Place (360) 943-0780 x 191 (Staff) or x 186 (Youth)

CYS Outreach Staff (360) 943-0780 x 129 (Nichole) or x 162 (Nicholas)

Alcoholics Anonymous: (360) 352-7544

Baby Bank: (360) 357-6617

Community Action Council: (360) 438-1100

Crisis Clinic: (360) 586-2800

Crisis/Emergency Information: 211

Drexel House (homeless housing/shelter): (360) 753-3340

EMERGENCY Police/Fire/Medical: 911

Fleetwood (homeless housing): (360) 704-3035

HATS/THOR Emergency Program: (360) 664-2485

Haven House (24/7 12-17 yrs. old): (360) 754-1151

IT Bus (bus routes/schedules): (360) 786-1881

Partners in Prevention Education (PIPE): (360) 357-4472

Safeplace: (360) 754-6300

Safe Shelter: (360) 943-7861

Salvation Army: (360) 352-8596

SeaMar FREE Clinic (at CYS): (360) 943-0780 x 151 (Weds. ONLY)

Stonewall Youth: (360) 705-2738

The Other Bank: (360) 352-0593

Thurston County Food Bank: (360) 352-8597 (M/W/F 1-3pm)

Thurston County Housing Authority: (360) 753-8292



Transitional Housing Programs: Transition to independence!



Our role is to provide support, advocacy and guidance while helping you achieve your goals and develop self-sufficiency skills.

The Transitional Housing Program is for youth ages **18-23* years old** who are homeless or living in an emergency, temporary shelter, in a car, in an institution that provides temporary residence for institutionalized individuals, on the streets or facing an imminent eviction with an eviction letter already in your possession.

Key Definitions:

***Homeless**—an individual sleeping and living on the streets, in a vehicle, in temporary shelter or “couch surfing” - **NOT** having safe, semi-permanent or permanent housing. Please do not apply for this program based on the fact that your housing situation just, “doesn’t work for you.”

***Emergency, temporary shelter**—a supervised publically or privately operated shelter designed to provide temporary living accommodations (i.e. welfare hotels, congregate shelters, etc.)

***Institutional shelter**—an institution that provides a temporary residence for individuals intended to be institutionalized. (i.e. jail, mental health ward, etc.)

***Unsafe, unstable nighttime residence**—a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. (i.e. camping, dwellings over three times their capacity, etc.)

Rules of the Transitional Housing Program:

We would like you to review these rules. If you do not understand or you are not comfortable with them, these questions and concerns can be addressed by contacting the Admissions Case Manager (943-0780 x 181) or by asking your questions at the housing orientation.

1. After getting into housing, you must have, get or be looking for a job to provide yourself a stable source of income. Or if you would like to focus on your education, discuss this with your case manager.
2. You must start or be in the process of getting your HS Diploma or GED if you do not have one.
3. You pay **30%** of your monthly income towards rent each month. When making your monthly rent payment, you must also include a filled out rental payment slip, which your Case Manager or the reception desk will provide for you.
4. You must pay a one time, non-refundable \$60 program fee. This can be paid for through payments and you can discuss this with your Case Manager.
5. You must provide proof of income each month when you pay rent. (i.e. leave copy of pay stub in your Case Manager’s box, leave copy of award letter in your Case Manager’s box, etc.)
6. **No overnight guests** are allowed while you are in the program.
7. **No pets** are allowed while you are in the program.
8. Smoking, weapons, drugs, alcohol or paraphernalia are not allowed in any transitional housing unit. You must comply with your apartment complex rules, which you can discuss with your Case Manager or the apartment manager.
9. Illegal and/or assaultive behaviors are **NOT** tolerated and may lead to immediate removal from the program.



Applicant Steps for Admission

1. **Fill out a Transitional Housing Programs Eligibility Form**

—this can be picked up at CY5 3rd floor reception desk, online on our website (www.communityyouthservices.org), one can be sent to your physical address or faxed to a fax machine you can access. This form must then be returned to CY5.



2. **Receive letter or email with your eligibility decision**

—within **two weeks** of returning your Eligibility Form to CY5, you will receive eligibility in a letter sent to the mailing or email address that you listed on the form. As the form states, if you do not have an address or email to be contacted at, please sign up for CY5 mail service through the receptionist to receive your letter. **If eligible**, attendance at orientation officially holds your spot on the wait-list.

3. **Attend a Transitional Housing Orientation**

—the letter or email you receive regarding that you are eligible for the program will provide the next three dates of upcoming orientations. Eligible applicants are required to attend an orientation and will have the opportunity to make their first appointment with the Admissions Case Manager just after the presentation. This first appointment will be discussed in orientation in more detail.

4. **Checking in once a month**

—to stay **active** on the wait-list you must contact the Admissions Case Manager by phone or email once a month just for check in. Check in is done by you leaving the date, your first and last name and phone number or email address for contact in a voicemail message, an email or in a note at the 3rd floor reception desk. If you fail to do so, your file will be moved to inactive. This will affect your place in line. If you want to reactivate your application, the process must be started over again.



AFTER you are in housing, this program supports you by:

- **Providing you with a Case Manager.** They have access and knowledge of multiple resources that will help you in accomplishing goals. These can include: job listings, job training, education, food and hygiene supplies, healthcare information, transportation, conflict resolution and counseling; just to name a few.
- **Understanding your individual living situation expectations.** This program strives to provide the tools you need to understand and feel safe, secure and responsible in your new home. This program is designed to help individuals and families with current concerns or needs, but to also address future needs and skills, such as being a good renter, knowing your rights as a renter, and being a positive contributor of your community.
- **Upon move in, your case manager will provide you with set up supplies.** You will not be expected to move in without some household supplies. Your Case Manager will help you build a budget to use your move in voucher with. This can include food, hygiene products, cleaning supplies, toilet paper, etc. Also if you are without furniture or other household supplies, your CM will work to acquire those items for you through various donations from community partners.
- **Saving while you're in the program works!** Your Case Manager and you will discuss your liability account, which is a huge benefit to you after you exit the program. Your liability account saves half of your monthly rent payment into it. This becomes available to you after successful graduation from the program. The great part is you can pay more than the minimum in it each month and this money will cover any apartment damages and your future housing deposit.

Possible housing situations include: All single adults coming into our program will be placed in roommate situations in our 2 bedroom apartments or duplex and also our 3 bedroom duplex and home. If you're pregnant or parenting, a one or two bedroom apartment or studio will be looked at for a more private living situation for your family.