



Referral Form / Application

Community Rightful Center THEP aims to provide PLWHA and with the necessary skills and supportive guidance accompanied by intensive services in order to rapidly transition them into housing and to prevent homelessness. At the same time, these services will support clients in achieving housing independence and realizing their full potential. The supportive services are available for **12 to 18 months** (with possible extensions up to a maximum of three years). During this period, case managers will help clients pursue opportunities to either increase their income or remove barriers to permanent affordable housing. Since the program is time-limited, clients will need to either have increased their income to the point that they can afford the rent on their own OR will need to be accepted into permanent affordable housing during the subsidy time period.

The assistance may end at any time if a client is not complying with case management services, is not making sufficient progress towards increasing their income or obtaining permanent affordable housing.

The following are the **minimum eligibility requirements** for a client to be considered for the Transitional Housing Employment Program:

- Client must be a persons living with HIV or AIDS
- Have a Medical Case Manager
- Must be able to function on his/her own without any assistance.
- Have sufficient income that they are able to afford their portion of the rent and also cover personal living expenses (while receiving the subsidy, client will pay no more than 2/3 of their total income towards rent; the exact subsidy amount will be determined based on total income, which is returned to client upon completion of the program). If the client does not have any income upon admission the client with receive support until he or she becomes gainfully employed and or ale to acquire a stable income.

Good candidates for this program:

- Are motivated
- Already have plans for how they could increase their income and/or are already on the waiting list for permanent affordable housing programs
- Plans to increase income must:
 1. Be a career or education that the client is committed to
 2. Have goals that are documentable and measurable with specific steps and timelines
 3. Be 12-18 months in length (on a case by case basis plans beyond this timeframe may be considered)
 4. Result in a concrete outcome of:
 - Removing a barrier to work
 - Increasing skills
 - Increasing income-earning potential... and ultimately result in an increase in actual income



Name: _____ Phone(s): _____

Date applied/referred: _____ Language: _____

Referring worker/agency: _____ Phone: _____

Date of Birth _____ Age _____ Social Security _____

Total monthly income: \$ _____ Source(s) of income: _____

Current living situation: _____

Recommendations for Client Service Plan:

Steps involved:

When would step be completed?

1.	
2.	
3.	

Job or situation that will be achieved at end of program period: _____



The referral process consists of three steps: an eligibility pre-screening over the phone, an in-person interview, and an evaluation by the CRC THEP Staff. If a client is accepted, they will be assigned to a Self Sufficiency Specialist, with whom they will meet on a weekly basis for the duration of the program.

Clients will need to have the following documents ready for an in-person eligibility interview:

- **MEDICAL ELIGIBILITY** (one of the following)
 - 4th Generation HIV Test Result
 - HIV – ½ AB Differentiation Immunoassay Test Result
 - HIV Western Blot
 - ELISA with Western Blot
 - Detectable Viral Load or Culture Result
 - Positive HIV Viral Culture or Test Result
 - Preliminary Reactive HIV Test Result
- **FINANCIAL ELIGIBILITY** (all that apply)
 - Pay Subs for the most current pay period
 - SSI, SSDI, SSA, TANF checks or award letter
 - HOPWA/Section 8 Rental Assistance Letter
 - Veterans Administration Benefits Letter
 - A Zero income letter from a shelter or Residential Treatment Facility located in Broward or Miami Dade County
- **RESIDENCY ELIGIBILITY** (Permanent Residency in Miami Dade or Broward County)
 - Government ID with Dade/Broward Address
 - Declaration of Domicile Letter (Form 578)
 - Department of Corrections Certification
 - Statement of No Income and Local Residence Form for clients up to 25 years of age.
 - A Zero income letter from a shelter or Residential Treatment Facility located in Broward or Miami Dade County
 - Any government (local, state, or federal) issued letter of award that is not older than 12 months from the date of issue and that includes the client's full name and a current address in Broward or Miami Dade County that agrees with the current address in the client file.

Referrals can be faxed, emailed, or returned to:

Ross Pierre – Program Director
Community Rightful Center, Inc.
Ph. (305) 754-5701
Fax (844) 269-8097
rosspierre@communityrightfulcenter.org