

# STEP UP TRANSITIONAL LIVING APPLICATION

We are glad you are interested in applying for STEP UP Transitional Living Program. The mission of STEP UP is designed to move individuals from homelessness to self-sufficiency by addressing the total life situation of the homeless individuals we serve. Our mission is to provide transitional housing and supportive services including education, employment assistance, and counseling for youth 18-24 years old who are experiencing homelessness in order to develop skills to live independently. Step Up provides housing assistance for up to 24 months. Described here are the eligibility criteria for the program and some basic program information. This application is used to determine whether you are eligible and whether this program can offer you the support and assistance you desire. The questions in this application are included solely as a way of establishing whether this program is a good fit for your needs and situation. You have the right to not answer any question you believe is not necessary to determine eligibility. Please complete this application and return it to our office. Once we receive your application, we will review it and contact you within 3 business days. If you are eligible, we will set up a time to meet and discuss the next steps in the process. This meeting can take place at any public place we both feel is safe (coffee shop, library, Transitional Housing office, shelter office) and that will provide enough privacy for our conversation. Thank you for your interest. We look forward to hearing from you soon!

## Eligibility Criteria

Determination of acceptance into Transitional Housing will be made on a case by case basis, based on the following minimum criteria and guidelines.

Applicant must be

- Currently homeless or at risk to homelessness
- 18-24 years old (can apply at age 17)
- Oklahoma resident
- Willing to make a change
- Willing to participate in the Transitional Living Program
- Willing to be subjected to random drug tests if requested
- Youth must be in good health and be socially and functionally independent

## Transitional Housing Information

STEP UP Transitional Living Program will provide:

- Financial assistance for rent, security deposits, utilities<sup>1</sup> and other housing-related costs, for up to 24 months
- Personalized case management
- Advocacy and emotional support
- Assistance finding and maintaining permanent housing
- Safety planning and safety devices for your home
- Vocational and employment assistance
- Assistance with transportation, child care and household furnishings
- Referrals to community resources and services
- Follow-up services, for a minimum of 3 months and no more than 1 year, upon exiting transitional housing
- Health care
- After care out reach

## Extended Services

As a participant of STEP UP you also have the following optional services available:

- Individualized counseling
- Mentoring
- Aftercare Outreach

## Transitional Living Application

### Your Identifying information

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

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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

### Race

- American Indian or Alaska Native  
     ○ Name of Tribal Affiliation: \_\_\_\_\_
- Asian
- Hispanic or Latino
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- Other race not listed \_\_\_\_\_

What is your preferred language? \_\_\_\_\_

Are you able to understand verbal or written English?

- Yes
- No

Preferred method of contact (this will be the way that you are contacted to be informed of your application status)

\_\_\_\_\_

Identified gender (how you identify): \_\_\_\_\_

Do you have a companion or service animal(s)?

- Yes
- No

If yes, please describe the species and any other relevant characteristics of the animal.

\_\_\_\_\_

### Prior/Current Living Arrangements

Have you ever been a foster child?

- Yes
- No

If yes, when? \_\_\_\_\_

Have you ever lived in a juvenile justice facility?

- Yes
- No

If yes, when? \_\_\_\_\_

If yes, why? \_\_\_\_\_

Are you currently homeless?

- Yes
- No

If yes, where did you sleep last night? \_\_\_\_\_

If yes, why did you leave your last living arrangement? \_\_\_\_\_

If yes, have you been continuously homeless for at least a year? \_\_\_\_\_

If you are not homeless, what is your current address? \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Why are you leaving this address? \_\_\_\_\_

How many times in the past 3 years have you been homeless? \_\_\_\_\_

Are you willing to relocate to another community?

- Yes
- No

Are there any accommodations we can assist you with or provide, to ensure your ability to participate in this program? For example, wheelchair accessibility, TTY, large print or Braille, service animals, etc. You are welcome to skip this question or only include information you believe is relevant to your participation in Transitional Housing.

- Yes, I need the following accommodations: \_\_\_\_\_
- No

Are you receiving Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI)?

- Yes      Monthly Amount \$ \_\_\_\_\_
- No

Please describe the types of assistance and support you would like from STEP UP: \_\_\_\_\_  
\_\_\_\_\_

**Parent/ Legal Guardian (If under 18 at the time of application)**

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

Current State Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Personal Reference**

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

Relationship: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Personal Objective**

Why do you feel you would benefit from the STEP UP Transitional Living Program?

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

**Authorization**

I authorize STEP UP Transitional Living Program to contact my personal references and conduct both Juvenile and Adult Criminal History Background Checks. I understand that information provided by my references, information contained in this application and my personal interviews, and information gathered through background checks will be considered for my acceptance in the STEP UP Transitional Living Program. Please be advised that per Oklahoma Law, any information obtained indicating instances of child abuse and/or neglect, must be reported to the Department of Human Services. I also understand that this is only ONE part of the application process and that final acceptance into the program is based on the decision of the staffing team and appropriate housing availability at the time of the application.

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Required if under the age of 18 at time of application)*

**Letter of Support**

Do you have a counselor, teacher, or other adult who has knowledge of your current living situation and would be willing to provide a letter of support? Letters can include:

- Why the writer believes that you will be successful in a transitional living program
- Any relevant past or current information or circumstances on why they believe you would be a good candidate for the program.

Letters do not need to be long, and are not mandatory. They are just used to gather more information that can help STEP UP in identifying suitable candidates.

If you have questions regarding this application, please contact STEP UP at [stepuptransition@gmail.com](mailto:stepuptransition@gmail.com) or 580-816-5070.

\*\*\*\*\*

**OFFICE USE ONLY**

Accepted into Transitional Housing?  Yes  No

If yes, date applicant was notified: \_\_\_\_\_

Date accepted/move-in: \_\_\_\_\_

STEP UP Transitional Home address: \_\_\_\_\_

Was applicant placed on waiting list?  Yes  No If yes, date: \_\_\_\_\_

If no, reason? \_\_\_\_\_

If not accepted, date applicant was notified: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Was applicant provided information about the appeal process?  Yes  No

Other referrals/assistance given? \_\_\_\_\_

## **YOUR RIGHTS AND RESPONSIBILITIES AS A STEP UP PARTICIPANT**

### **Program Information**

#### **What is STEP UP?**

STEP UP (Services to Empower People to Unleash Potential) is a transitional living program in Western Oklahoma. We are focused on providing up to 24 months of stable housing and supportive services to youth age 18-24 through our steps program.

The program provides a gradually declining rent subsidy and wraparound case management services. As youth work toward economic independence, they **progressively begin to pay more of their rent until they are self-sufficient**. This model meets youth where they are at and maximizes opportunities for success. Youth establish concrete goals, work individually with program staff, and participate in all required Life Skills groups. Each participant develops an Independent Living Plan which includes resources and goals. We celebrate achievements together as they progress through the program. STEP UP empowers youth to improve employment, economic self-sufficiency, and independence.

#### **Do you only provide housing?**

STEP UP provides a reliable place to live, coupled with counseling and case management that connects youth to needed services such as employment and life-skills. STEP UP participants move into a semi-furnished apartment—outfitted with furniture and housewares generously donated to STEP UP. Food is provided through the Weatherford Food & Resource Center; clothing through donors and the Et Cetera Shop.

#### **What does STEP UP provide youth?**

The program provides: safe and stable housing; independent living skills training on topics such as financial literacy, household maintenance and health education; employment and educational support; social and emotional support through various counseling services, therapeutic recreation, and individualized case management; and information and referral to other agencies and community services. We believe education is critically important, so we work to ensure that our youth are fully equipped with the skillset to excel in post-secondary education at a career tech, community college, or four-year college/university.

#### **What do STEP UP services cost?**

The program provides a gradually declining rent subsidy and wraparound case management services. You may be asked to share the cost of some other services, depending on your income and financial resources.

#### **What is the age range and area you serve?**

Our mission is to provide transitional housing and support services, including education, counseling, and employment for youth 18-24 years old experiencing homelessness. We serve the Oklahoma Human Services Region 1 Area. Region 1 is located in the Western and Northwestern part of the state and includes Alfalfa, Beaver, Beckham, Blaine, Cimarron, Custer, Dewey, Ellis, Garfield, Grant, Harper, Kay, Kingfisher, Lincoln, Logan, Major, Noble, Pawnee, Payne, Roger Mills, Texas, Woods and Woodward counties.

## Your Responsibilities

You also have responsibilities as an applicant and participant in the STEP UP Program. To help make your STEP UP experience a success, you will be expected to:

- Be on time and keep appointments with STEP UP staff, doctors, and others. Call within 24 hours if you cannot come to an appointment.
- Apply for and use benefits, services, and additional sources of funding – such as education grants, public welfare programs, food resource programs, and insurance.
- Participate with STEP UP staff in developing your Independent Living Plan, including participating in assessments needed to determine your needs and strengths.
- Make progress toward completing the steps outlined in your Independent Living Plan to reach your housing, educational, and employment goals. Review your plan with STEP UP staff every 30 days.
- Agree to contact STEP UP staff at least once a week AND meet with staff in person bi-weekly (every other week). Attend monthly workshops related to your Independent Living Plan.
- Overnight guests are limited to stay over no more than 5 days in a 30-day period. Failure to follow this will be reasonable cause to end services. It is your responsibility to make sure that guests do not damage the apartment.
- Provide enrollment documents to STEP UP if your plan includes college or career tech educational training. Provide enrollment and financial aid documents before the college's designated add/drop deadline. Provide a copy of your transcript within one week of receiving report cards or posted grades.
- Abstain from drug and alcohol abuse. Refusal or failure to cooperate will be considered reasonable cause to end services.
- Enroll in and participate in Oklahoma Works, if eligible, as well as other employment services.
- Once employed, maintain employment of at least 15 hours a week during school weeks and at least 32 hours a week when not attending school.
- Inform STEP UP of changes in contact information, employment, education, or other related changes.
- Provide STEP UP proof of all pay stubs within one week of receiving payment in order to complete an accurate monthly household budget.
- Participate in STEP UP Connections Quarterly Video by providing a 2-minute video about yourself.
- If on probation, follow the requirements and terms of probation of court case 100%.
- Keep your apartment in a "reasonably" safe and clean condition - not allowing garbage, debris, and other waste to accumulate inside the apartment; taking the proper care of stoves, refrigerators, dishwashers, washers, dryers or any other appliances provided; and leaving the apartment in the same condition it was in at move-in.
- Agree to actively participate in secondary school, and work towards the completion of High School Diploma if you do not have your high school diploma or GED.
- Seeing that STEP UP is responsible for the apartment you are renting; they have a right to enter your apartment at least once a month for an inspection (and any time there is cause for concern). By participating in the program, you agree with these inspections.
- Agree to pay 25% of expenses (\$150.00) during 3-6 month stay, 50% of expenses (\$300.00) during 6-9 month stay, 75% of expenses (\$450.00) during 9-12 month stay and 100% of expenses (\$600.00) by the 12th month in the program. Failure to do so will be reasonable cause to end services.