

# **TRANSITIONAL HOUSING PROGRAM**

## ***SYBIL H. SMITH FAMILY VILLAGE***

### ***REFERRAL PROCESS***

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Thank you for your request for information regarding Dumas Wesley Community Center's Sybil H. Smith Family Village, our transitional living program for homeless women and their children. The Village is not just a "place to stay" – it is a comprehensive, services-enhanced *transitional* program the purpose of which is to assist families to move from homelessness and dependence, to permanent housing and self-sufficiency.

Please review the enclosed information. If you have a potential referral to our program, **review the Policies and Procedures carefully with your client *prior to application being made to our program.***

The Sybil H. Smith Family Village transitional housing program was authorized by Title IV of the Stewart B. McKinney Homeless Assistance Act of 1987, as amended. It is a *Supportive Housing Program* designed to assist homeless persons meet three overall goals:

- Achieve residential stability,
- Increase their skill levels and/or income, and
- Obtain greater self-determination (i.e., more influence over decisions affecting their lives).

Participants *must be homeless under the established definition (see enclosed Statement of Homelessness)*. They must also be drug and alcohol-free. For acceptance into The Village, "drug and alcohol-free" means that the Applicant, at the time of admission, must have achieved at least 3 months "clean time" in a residential substance abuse program, or 6 months "clean time" in an outpatient substance abuse program. Applicant must be able to provide written verification of compliance with this requirement at time of application.

Also, please be aware that under the guidelines of the Supportive Housing Program, Sybil H. Smith Family Village can not serve as an emergency shelter or temporary housing, nor can we accept referrals on women who are incarcerated or in a mental hospital.

The referral process is as follows:

- 1) Referral agent and client **thoroughly read and review** the Sybil H. Smith Family Village Program Policies. **IF CLIENT HAS NOT READ POLICIES PRIOR TO INTERVIEW, interview will not take place.**
- 2) Referral agency and client complete the Referral and Application Form, certifying that the applicant is homeless under the Guidelines set forth on the *Statement of Homelessness*.
- 3) The Applicant signs the Authorization to Release Information form.
- 4) The Referral agency forwards the Referral/Application Form and the Authorization to Release Information to: **Director, Sybil H. Smith Family Village, 111 Mobile Street, Mobile, Alabama 36607.**
- 5) The Director notifies the referring agency regarding an interview appointment. The person referring the applicant ***must accompany the applicant to the interview appointment.*** Please be punctual and allow at least two hours for the interview. A background check of all Information and references may be conducted. A drug test will be administered at time of interview.
- 6) Please be aware that an interview appointment **does not guarantee acceptance into the program.**
- 7) After all interviews are completed, the Director notifies the referring agency whether or not the applicant is deemed appropriate for our program. A move-in date will be determined at that time.

We appreciate your referral to our program and look forward to meeting with you and your client.

Completed Applications may be mailed to:  
111 Mobile Street  
Mobile, AL 36607