



COMMUNITY ADVOCATES

Where Meeting Basic Needs Inspires Hope

Division: Basic Needs Services

Department: Housing (Families Homelessness Prevention Program) - School Based

Case Manager: Quiana Rapier – Community Advocates Office: (414) 290-7715 Fax: (414) 875-2010

Families Homelessness Prevention Program

Program Description: Families Homelessness Prevention Program/SIEMER is a case management program for families who are experiencing homelessness or housing instability [due to foreclosure, inability to pay rent, domestic violence (or other victimizing) occurrences, or residing in a unit that has been deemed uninhabitable/unfit for human habitation]. The program seeks to assist families with securing and/or maintaining safe, suitable, and affordable housing- with an emphasis on maintaining low student mobility. The family receives a maximum of 6 months case management services. If additional services are needed families are connected with other support services within Community Advocates.

Eligibility Criteria:

- Referral
- Family with minor school-aged children (ages 18 and under)
- Ongoing income to maintain housing
- Proof of Need (Homeless or at risk)

Intake Process:

1. Referral Completed/Submitted by referring party and is received by Case Manager.
2. Case Manager meets the prospective client for review of the referral and an assessment interview.
3. Prospective client is notified of needed documentation.
4. Case is staffed, assigned, and client is enrolled or notified of non-enrollment.
5. Case Managers will notify the family/client of approval status and/or further steps needed.
6. Client and Case Manager will meet to discuss eligibility, rules, and responsibilities of each.
7. Client Service Plan is completed (individualized/client service plan, service contract, needs assessment, explanation of case management and the family contract).
8. Case Manager will schedule a habitability inspection with the client or landlord (if new residency).
9. Landlord will complete needed documentation (W-9, Lead Disclosure, proof of residency, intent to rent).
10. Case Management begins (1-2 home visits will be completed each month- depending on need, determined by the case manager).
11. Case Manager will coordinate additional support as needed (DNS, Health Department, Energy Assistance, etc.).



Referral for Case Management Assessment

Date: _____

Name: _____

Contact Phone Number: _____

Circle Best Time to Call:

9-11am

11am-1pm

1pm-3pm

3pm-5pm

Referred By: _____

Contact Number: _____ Ext: _____

School Name: _____

At Least One Child Attends this School: YES _____ NO _____

You will hear from a case manager within 1-2 business days from the time this referral is received. If you have any questions in the meantime you may contact Community Advocates at (414) 449-4777. Ext. 5415

Return via Fax to: (414) 875-2010 or E-Scan to: HousingCM@communityadvocates.net

Attention: Quiana Rapier

DO NOT WRITE BELOW THIS LINE DO NOT WRITE BELOW THIS LINE DO NOT WRITE BELOW THIS LINE

FOR COMMUNITY ADVOCATES CASE MANAGER TO COMPLETE:

Date/Time Received: _____ at _____ am / pm

Received By: _____

Method Received:

Email (E-scan)

Fax

Other: _____

(Specify)

Date Assessment/Intake Completed: _____

Outcome Notes:



COMMUNITY ADVOCATES

Where Meeting Basic Needs Inspires Hope

Families Homelessness Prevention Program Referral Checklist

Referrals for case management services can be sent to Community Advocates' Housing Case Managers via fax or email:

Fax #: (414) 875-2010

Email: HousingCM@communityadvocates.net

or

DLovelace@communityadvocates.net

LFaulds@communityadvocates.net

QRapier@communityadvocates.net- MPS/Community School Referrals

Cases will be staffed accordingly

In addition to a referral please be advised that the following information may be requested by the case manager during follow up.

Including, but not limited to:

- Proof of Need (5-day notice, Placard (Vacate) Order, Health Department Request for Permanent Relocation, Writ of Assistance for Foreclosure, Domestic Violence-Temporary Restraining order, etc.)
- Income Verification
- School Documentation verifying enrollment
- Copy of Government Issued ID- Head of Household and members over 18 years +
- Social Security cards/numbers
- Homeless Certification (if homeless)

Background Check Information if available:

<http://wcca.wicourts.gov>

<http://query.municourt.milwaukee.gov>