

Tenderloin Housing Clinic Family Housing Program Client Referral Form

Please complete this form with the prospective family and return it to Michael Gause, Family Housing Program Manager to set up an intake interview with the family. The intake interview takes about an hour, so an appointment must be made with the Family Housing Program Manager for a formal intake interview. You may:

- *Contact Michael directly on his phone at (415) 336-7713 to set up an appointment with the client. In that case, please have the client bring in the referral with copies of at least two months of proof of income (pay stubs or a letter from an employer or tax info, etc) as well as proof of tenancy (copies of rent receipts or a letter from a landlord or lease, etc.)*
- *Have the client contact Michael directly at (415) 336-7713 to set up an appointment. If the client speaks another language, please specify which language so the appropriate Family Case Manager can contact them.*
- *Send in the referral to Michael at his mailing address: Tenderloin Housing Clinic, 126 Hyde Street, San Francisco, CA 94102*
- *Fax the referral to Michael at (415) 345-9740*

To qualify for the program, **a family must be living in an SRO Hotel room.** In addition, we have limited space for families living in **overcrowded conditions in the Tenderloin district of San Francisco.** If the family is homeless, please refer them to Compass Community Services or Hamilton Family Center's First Avenues Program.

Preliminary guidelines for acceptance into the program include 8 months of current employment and one year of good rental history. (These are guidelines and exceptions may be made.)

The rental subsidy is available for a **maximum of two years.** During this time, case managers will assist families with increasing their income and applying for permanent affordable housing. Since the subsidy is time-limited, families will need to either have increased their income to the point that they can afford their rent on their own or will need to be accepted into permanent affordable housing. In general, the goal is to transition the family off of the subsidy after one year.

If a family does not comply with case management services or unduly rejects offers of housing, they may be discontinued from the Family Housing Program.

If you have any questions regarding the referral or the Family Housing Program, please contact Michael at any time via phone (415) 336-7713 or email at michaelg@thclinic.org

If a family is denied entry into the program, they may fill out a THC Grievance Form and appeal this decision. Grievance forms can either be mailed to THC at 126 Hyde Street or delivered directly to 126 Hyde Street to the attention of the Deputy Director of Client Services.

Please fill out this referral form completely and remind the family to bring proof of income and tenancy when they come for the interview if you have not included this documentation with the referral. The intake interview will assess the prospective family's income, employment history, rental history, and the family's capability to transition off of the subsidy.

Date: _____

of Adults: _____ # of Children: _____

Family Name (please list all adults in the household): _____

Phone #: _____

Secondary Phone#: _____

Address: _____

Monthly Income: _____

Income Source(s): _____

Referring Agency: _____

Address of Referring Agency: _____

Agency Representative: _____

Phone Number: _____

- Income verification included?
- Tenancy verification included?