



Shalom House, Inc.  
APPLICATION PROCESS

**Initial Contact**

All inquiries for supported housing, group homes, and community integration and intensive community integration services may be made through the **Intake Coordinator at 874-1080**. Once an applicant has been initially screened by phone and/or referral, an intake meeting will be scheduled. If this applicant is found eligible for services, the case will be forwarded to the Program Coordinator or a waitlist if applicable.

Referrals for the following programs are made directly to those program coordinators:

York County Supported Housing	283-1500
Housing Subsidies Coordinator	874-1080
Peer Support Services Manager	874-1080

If you have questions about which program would be most appropriate for a particular individual or need more information, our Intake Coordinator can assist you by answering questions or sending you information. ***Complete information about Shalom House, Inc. programs and referral forms are available at [www.shalomhouseinc.org](http://www.shalomhouseinc.org).***

**Information/Tour & Talk**

Generally, talk & tour for residential programs will be scheduled after an intake meeting with the Intake & Referral Coordinator. The tour and talk will be scheduled for the purpose of providing the applicant with firsthand knowledge about the identified program.

**Past Treatment Review & Interview**

Release of Information forms will be generated during the intake meeting to add medical and psychiatric information to the application.

When all requested information is received, the material will be reviewed and evaluated by the Program Coordinator, who will decide if a formal interview will be scheduled. If there are no current vacancies the applicant will be placed on a waiting list.

**Waiting Lists**

A. Housing\*

If there are no current vacancies, the applicant will be placed on a waiting list. The following criteria will be used when considering those on the waiting list:

- ❖ If the applicant is currently being hospitalized or has had recent hospitalizations
- ❖ If the applicant is homeless and/or in need of a higher level of service to avoid hospitalization and utilization of emergency services

*\*Turnover rates for these programs vary. The above criteria is used to prioritize candidates*

B. Community Integration and Intensive Community Integration Waiting List

These waiting list will be prioritized according to needs. These are needs as homelessness, having had previous hospitalizations and those without supports. Every effort will be made to serve applicants and to link clients to services and housing.

The entire application process varies depending on the program. If you, at any time have questions concerning an application in process feel free to call 874-1080 and ask to speak with our ***Intake and Referral Coordinator***.

Our administrative offices are located at 106 Gilman Street, Portland., 04102

Please see: Program Descriptions and Professional Referral Form