

WAITING LIST PROCEDURES

CLI Transitional Housing Program currently houses homeless families according to apartment availability. The case worker will solicit applications for the program when vacancies will be available. All eligible applicants at that time should complete the application process. Any applicant who completes the application process, is accepted in the Transitional Program, but is not offered an immediate opening in the program, will be placed on the appropriate waiting list. These applicants will be the first to be considered for the next program opening.

Interested families who inquire about the program when there are no anticipated openings will be given the eligibility guidelines, and if eligible, will be given an application, and will be offered the opportunity to put their name on a waiting list. Applicants will be informed at the time of their inquiry as to the status of the program and the anticipated schedule for vacancies. Those applicants who complete and return all application materials will also be placed on a waiting list. When a vacancy is nearing, the program director will contact those persons on the waiting list, and complete the necessary steps to make a decision on program acceptance.

Each waiting list will not exceed ten applicants. The case manager will contact those persons on the waiting list regularly to maintain an updated lists of interested applicants. CLI will not accept new applications when the waiting list is full. All persons making inquiries about the Transitional Program will be encouraged to leave a name and phone number so that they can be contacted in the event of an opening either in the waiting list or the program itself.