

Transitional Housing Intake Steps

Tribal Transitional Housing (TH) is designed to provide holistic, relative-centered, and culturally specific TH services for 6-24 months to provide stability and time for survivors to secure permanent housing.

The monthly rental subsidies or rental assistance are *secondary* to TH Advocacy services, which may include:



Housing Advocacy

Housing search assistance, securing rental units, working with landlords, accompaniment while looking at units, and assistance in finding other resources for housing around the community.



Relocation Assistance

Application fees, security deposit, moving assistance, and utility set-up assistance.



Economic Advocacy

Review of current economic status, stabilizing income (employment programs, public assistance, resume development), bus passes, and childcare stipends for: housing and employment needs.



Recovery from Violence

Identifying and accessing traditional healing options, regular safety planning for each household member, and assistance with assessing safe housing situations.

"Force, no matter how concealed, begets resistance."
– Lakota proverb

It's important to ask for feedback from participants before, during, and after their time in your TH program. For example, ask current participants what activities they want and need. Send out surveys to past participants to find out what aspects of TH made the biggest long-term impacts on their lives. Make sure that you offer a variety of *voluntary* holistic and culturally specific healing options. TH programs give participants time to apply for permanent housing (possibly through your Tribal Housing Authority), engage in ongoing safety planning, stabilize and improve finances, and recover from violence.

Prior to providing the above TH services, you will need to map out your application and intake process. An example process is mapped out on the following page, with possible documentation options for each step.



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TH Eligibility

After you have established advocacy services, you can start to have conversations about TH eligibility and interest. Make sure to include details about all of the services and supports that TH programming can offer.

Documents may include:

- TH Information Packet

Advocacy: Intake & Services

A survivor may enter advocacy through a hotline call, an appointment, or a "walk-in".

Documents may include:

- Advocacy Intake
- Request for Services
- Limited Release of Information
- Services Tracking Form
- Mandatory Reporting and Confidentiality disclosures

TH Interview

An informal interview can be a part of the application process. The interview can include questions about: what they would like to achieve during the 6-24 month program, how Advocates can provide support in achieving those goals, and if there is an interest in financial or economic advocacy services as a part of the TH program.

TH Application

After establishing basic TH eligibility and interest, your potential TH participant will be ready to fill out an application. You may want to include questions in your application about what type of support, assistance, activities, referrals, and safety planning the survivor is interested in while participating in the TH program.

TH Intake

Congratulations! Notify your applicant once they are officially a Transitional Housing participant. Your intake process can include basic agreements to policies on financial assistance and household members.

Documents may include:

- TH Intake Form
- Rental Assistance Agreement
- TH Welcome Packet

Ongoing TH Advocacy

It can take several months between a TH intake and the move-in day. Work closely with your participant to assist with any leasing barriers, such as low credit scores, past evictions, and a lack of rental history. During the next 6-24 months, offer a variety of *voluntary* services for your Transitional Housing participants.

Documentation may include:

- Goal Worksheets
- Budgeting Worksheets
- TH Services Tracking Form