

Transitional Housing Program Description

Family Promise of Greater Orlando helps families facing homelessness achieve sustainable housing and self-sufficiency through a community-based response. Our Transitional Housing program offers a unique opportunity for low-income families who qualify to receive supportive services while paying an affordable monthly rent. Transitional housing is designed for families to find ways to increase income, employability and stability. Through this time restricted program residents will participate in Family Promise of Greater Orlando's case management services. These case management services include monthly home visits, financial empowerment, tenant responsibilities and resource coordination. The success coach will assist the family to identify ways to increase income through better employment or educational opportunities that can lead to sustainable employment. The success coach works with the family to identify barriers and trends in housing history and find ways to overcome those barriers. The goal of the Transitional Housing program is for the family to transition into a permanent housing situation they can sustain on their own. Our Transitional Housing program is designed for families with the ability to pay rent without any ongoing rental assistance.

Program Eligibility

1. Applicants' household annual income must not exceed 50% of the area median income (AMI) for their respective household demographics at lease initiation or renewal.
2. Applicants must be the legal guardian of a child under the age of 18 at least 50% of the time.
3. Applicants must have a verifiable employment history or other means of financial support prior to date of application.
4. Applicants must be able to obtain and maintain utilities in their name.
5. Applicants must be able to pay monthly rent without assistance.
 - a. No Cosigners or guarantors will be accepted.
 - b. No Housing assistance programs will be accepted
6. Applicants must provide proof of Identity
 - a. Applicants must provide proof of social security numbers for all household members.
 - b. A birth certificate or legal guardianship documents must be provided for all minor children
 - c. State issued ID or driver's license for household members over 18
7. Applicants must provide asset verification documents for the income certification a complete list of required documents will be provided with the application.
8. Applicants must agree to complete background screening for all household members over the age of 18.
9. Applicants agree to a public records search.
10. Applicants understand this is a housing program and case management is required for participation.

11. Applicants understand that Family Promise Transitional Housing is a drug free and sober program
12. Applicants may be denied occupancy for the following reasons
 - a. Falsification of application
 - b. Incomplete application
 - c. Inability to verify income, assets or identify.
 - d. Poor rental history profile (reviewed case by case)
 - i. History of evictions
 - ii. History of violence to persons or property
 - iii. History of poor housekeeping
 - e. History of unruly or destructive behavior by residents or any other member of the household.
 - f. History of deceitful behavior
 - g. Poor personal references
 - h. Lack of demonstrated ability to live independently
 - i. Criminal records do not constitute automatic denial and will be reviewed on a case by case basis.

Application Process

1. Applications are not limited to families currently being served through Family Promise of Greater Orlando, applications will be posted publicly to our website and social media.
 - a. <https://www.fporlandofl.org>
 - b. <https://www.facebook.com/familypromiseorlando>
 - c. <https://www.instagram.com/familypromiseorlando>
2. Families currently being served through a Family Promise program and partner agencies will be notified of the upcoming application window.
3. Applications can be submitted during the open application period that will be a minimum of 2 weeks.
4. Application must be fully completed, dated and signed
5. All required documents must be submitted with the application for review. (Checklist provided at end of document)
6. Applicants are required to submit contact information for two personal references
7. Applications are submitted one of the following ways:
 - a. Emailed to info@familypromiseorlando.org ATTN: Housing Program Manager.
 - b. Dropped off in person at 1000 Clay St Winter Park FL 32789 ATTN: Housing program Manager
 - c. Mailed to 1000 Clay St Winter Park FL 32789 ATTN: Housing Program Manager
 - d. Completed online through our website: <https://www.fporlandofl.org/>
8. Applications are all reviewed after the application period has closed

9. Applications are initially reviewed by the housing program manager to determine initial eligibility (Criminal records will be reviewed on a case by case basis)
10. All applications that meet the minimum eligibility criteria will be reviewed by a panel consisting of a board member, housing program manager, Stabilization Success Coach, property manager and guest advisory board member.
11. Top candidates will be presented to the executive director for final approval.

Applicant Name

Applicant Signature

Date

Applicant Name

Applicant Signature

Date

Staff Name

Staff Signature

Date

Transitional Housing Application

Applicant full Name:					
Date of Birth		Social Security Number			
Phone Number					
Email address					
Current living situation:	Emergency Shelter	Staying with Family/Friends	Rental/Lease	Not meant for human habitation	Other:
	Unsheltered		Short Term		Hotel/motel
Current Location:				Lenth of stay	
Housing History – 2 years					
Address					
City State Zip					
Dates of Stay		Reason for Leaving			
Address					
City State zip					
Dates of stay		Reason for Leaving			
Address					
City State Zip					
Dates of stay		Reason for leaving			
Household Information					
Name		Relation	Age	Date of Birth	SSN
		HOH			

Income					
Income Source	Y/N	Who	Amount	Frequency	Ongoing Y/N
Earned Income					
Unemployment					
Supplemental Security Income (SSI)					
Social Security Disability Income (SSDI)					
Veteran Disability Payment					
Veteran Pension					
TANF					
Child Support					
Other Source					
Employment Information					
Currently employed		How long			
Employer Name					
Address					
Phone:		Email			
Have you ever been evicted from housing	Yes	No	Reason		
Have you ever been convicted of a crime	Yes	No	Date		
Please provide additional information					
Emergency Contact					
Name		Relationship		Phone	
Name		Relationship		Phone	

References					
Name		Contact			
Name		Contact			
Additional information you would like to provide					
Authorization and Signature					
I certify the information provided in this application is true to the best of my knowledge and authorize Family Promise of Greater Orlando to verify the information provided.					
Name		Signature		Date	
Name		Signature		Date	

Staff Use only					
Received by		Date			
Review by		Date			
Missing Documents					
Eligibility Status					
Approved	Yes	No	Date		

Transitional Housing Document Checklist

The following items are required to process your application to the Transitional Housing Program.

****PLEASE ENSURE ALL COPIES ARE CLEAR AND EASY TO READ****

A. Primary Identification* (provide two of the following for each household member, including minor children):

- Valid Florida ID or valid Driver's License
- Birth Certificate
- Social Security Card
- Permanent Resident Card
- U.S. Passport

Note: When necessary, marriage certificate or divorce decree may be requested for name change purposes

B. Proof of Income (provide for all household members 18 years old and older):

- Last two (2) consecutive paystubs **and**,
- Last two (2) years of Income Tax Returns or Transcripts from IRS
- If self-employed provide the last two (2) years of Income Tax Returns (1040 with Schedule C), **and** Year to Date Profit and Loss (prepared by third party)

Verification of other sources of income

- Current Social Security and/or SSI award letter
- TANF – Award letter from DCF
- Pension/retirement benefits letter
- Unemployment determination letter
- Workers compensation
- Child support/Alimony (payment summary and ordered amount)
- Other

C. Proof of Assets (Provide for all household members)

- Last 3 months of complete bank statements for ALL checking account
 - Prepaid cards or paycheck cards
- Current statement for ALL savings account
- Current statement for any of the following:
 - Stocks, bonds
 - Virtual Currency
 - Go Fund Me Accounts
 - Cash App/Apple Pay/Google Pay/Venmo/PayPal
 - Life Insurance policies
 - Money Market or CD
 - Other