

## **Tip Sheet:**

### **Action Housing College Program**

#### **Overview:**

The College Program is funded by DHS and administered through Action Housing. This is an Unlicensed Program that offers 12 scattered site housing units to Transition Age Youth whom are full time students 'post-secondary education. Students who need housing during the summer months also qualify.

#### **Who qualifies:**

Youth, age 18 and older, whom are full time students in post-secondary education. The top priority will be youth that are not under CYF case. TAY Manager will accept and review referral form and application. Action Housing will review the application, and if accepted contact the Education Liaison and schedule an interview with the youth. Educational Liaison must attend the initial meeting with the youth they are recommending.

Youth must have a high school diploma or GED and must be employed in order to be considered. Youth who are involved in post-secondary education part time are required to work 20 hours per week. This program is for students are actively participating in Transition Age Youth Services and maintain good standing for their institution.

Educational Liaison will take lead in the referral process. CYF TAY manager reserves the right to reject applicants. Action Housing is the sole determiner of admission to this program. Action Housing reserves the right to reject applicants, and to request immediate removal from the program and premises for serious rules violations, or at any time during the initial 90-day probation period.

#### **How it works:**

Educational Liaison makes referral to TAY Manager the TAY manager reviews the referral form and application pack and if accepted will be passed on to Action Housing. The County will pay rental and case management fees to Action Housing. The youth will be expected to "bank" 30% of their earnings in a secured, joint account. When the youth leaves the program, these monies are returned to them, minus the cost of any damages caused to the apartment.

#### **Communication:**

This is a collaborative effort, so ongoing communication between the CYF Caseworker and Action Housing FFI staff is critical. Responsibilities include:

- CYF Caseworker/Supervisor must notify Action Housing Manager of any change in Caseworker/Supervisor assignments.
- Students must let Educational Liaison by Feb. 1<sup>st</sup> each year if Summer Housing is needed
- Action Housing FFI Case Manager will provide monthly updates to the caseworker and the transition planner.
- Action Housing FFI Case Manager will be included in conferencing and teaming meetings and court hearings when necessary.
- Action Housing will contact CYF and FFI Liaison (Duane Berry) immediately if:
  - ❖ Youth harms or threatens to harm self or others (Case Manager is to contact 911 or appropriate behavioral health provider (Resolve, CACTIS, etc.) first based on the seriousness and severity of the situation.)
  - ❖ Youth returns to site at least four hours past curfew or stays out all night
  - ❖ Youth returns to the site under the influence of drugs and / or alcohol
  - ❖ Youth has a medical emergency
  - ❖ Youth is at risk of being terminated from the program for rules violations
  - ❖ If there is suspicion that the Youth is being trafficked or youth has been missing for 4 hours or more, then the case manager (or other staff) will contact the CYF Caseworker to request an immediate CSEC screen to

be completed. CYF Caseworker will complete the screen within 24 hours after youth returning from run. If the screening reflects positive, an assessment referral will be completed and submitted to HSAO. HSAO will complete the CSEC assessment upon 72 hours of receipt of the referral.



Action Housing staff will follow established notification procedures in the event of an emergency:

- ❖ CYF caseworker (if CYF active), Education Liaison and FFI Liaison (Duane Berry)  
(if unavailable)
- ❖ Casework Supervisor (if CYF active)  
(if unavailable)
- ❖ Clinical manager or Regional Office Director (if CYF active)  
(if unavailable, after hours or on weekends)
- ❖ CYF Intake at 412-473-2000 (if CYF active)

**Application:**

Completed applications and required documents should be sent to:

Kemberly Stevenson, TAY Manager [Kemberly.Stevenson@AlleghenyCounty.us](mailto:Kemberly.Stevenson@AlleghenyCounty.us)

Phone: 412-350-3920

Documents required with application packet:

- ❖ Foundation for Independence Program Application
- ❖ Foundation for Independence Program Referral
- ❖ Birth Certificate
- ❖ Photo ID or Driver's License
- ❖ Social Security Card
- ❖ Proof of income from the last 30 days
- ❖ Proof of GED or High School Completion (Where appropriate)
- ❖ Proof of current education enrollment (if applicable)
- ❖ Last physical/dental/eye exam
- ❖ Proof of foster care (court order)



**Prior to move-in, CYF Caseworker is to provide Action Housing a written list of accepted visitors for the Youth. If Youth wishes to add visitors later, he or she needs to contact the CYF Caseworker and request approval in writing of the additional person(s) be forwarded to Action Housing.**

As the referring agency, CYF caseworkers must attend the initial interview with the youth.

**Questions:**

Talk to the Transition Planners in your office or

Email or call Kemberly Stevenson, TAY Manager [Kemberly.Stevenson@AlleghenyCounty.us](mailto:Kemberly.Stevenson@AlleghenyCounty.us)