

## Ecumenical Shelter Network of Lake County, Inc.

### Referral Policy – Rev 11:2017

1. All guests of Project Hope for the Homeless (PH) and Families Moving Forward (FMF) require a referral from 2-1-1 or 440-639-4420. No walk-ins are accepted. Law enforcement also must call 2-1-1 (2-1-1 track beds).
2. No new referrals are accepted after 8:00 p.m. for both programs daily. Current FMF guests must be in by 1:00 p.m. unless they have been authorized for late entry; current PH guests must be in by 8:00 p.m. unless they have been authorized for late entry. Verification required if late.
3. Families Moving Forward (FMF) entry is at 1:00 p.m. M-F & 7:00 p.m. SAT & SUN. PH entry is at 7:00 p.m. daily.
4. Eligibility:
  - Must not be under the influence of alcohol or drugs upon entry;
  - No registered sexual predators may enter;
  - No persons with crimes involving minors may enter;
  - No unaccompanied youth under the age of 18;
  - Persons must be their own guardian;
  - Persons may not be on the “must call” or “permanent” eviction list(s);
  - Persons arriving from a prison or psychiatric facility, must contact the “on-call” staff during business hours at 440-354-6417 M-F for a phone assessment.
5. Be sure persons understand PH and FMF conduct searches at the door each evening. All medications, cell phones or potential weapons will be collected and locked during 7:00 p.m. – 6:30 a.m.
6. FREE transportation is provided for families M-F at 1:00 p.m. at Salvation Army for FMF families and at 6:30-6:45 p.m. SAT/SUN at the Lake County Sheriff’s Dept, 104 E. Erie St. to 25 Freedom Rd. Return routes provided 6:30-6:45 a.m. M-F to Salvation Army and N. St. Clair St. bus stop (administration building) SAT/SUN.
7. FREE transportation for all shelter guests is provided daily at 6:30-6:45 p.m. at the Lake County Sheriff’s Dept, 104 E. Erie St. to 25 Freedom Rd. with return routes M-F to the Salvation Army at 69 Pearl St. Return drop-off is at the N. St. Clair St. bus stop (administration building) SAT/SUN.
8. All shelter guests must limit their belongings to 2 standard duffle-sized bags.
9. Capacity is 50 total – There are 38 total beds for adults without children. Maximum beds for Project Hope men’s dorm will be 25, Project Hope women’s dorm will be 12 and call on-call supervisor at (440) 478-8889 will determine use of additional dorm for special needs or if there is a family. Families Moving Forward has 12 bed capacity if we have not exceeded our capacity. Reservations are first come/first serve but **total guests must NOT exceed 50.**
10. If shelter is FULL, shelter guests who have been intaked in the current year and are not on the “must call” list may check back for availability by 10:00 p.m.; new shelter guests need to call 2-1-1 the following day at 9:00 a.m.
11. Each evening guests can expect a hot meal, showers, linens and towels, hygiene items, laundry-clothing-transportation vouchers, a packed lunch if needed.
12. Referrals-guidance- support are offered from the staff as part of a 45-day goal-oriented program and optional aftercare services upon leaving.