



QUALIFICATION CRITERIA

1. Applicant is able to live and function independently.
2. Applicant family has a sustainable source of income other than county assistance and/or social security disability.
3. Applicant family is homeless or facing eviction / homelessness.
4. Applicant family's last permanent residence or current temporary residence of at least 9 months is/was within the Love INC of Greater Hershey service area in Pennsylvania (Hummelstown, Hershey, Dauphin County portion of Elizabethtown)
5. No adult or child applying to reside in the Homes of Hope home may have a criminal history involving crimes against another person that are listed as a misdemeanor or felony.
6. No adult or child applying to reside in the Homes of Hope home may have a domestic violence report against them within the past 12 months.

Applicants are not required to have children; however, families with children will be given priority in the application and placement process.

IMPORTANT: Failure to disclose any charges against you, past or present, will result in immediate disqualification from the application process.

APPLICATION PROCESS

1. REVIEW qualification criteria and Program overview.
2. COMPLETE APPLICATION if you believe you meet the qualification criteria and are willing to abide by the Program policies and uphold the Participant responsibilities.
3. APPLICATION REVIEW by Love INC staff will be completed within 2 business days to determine initial eligibility. You may be contacted by Love INC for more information during this time. You will be notified within 2 business days if you meet the basic qualification criteria.
4. If qualification criteria is met,
 - a. REFERENCES will be called to verify employment, prior tenant records, and your current situation.
 - b. BACKGROUND check(s) will be completed.
 - c. You will be contacted by phone or email within 3-5 business days to inform you if you meet eligibility requirements for the Program and are being advanced to the Preliminary screening interview.
5. PRELIMINARY SCREENING INTERVIEW will be conducted by the Love INC Homes of Hope director at the Love INC office if you are eligible and if there is availability in a house.
 - a. If a house is not available, you will be placed on a wait list and contacted when a house is being vacated to continue the process. The wait list will be ordered on a first-come, first-served basis; however, priority may be given to applicants that are homeless, residing in unsafe living conditions or fleeing from a domestic violence situation.
 - b. The interview will be conducted within 2-5 business days after application review based on applicant and Love INC staff availability and the completion of reference and background checks. *ALL adults listed on the application will be required to attend.*
 - c. All adults on the application need to bring the following documents to the interview: PA driver's license/state id, vehicle registration and proof of insurance (if applicable), at least 1 month of proof

of income, any documentation that will verify your current living situation as either homeless or facing eviction.

6. INTERVIEW EVALUATION will be discussed by Love INC Homes of Hope team to determine if you are a candidate for the Program. Within 2 business days following the Preliminary screening interview, you will be notified by phone and/or email if you are a candidate, and an Initial interview with the team will be scheduled.
7. INITIAL INTERVIEW will be conducted by the Love INC Homes of Hope director and Executive director at the Love INC office. The interview will be conducted within 2-5 business days based on applicant and Love INC staff availability. *ALL adults listed on the application will be required to attend.*
8. INITIAL INTERVIEW EVALUATION will be discussed by Love INC Homes of Hope team to determine if you will be recommended to the Homes of Hope Board committee for participation in the Homes of Hope program. You will be notified within 2 business days of the Initial interview of the team's assessment. If you are being recommended to the Homes of Hope Board committee, a Final interview will be scheduled with you, the Homes of Hope director, and representatives of the Board committee. This Final interview will be scheduled 2-5 business days from the recommendation based on applicant, staff, and committee availability. *ALL adults listed on the application will be required to attend.*
9. FINAL INTERVIEW will be conducted at the Love INC office.
10. ACCEPTANCE/NON-ACCEPTANCE decision will be made following the Final interview, and you will be notified by phone and in writing by email or US Mail within 2 business days.
 - a. If accepted, a date will be established for Move-in
 - b. If not-accepted, applicants may re-apply after 6 months if they meet the qualification criteria at that time.

WAIT LIST PROCESS

The wait list will be ordered on a first-come, first-served basis; however, priority may be given to applicants that are homeless, residing in unsafe living conditions or fleeing from a domestic violence situation.

Up to 2 weeks prior to a House becoming available, prior applicants will be contacted to review their application and determine if they are still eligible to continue the application process.

- If a prior applicant remains eligible, the application process will resume with Step 4, and an interview will be scheduled.
- If an applicant is no longer eligible, their name will be removed from the wait list. Applicants that are removed from the wait list may re-apply if they become homeless or are facing eviction and meet the qualification criteria again.