

# THE BACK OUTSIDE COLLECTIVE

## Referral Eligibility Criteria for Case Workers

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### For Professional Referral Partners

This guide provides detailed eligibility criteria and referral procedures for case workers, probation officers, social workers, and other professionals referring clients to The Back Outside Collective housing programs.

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### General Eligibility Requirements

#### **All Programs:**

- Age 18+ (exceptions for legally emancipated youth)
- Motivated toward housing stability and self-sufficiency
- Willingness to participate in supportive services
- Ability to engage with case management team

#### **Funding Requirements:**

- Client must receive local, state, or federal housing assistance funds, **OR**
- Client can self-pay monthly program fees

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### Program-Specific Eligibility

#### **Sober Living Housing**

- Minimum 30 days clean/sober (or completion of treatment program)
- Commitment to mandatory drug testing
- Agreement to participate in recovery support meetings
- Employment or active job search required

#### **Veterans Housing**

- Honorable or general discharge from military service
- VA enrollment or willingness to apply for VA benefits
- May include veterans with PTSD, TBI, or service-connected disabilities

## **Youth Transitional Housing**

- Ages 18-24
- Aging out of foster care or former foster youth
- Willingness to participate in educational/vocational programs
- No active child welfare involvement

## **Reentry Housing**

- Recently released from incarceration (within 12 months) or preparing for release
- Completed pre-release planning or reentry program
- No active warrants or pending charges
- Commitment to employment/job training

## **Safe Haven Housing**

- Fleeing domestic violence, dating violence, or stalking
- Safety plan in place or willingness to develop one
- May include protective orders or legal advocacy needs
- Confidentiality protocols strictly maintained

## **Family Transitional Housing**

- Families with minor children
- Experiencing housing crisis or homelessness
- Both parents (if applicable) must participate in services
- Commitment to family stability goals

## **Senior Housing**

- Age 55 or older
- Independent or semi-independent living capability
- May include seniors on fixed income or Social Security
- Healthcare coordination available

## **Low-Income Housing**

- Income below 50% Area Median Income (AMI)
- Documented income verification required
- Commitment to financial literacy programming
- May include individuals with poor credit or rental history

## **VA Discharge Housing**

- Recent medical discharge from VA hospital
- Complex medical needs requiring coordination

- Active VA case management
- Accessible housing accommodations available

## Refugee & Immigrant Housing

- Legal refugee status, asylum seeker, or documented immigrant
- May require language support services
- Cultural sensitivity and integration support provided
- Legal advocacy connections available

## Undocumented Resident Housing

- Confidential placement with no immigration status disclosure
- Resource navigation and legal support connections
- Safe, secure environment with privacy protections

## Temporary Furnished Housing

- Short-term need (30-90 days)
- Transitional situation (job relocation, awaiting permanent housing, etc.)
- Fully furnished immediate occupancy

## Insurance Displacement Housing

- Displaced by fire, flood, or other insured event
- Active insurance claim in process
- Temporary housing needed during repairs/rebuild
- Direct billing to insurance available in some cases

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## Required Documentation

### For All Referrals, Please Provide:

#### 1. Identification

- Government-issued photo ID (driver's license, state ID, passport)
- Social Security card or documentation

#### 2. Proof of Income/Assistance

- Current housing assistance award letter (Section 8, CDBG, HCDF, etc.)
- Proof of income (pay stubs, SSI/SSDI award letter, VA benefits statement)
- Self-pay clients: Bank statements or proof of funds

#### 3. Referral Letter

- Professional referral on agency letterhead
- Client background summary
- Reason for housing need

- Your contact information for coordination

4. **Background Check Consent**
  - Signed authorization for background screening
  - Disclosure of criminal history (if applicable)
  - Explanation of circumstances (for reentry clients)
5. **Additional Documentation (Program-Specific)**
  - **Sober Living:** Treatment completion certificate, sobriety verification
  - **Veterans:** DD-214, VA enrollment documentation
  - **Youth:** Foster care exit documentation, age verification
  - **Safe Haven:** Protective order, police report, or advocate letter
  - **Family:** Birth certificates for children, custody documentation

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## Referral Process

### Step 1: Initial Contact

Contact Tracey Howard to discuss client needs and program fit:

- **Phone:** 313-607-0980
- **Email:** [connect@thebackoutsidecollective.com](mailto:connect@thebackoutsidecollective.com)
- **Urgent Placements:** 313-607-0980

### Step 2: Joint Assessment

Brief consultation call between your case manager and TBOC to:

- Review client eligibility
- Discuss specific needs and barriers
- Determine best program match
- Coordinate funding sources

### Step 3: Documentation Submission

Submit required documents via:

- Secure email to [tracey@thebackoutsidecollective.com](mailto:tracey@thebackoutsidecollective.com)
- Fax (upon request)
- In-person delivery by appointment

### Step 4: Placement

- Client placement within 30 days of approval
- Coordinated move-in support

- Introduction to Housing Coordinator
- Orientation to house rules and services

## **Step 5: Ongoing Coordination**

- Monthly check-ins between case managers
- Shared progress updates and goal tracking
- Continuity of care throughout placement
- Transition planning for next level of care

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## **Payment & Funding**

### **Accepted Funding Sources:**

- CDBG (Community Development Block Grant)
- HCDF (Housing and Community Development Fund)
- MiVHPG (Michigan Veterans Housing Program Grant)
- Section 8 Housing Choice Vouchers
- VA Supportive Housing (VASH) vouchers
- County/municipal housing assistance
- Self-pay arrangements

### **Monthly Program Fees Vary By:**

- Housing program type
- Services selected (meals, transportation, etc.)
- Funding source requirements
- Individual/family needs

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## **Questions or Urgent Referrals?**

**Tracey Howard, CEO** Email: [tracey@thebackoutsidecollective.com](mailto:tracey@thebackoutsidecollective.com)

**For urgent same-day placements, call 313-607-0980**

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*Thank you for partnering with The Back Outside Collective to provide safe, supportive housing for our community's most vulnerable residents.*