

THE BACK OUTSIDE COLLECTIVE

Referral Eligibility Criteria for Case Workers

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.

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

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
- **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
- 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

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

Questions or Urgent Referrals?

Tracey Howard, CEO Email: tracey@thebackoutsidecollective.com

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

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