



BELMONT APARTMENT REFERRAL FORM

(Please complete all sections including signatures and attachments)

Client Name: _____ **Referral Date:** _____

Client Address (or name and number of person who can locate client): _____

Client Phone Number: _____ **Alternate Phone Number:** _____

SSN: _____ **DOB:** _____ Is the client a veteran? Yes No

Primary Contact Person for Client (e. g. their case manager): _____

Title: _____ *Phone Number:* _____

Referring Agency: _____

Referring Agency Address: _____

Name of Person Making Referral: _____

Title: _____ **Phone Number:** _____

Special Needs:

Please check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> a. Mental Illness | <input type="checkbox"/> b. Drug Abuse |
| <input type="checkbox"/> d. Developmental disability | <input type="checkbox"/> c. HIV/AIDS and related diseases |
| <input type="checkbox"/> e. Physical disability | <input type="checkbox"/> f. Other (Please specify) _____ |

Prior Living Situation:

Where did the client sleep in the week prior to being referred to the Belmont Apt. Program?

- a. Non-housing (street, park, car, bus station, etc.)
- b. Emergency shelter
- c. Transitional housing for homeless persons
- d. Psychiatric facility
- e. Substance abuse treatment facility
- f. Hospital
- g. Jail/prison
- h. Domestic violence situation
- i. Living with relatives/friends
- j. Rental housing
- k. Other (please specify) _____

Is the client a chronically homeless person? Yes No

A chronically homeless person is an unaccompanied individual with a disabling condition who has either been continuously homeless for a year or has had at least 4 episodes of homelessness in the past 3 years.



Housing History



Please list the last two places the client has lived and the circumstances for leaving:

1. Address: _____
 Landlord/Operator _____ Phone #: _____
 Dates of Occupancy: _____
 Reason for Leaving: _____

2. Address: _____
 Landlord/Operator _____ Phone #: _____
 Dates of Occupancy: _____
 Reason for Leaving: _____

3. Are there any patterns of behavior that interfere with community living? _____

4. What are this individual's major strengths for independent community living?

5. Please describe the client's homeless experience: when, where and for how long?

6. What other housing resources has this client applied for? _____

7. What was he or she not accepted for or why didn't it work out? _____

Demographics and Mental Health History

Race: _____ Marital Status: _____ Primary Language: _____
 Is the client a veteran? _____ If yes, does he or she receive VA services? _____
 If yes, what kind? _____

Diagnosis:

Axis I: _____
 Axis II: _____
 Axis III: _____
 Axis IV: _____
 Axis V: _____

Please include any and all drug and alcohol diagnoses on Axis I, whether bingeing or Dependence. These diagnoses do not exclude your client from consideration.



Rehab. Team: Please provide the name and phone number of the following:
*Please place an * next to the name of the Care Coordinator*

Conservator: _____

Case Manager: _____

Psychiatrist: _____

Therapist & Region: _____

Parole/Probation Officer: _____

Vocational Counselor: _____

Current Psychiatric Medications and Dosage:

Prescribed By:

1. _____

2. _____

Other Medications and Dosage:

Prescribed By:

1. _____

2. _____

3. _____

Response to medications: Symptoms alleviated Symptoms Persistent

If persistent, please describe: _____

Does the client know how/remember to take medications as prescribed? Yes No

Is the client willing to take medications as prescribed? Yes No

Number of previous psychiatric hospitalizations: _____

Circumstances and date of most recent hospitalization: _____

Number of previous suicide attempts: _____ Date of most recent attempt: _____

Please describe: _____

Signs of decompensation (please be as specific as possible): _____

Any incidents of violence towards self or others? Yes No

If yes, please describe (include date of most recent): _____

Any history of drug or alcohol abuse? Yes No If yes, types: _____

If yes, has there been treatment and where? _____

If yes, how long has the individual been clean and sober? _____



Are there random drug tests being done? Yes No

Financial Information

1. Gross monthly income: _____

2. Sources of income (please check all that apply):

- GA SSI SDI VA Job Social
 Security Family Other

3. Is client under Rey Payee? Yes No If yes, who? _____

4. Is SSI pending Yes No If yes, approximate date: _____

5. Medical #: _____ Medicare #: _____ Other Insurance: _____

Social Support

Sources of social support (e.g. friends, church group): _____

Current activities: _____

Employment Status

Please check one:

- Paid Employment (35+ hours/week) Volunteer work (less than 35 hrs/wk)
 Paid Employment (less than 35 hrs/wk) Not in labor force
 Volunteer work (more than 35 hrs/wk) Unemployed

HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO

DISABILITY CERTIFICATION For Supportive Housing Programs (S+C and SHP)

Client Name: _____ SSN: _____

1. I certify that the above named client is disabled, because (*check one of the boxes below*):

- a. The client is receiving Supplemental Security Income (SSI) or Social Security Disability (SSDI) benefits or has been determined to be eligible for SSI or SSDI benefits.

If you check box a, you must attach a copy of the client's SSI or SSDI determination letter.

- b. The client is not receiving SSI or SSDI benefits but meets the following definition of disability:

“A person shall be considered to have a disability if such person (1) has a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration; substantially impedes his or her ability to live independently; and is of such nature that such ability could be improved by more suitable housing conditions, or (2) has a developmental disability; or (3) has AIDS or conditions arising from its etiological effects.

If you check box b, the certification must be signed by a credentialed psychiatric or medical professional trained to make such a determination.

2. Please indicate the type of disability (*you may check more than one box*):

- SMI (Serious Mental Illness)
 CSA (Chronic Substance Abuse)
 SMI & CSA (Serious Mental Illness & Chronic Substance Abuse)
 PWA (Persons with AIDS or Related Diseases)
 PWOD (Persons with Other Disabilities)

WARNING: Section 1001 of Title 18 of the U.S. Code states that a person is guilty of a **felony** for knowingly and willingly making **false or fraudulent statements** to any department or agency of the United States.

I certify that the above information is correct to the best of my knowledge and that I have the appropriate documentation on file.

Signature

Date

Printed Name

Address

Title

City, State, Zip

Agency/Company Name

()

Phone Number

HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO

264 Harbor Blvd., Bldg. A, Belmont, CA 94002-4017 • Fax: (650) 802-3372

HOMELESS CERTIFICATION For Supportive Housing Programs (S+C and SHP)

Please complete all sections including signatures and appropriate attachments

Client name _____, SSN _____ is currently:

(Check one)

Sleeping in an emergency shelter

If you check this box, the certification must be signed by a staff member of the emergency shelter in which the client is residing.

Sleeping in places not meant for human habitation (like cars, parks, sidewalks, etc.)

If you check this box, the certification must be signed by a staff member of an organization that is providing services to the person and can attest that he or she is homeless.

Living in transitional housing for homeless persons, having come from a shelter or place not meant for human habitation

If you check this box, the certification must be signed by a staff member of the transitional housing program in which the client is residing. The program must have documentation on file that the individual was homeless at the time he or she entered.

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I certify that the above information is correct to the best of my knowledge and that I have the appropriate documentation on file.

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()

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