



## One on One Program Program Requirements

The One on One Program provides direct financial assistance to people moving out of homelessness and into permanent housing. The goal of the One on One Program is to help qualified, motivated homeless applicants to obtain and maintain permanent housing by providing: 1) Important financial management and budgeting skills; 2) Housing Grant – one time assistance to partially support a security deposit or first month's rent payment; 3) Budget Grant – to those clients who maintain housing, income, and savings plan for at least six months. Participation in the One on One Program is open to LPCS guests as well as clients from other agencies, and requires a referral from a case manager. After completing the classes and mentorship meetings, obtaining steady income, and identifying affordable housing, a participant is eligible to apply for the housing grant. Participation in the classes and mentoring will last six weeks, with follow-up services extending for up to two years.

### **Program Requirements:**

#### ***At the Time of Referral:***

1. The Program is looking for clients who are taking action to change their lives. The ideal candidate is **self-motivated** and is already moving forward to become self-sufficient.
2. The client **must be homeless** and **must be referred** from another agency where active case management is occurring, such as a transitional shelter or job training program. After referral, the client and/or case manager will be contacted with the start date of the next class.
3. The client **must have steady income**. If employed, position should be full-time and permanent. If unemployed, client must be very near to finding employment (i.e. participating in a job training program).
4. If in recovery from drugs and/or alcohol addiction, clients **must be stable in a recovery program**. The client may be currently attending support programs including AA and NA but must have already completed a treatment program.
5. Clients **must be stable and receiving treatment for any serious mental or physical health problems**. The client may currently be attending counseling or taking medication.

#### ***During Participation in the Program:***

6. The client **must attend two Monday evening classes** at a site designated by the Lincoln Park Community Shelter. The classes are two Mondays in a row, with each session lasting 90 minutes. The classes focus on budgeting and setting financial goals, and offer support in a small group setting.
7. After completing the two classes, each client will be paired with a volunteer mentor. Over the next four weeks, the client and volunteer mentor will meet at least twice to create a personal budget and individualized financial goals for each client.

#### ***To Be Eligible to Apply for the Housing Grant:***

8. Only clients who complete the two classes and individual meetings with their volunteer mentor will be eligible to apply for the Housing Grant. The client must identify affordable housing and apply for the Grant **within one year** of completing the classes and mentoring. The Housing Grant may **only** be used toward **first month's rent or security deposit**.

9. At the time of application, the client must be able to **show proof of income, proof of affordable housing (i.e. lease agreement), and a balanced budget** (the latter is developed with the volunteer mentor) so that after our one-time assistance, s/he will be able to afford regular monthly expenses. The monthly **rental expense should not exceed 50% of the net monthly income** of the client. For the purposes of the Program, full-time positions do not include day labor, Streetwise vendors, temporary or seasonal positions, or transitional jobs (i.e. paid job training, paid internships).
10. The Housing Grant will be equal to one month's rent or security deposit, **not to exceed \$500 for an individual or couple, or \$750 for a family with children.**

**To Be Eligible for Budget Grant:**

11. Six to twelve months after receiving the Housing Grant, a client may apply for the Budget Grant if they have successfully maintained their employment or income, savings plan, and housing. The Grant will **provide up to \$100** toward one of the client's **monthly expenses** (utility bill, transportation, rent) or toward an emergency expense (such as a medical bill). Proof of savings, income, and housing must be presented at time of application. The purpose of the Budget Grant is to provide extra support to clients who are able to maintain their monthly budget, employment, and housing, using the skills obtained throughout the Program.

**To make a referral, please contact:  
Lincoln Park Community Shelter  
Phone: 773-549-6111  
Fax: 773-549-1767  
bcarlson@lpcsonline.org**