

# Participant Intake & Assessment Process

At Living Independently Housing Program, we aim to provide safe, supportive housing for **45 years and older**, including **seniors**, **veterans** and **individuals transitioning from homelessness or unstable housing**. Below is the step-by-step process for becoming a participant in our program:

# Step 1: Intake Form Submission

* Interested individuals or referral partners must complete our official **Intake Form**.
* This form gathers basic information to determine initial eligibility.

*Available on our website or by request.*

# Step 2: Background Check Authorization

* Eligible individuals will then be asked to complete a **Background Check Authorization Form**.
* A criminal background screening is conducted through the Missouri State Highway Patrol system. ($25 FEE)
* Results are reviewed in accordance with program guidelines.

*All information is kept confidential and used only for eligibility purposes.*

# Step 3: Personal Assessment

* Once the background check is completed, the individual will undergo a **Behavioral, Financial, and Social Assessment**.
* This assessment helps us determine the person’s readiness to live in a shared, independent housing environment.

*Topics include independent living skills, communication, financial readiness, and ability to participate in community living.*

# Step 4: Eligibility Review & Decision

* After all forms and assessments are complete, our team will review the file.
* Decisions are based on a combination of:
  + Background screening
  + Assessment results
  + Current housing availability
  + Financial readiness (including the ability to pay the program’s monthly fee and holding fee)

Applicants will be notified via phone and/or email of their eligibility status.

# Step 5: Program Orientation & Move-In

* Eligible participants will receive their **Program Acceptance Letter**.
* A **move-in orientation** will be scheduled.
* Participants are placed in housing based on availability — **on a first-come, first-qualified basis**.

*Support continues throughout participation to ensure safety, comfort, and stability.*