**5.1.1 Residential Admission**

Issued By: The Executive Director

Effective Date: January 26, 1999

Updated: June 15, 2017

Belkin House provides without discrimination, a supportive community with clean and safe housing for men, women, and women with children, and where all people are treated with respect. As such, Belkin House strives to be inclusive and respect the diversity of people who may access our shelters and programs.

To obtain resident status, including shelter clients, an individual must meet specific, residency dependent criteria. Refer to Program Residency and Shelter Residency for specific criteria.

If an individual has been previously restricted for any reason from Program Residency or Emergency Shelter Residency they will be refused entry until the restriction is cleared by the appropriate Caseworker or Management personnel (see policy 5.1.30 Residential Restriction Appeal).

Applicants admitted to Belkin House’s residency must go through the applicable intake process to enable access to Belkin House and its facilities. Once having completed the intake process the applicant will have access to food services, case management services, counselling services, in-house social activities, dining room, chapel, housekeeping, and other professional, administrative, and social services they may require during their residency.

Advance placement is generally not permitted hence ex-residents and potential residents who call from outside to request advance placement on the waiting list will be refused in all situations. If the situation seems legitimate and dire, they may speak directly to a designated PDP Caseworker but with a clear explanation that this will not assure them of an early placement on the waiting list. Front Desk staff cannot place individuals on the waiting list for PDP residency or give preferential placement on the Emergency Shelter waiting list without the expressed permission of a designated Personal Development Plan (PDP) Caseworker or Sr. Management.

If a PDP Caseworker is not available, the staff member speaking to the referring agency will inform them of our policy and direct them to other shelters and hostels in the city.

**PDP Residency**

Belkin House admits men and women 19 years of age or older.

To be eligible for residency an individual must make application with a PDP Caseworker and accommodation is subject to the following:

* applicant must be capable of caring for their own physical needs, including hygiene needs
* applicant is willing to participate in agreed program(s)
* applicant is willing to abide by Belkin House’s rules and policies
* applicant is willing to abide by Belkin House’s residential code of ethics
* applicant must sign required forms, including Privacy Act related forms and Belkin House residential rules and regulations.
* availability of a bed
* applicant has not used alcohol or illegal drugs within the last 24 hours
* applicant is not subject to prior restriction of service
* applicant must be capable of caring for their own physical needs, including hygiene
* applicant is willing to abide by Belkin House’s rules and policies
* applicant is willing to abide by Belkin House’s residential code of ethics

**Emergency Shelter Residency**

To be eligible for shelter residency an individual must meet with a Shelter Worker and complete the initial intake process before being issued an access card and meal tickets. Accommodation is subject to the following:

* availability of a bed
* applicant has not used alcohol or illegal drugs within the last 24 hours
* applicant is not subject to prior restriction of service
* applicant must be capable of caring for their own physical needs, including hygiene
* applicant is willing to abide by Belkin House’s rules and policies
* applicant is willing to abide by Belkin House’s residential code of ethics

Individuals may self-refer, subject to bed availability, for a period of up to thirty (30) days. Belkin House admits men, women, and women with children. Anyone under the age of nineteen (19) will only gain admission if accompanied by their parent(s) or is referred by a Social Worker acting under the Child, Family and Community Service Act.

Extensions beyond thirty (30) days will require the approval of the Emergency Shelter Manager or Assistant Emergency Shelter Manager.

**5.2.7 PDP Program Discharge**

Issued By: The Executive Director

Effective Date: June 01, 2008

Updated: June 15, 2017

Discharge from the PDP will be on the basis of the following:

1) successful completion of the PDP Program and securing safe, adequate and affordable housing and/or employment

2) the Resident ceases to participate positively in their program - is either unable or unwilling to complete the PDP Program requirements as outlined in their PDP Plan \*

3) breach of house rules that results in restriction of privileges or discharge (see policy related to Residential Restrictions)

4) total addiction relapse, or relapse requiring the Resident to take a Treatment program (note: a single relapse may not, necessarily, result in discharge)

5) the Resident self discharges for personal reasons

**Note:** Caseworker will consult with and require the approval of the Manager of Transitional Housing or Director of Residential Services prior to advising their Client Resident of any possible, pending or expected discharge and non-renewal of occupancy agreement which has resulted due to the Resident’s failure to positively participate in their program.