



## **Elizabeth Gregory Home Transitional Housing Application Packet**

Thank you for your interest in Elizabeth Gregory Home. Located in Seattle, we provide transitional housing for single homeless women. This packet contains important information about eligibility criteria, program information, and the intake process at Elizabeth Gregory Home. Please read this information thoroughly. It will help you decide if EGH meets your transitional housing needs.

The intake process at Elizabeth Gregory Home consists of several steps including a written application, telephone screening and in-person interview. If you meet our eligibility requirements and are seeking a safe and healthy living environment, the first step is to find out if we are screening for applicants at this time. Your case manager can give you this information. You may also contact Jessica Silye, EGH Case Manager, at (206)523-6031 or (206)729-0262 ext.1 for the status of current openings. We do not accept applications on a rolling basis. Applications are only accepted when there is an opening at Elizabeth Gregory Home.

After you have confirmed an opening, please complete the EGH application. The application consists of several pages. There is also a referral form which must be completed by a social service provider you are currently working with and/or a provider who has known you for at least 3 months.

You will find more detailed information about Elizabeth Gregory Home on the next page. A checklist is also included to assist you in completing all EGH application requirements. Again, thank you for your interest in Elizabeth Gregory Home. We look forward to serving women in a safe and supportive community.

**Elizabeth Gregory Home  
P.O. Box 45310  
Seattle, Washington 98105  
Phone:(206)729.0262  
Fax: (206)729.1011  
[www.elizabethgregoryhome.org](http://www.elizabethgregoryhome.org)**



## **Elizabeth Gregory Home Overview Sheet**

### **AGENCY INFORMATION**

Founded in 2000 by University Lutheran Church (ULC), Elizabeth Gregory Home was conceived out of a desire to expand the homeless outreach programs of ULC to reach more women in need. Elizabeth Gregory Home (EGH) became a separate, private nonprofit in 2001. EGH provides transitional housing for homeless women from diverse backgrounds. All single women seeking self-sufficiency are welcome. There are no religious requirements for participation in the program. Participants receive long-term housing and intensive case management services in a safe and healthy environment. The mission of EGH is to serve women who are recovering from homelessness by providing transitional supportive housing and hospitality that will help them move towards an enriched life within the community. EGH provides a safe environment for women to regain their independence and self-esteem without compromising their dignity during the journey.

### **PROGRAM STRUCTURE**

Elizabeth Gregory Home offers transitional housing and case management services for a period of 6-24 months. EGH serves 11 women at a time. Each resident has her own private bedroom with private adjoining bathroom. The units are grouped around common living areas and kitchens. The EGH drop-in center is open 7 days a week and offers kitchen and laundry facilities, a large dining area, computer lab and private counseling room. Use of the drop-in center is open to residents of Elizabeth Gregory Home & single, adult homeless women. Activities such as volunteer hosted meals, groups, recreational activities and life skills workshops are held in the center. Staff are onsite 24-hours a day.

### **CASE MANAGEMENT SERVICES**

EGH residents work with a case manager to set and achieve individual goals. Residents must be willing to address barriers to homelessness and be actively pursuing employment, education, or a combination of both. Case managers are available for information, advocacy and referrals. On-site mental health services are also offered. Weekly resident meetings are held and a variety of life skills workshops and recreational activities are offered monthly.

### **ELIGIBILITY CRITERIA**

Elizabeth Gregory Home offers transitional housing for women who meet the following criteria:

- Single without children in custody at this time
- 18 years of age and older
- Homeless and seeking stable housing for 6-24 months
- Referred by an emergency shelter or other social service provider
- Clean and sober or willing to seek treatment for substance abuse issues
- No active domestic violence

- Able to live communally in a safe and structured residence
- No criminal history of violent or sexual crimes or any pending criminal charges
- No evictions from a housing authority or subsidized housing program
- Willing to work with a case manager to set and achieve goals
- Program fees are 30% of income as applicable

### **INTAKE PROCESS**

The intake process consists of several steps. You will be asked to turn in additional documents along with your application. Please refer to the checklist provided to ensure your application packet is complete. Applications are accepted only when there are openings at Elizabeth Gregory Home. Please check with your case manager for the status of openings at EGH or contact the EGH case manager at (206)729.0262 for more information.

### **APPLICATION INSTRUCTIONS**

Please complete the application in full. Incomplete applications will not be considered. The information you provide is personal and will be kept confidential. Staff will not share information about you outside of Elizabeth Gregory Home without your written consent.

The application is divided into 9 different sections as follows:

1. Personal Information
2. Housing
3. Substance Abuse
4. Domestic Violence
5. Legal/Criminal
6. Employment and Education
7. Goals
8. Provider Referral

It is important you complete the answers with as much detail as possible. Your application is the only information we have to initially screen you for the program. Please remember we are looking for honesty, not perfection. It is better to answer truthfully than leave out information which may jeopardize your admission or exit you from the program at a later date. You may return your completed application by mail or fax to:

**Elizabeth Gregory Home**  
**P.O. Box 45310**  
**Seattle, Washington 98105**  
**FAX: (206)729.1011**

### **ADMISSION STATUS**

You will only be contacted if you move forward in the intake process. If you are selected for an interview you will receive a telephone call within 7-14 days. You may check the status of your application no more than once a week by contacting the program director. Thank you for your interest in Elizabeth Gregory Home. We look forward to reviewing your application as soon as possible.