



Procedures For Accepting Families Into Family Promise of Pulaski County (Most families are referred to call us by other service providers)

- 1. Family member contacts FPPC via telephone where we explain how the program works.**
- 2. If they are interested, we gather information on them and their family on an Initial Contact Form.**
- 3. Background screens are conducted on adult family members.**
- 4. We check the Homeless Management Information System database to determine whether the family or individual adults have ever stayed at a homeless shelter previously. If they have we contact the facility to get information related to;**
 - a) Their length of stay**
 - b) Willingness to comply**
 - c) Reason for leaving**
- 5. Once pre-screening are complete and we schedule the adult family members for an interview where specific program information, rules, guidelines, and procedures are clearly discussed, and more detailed information on each family member is collected.**
- 6. Adults are required to sign several forms stating they understand and will agree to rules and guidelines, will comply with the established rules or risk being dismissed from the FPPC program.**
- 7. After intake, a time and date are scheduled for the family's entrance into the program. The hosting church during the entry date is notified.**

***During pre-screening, adults are typically screened for illegal substances, and are notified that random screenings may occur at Family Promise's discretion.**

No later than two days after entering, adult members meet with the Case Manager, and must attend a weekly meeting with the Case Manager thereafter.