JESUS WORKS HOUSING VOUCHER PROGRAM, INC.

CLIENT REGISTRATION & HOUSING SUPPORT INTAKE

1. Personal information

Full legal name

Preferred name

Date of birth (MM/DD/YYYY)

Telephone number

Email address

Current address (if any)

City, state, ZIP code

Safe contact method and times (phone/text/email)

Emergency contact (optional)

Preferred language or accessibility accommodation (optional)

2. Housing situation and history

Where are you staying now? (family/friends, shelter, hotel, outdoors, rental, etc.)

How long have you stayed there?

Is the location safe? Any immediate risk of homelessness or eviction?

Eviction/move-out date, if applicable

Current voucher or housing program, if any

Previous address #1 (within last 2 years), dates, reason for leaving

Previous address #2 (within last 2 years), dates, reason for leaving

Preferred housing location and bedrooms needed

Accessibility features or service animal accommodations needed (optional)

3. Household, work, income and education

Applying as individual or family? Number of adults and children/ages

Currently working? Employer, role, full-time/part-time

Date last worked (if not currently employed)

Previous employers, experience, and work skills

Currently seeking work? Do you need job placement or job training?

School, vocational training, or education needs

Income or benefits received (optional; approximate monthly amount)

Employment or benefits application assistance requested

4. Services requested - check all that apply

- ☐ Emergency housing or shelter referrals
- ☐ Homelessness prevention / eviction support
- ☐ Housing navigation and affordable housing applications
- ☐ Rental/deposit assistance referrals
- ☐ Disability-related accommodations and advocacy
- ☐ Mental health service coordination / referrals
- ☐ Domestic violence safety and housing referrals
- ☐ Reentry support / criminal-record housing barriers
- ☐ Legal aid and housing-related court referrals
- ☐ Job search, resume, employment or training
- ☐ Education, financial literacy and budgeting
- ☐ Benefits, food, clothing or transportation referrals
- ☐ Youth and family support
- ☐ Voluntary spiritual counseling or prayer
- ☐

5. Provider coordination and document checklist

Disclosure of diagnoses, treatment details and legal history is optional at initial intake.
Only share information needed for a specific service or referral.

Existing case manager, provider, or agency (optional)

Provider contact information (optional)

Disability-related support or reasonable accommodations requested (optional)

Housing-related legal or reentry issue you want assistance with (optional)

Documents supplied separately - check only what is relevant and available:

- ☐ Photo identification or residency proof
- ☐ Income/employment or benefits documents
- ☐ Lease, eviction notice or housing correspondence
- ☐ Housing program/voucher documents
- ☐ Relevant provider support letter (not full medical records)
- ☐ Relevant court/reentry paperwork
- ☐ Other housing-related supporting records

PDF forms cannot securely receive uploaded files. Attach supporting documents separately using a secure, staff-approved method. Do not email full medical records, SSNs, or unrelated files. Documents are not required to request an initial assessment.

Respectful Communication and Client Responsibilities

Jesus Works Housing Voucher Program, Inc. expects respectful and professional communication from clients, staff, volunteers, and partners. Clients must not threaten, harass, intimidate, or verbally abuse staff or others. Serious or repeated disruptive conduct may result in reasonable communication limits, suspension, or termination of discretionary services.

Steps the Organization May Take

Depending on the circumstances and severity, Jesus Works may explain the concern, issue a written warning, establish a communication plan, temporarily suspend services, or terminate services. Immediate protective action may be taken when threats, violence, or serious safety risks arise. Decisions will be documented and, when feasible, communicated in writing with the reason and effective date.

Fairness, Accessibility and Client Rights

Clients may respectfully disagree, request explanations or disability-related reasonable accommodations, report discrimination, and file grievances without retaliation. Services will not be restricted or terminated because of a protected characteristic, disability-related need, mental health treatment, or good-faith complaint. Staff will consider disability accommodations and the circumstances before taking action.

Limitations and Referral Support

Jesus Works does not guarantee housing, vouchers, funding, or placement. If services end, the organization will provide available referral information when practical, particularly when there is an urgent safety or housing concern. This policy does not override applicable laws, contracts, or other required procedures.

Client Acknowledgment

By signing the client acknowledgment on the following page, I confirm that I have received and understand this Client Conduct & Services Policy, including the possible suspension or termination of services for serious or repeated misconduct. I understand my right to request an accommodation or raise a concern without retaliation.

6. Notice, client acknowledgment and signature

NO HOUSING GUARANTEE: Jesus Works Housing Voucher Program, Inc. provides advocacy, referrals, navigation and support subject to capacity. Applying does not guarantee a housing unit, voucher, emergency shelter, rent payment, financial assistance, or placement. Outside providers determine their own eligibility, availability, and approvals.

NONDISCRIMINATION: Services are provided without unlawful discrimination based on race, color, religion, national origin, sex, disability, familial status, age, or other characteristics protected by applicable federal, DC, and Maryland law, including applicable protections for sexual orientation, gender identity or expression, and source of income. Reasonable accommodations may be requested. Faith activities and prayer are voluntary and not required.

PRIVACY: Information is used for intake and service coordination and handled under agency privacy procedures. A separate, specific release is required before sharing confidential records with outside providers when applicable. Do not include unnecessary sensitive records. Clients may raise concerns without retaliation.

- ☐ I understand housing and financial assistance are not guaranteed.
- ☐ I understand the nondiscrimination and privacy notices.
- ☐ I confirm my information is accurate to the best of my knowledge.

Client typed name

Date signed (MM/DD/YYYY)

Handwritten signature (if printed): _____

Staff intake date / reference number (office use only)