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“To support in the recovery of individuals and families in our community who are coping with housing insecurities, mental health or substance use disorder issues.”

It is the policy of CLUB, Inc. that persons shall not be discriminated against (in services) because of race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age or disability. It is a violation of the CLUB, Inc. non-discrimination policy when inequitable practices based on the aforementioned factors; occur in service delivery and/or employment. Any violations should be reported to the Executive Director and/or the CLUB, Inc. Board of Directors.

Admission Criteria

- To qualify for supportive housing programs, you must be homeless or chronically homeless as defined by Housing and Urban Development (HUD). **This status must have third-party verification documented before admission into housing. Please ask staff for assistance with this process.**
- To qualify for housing services as an individual who is experiencing chronic homelessness, documentation of a disabling condition will be required. Information provided to CLUB, Inc. regarding your disability or the disability of your household member will be kept completely confidential and will only be used to document chronic homeless status. **This information is required to determine program eligibility. Please ask staff for assistance with this process.**
- Residents must be able to live independently and adhere to program rules.
- **An individual convicted of a sex offense, or who has a felony conviction for an assault, attempted murder, armed robbery, arson, or any other violent crime will not be eligible for services.**
- Applicants must complete a Permanent Housing Application

Agreement from resident that:

- Residence will remain free of illegal substances and all alcohol
- Medications will be used as prescribed
- Residence will remain free of pornography and related items
- Resident will not participate in any unlawful activity
- Resident will maintain a positive relationship with other residents.

Prospective participants on the waitlist are responsible to call the office on a weekly basis. It may be necessary to leave a message. **If a participant does not call and indicate they are still in need of permanent housing they will be removed from the waitlist.**

Pre-Intake Process

- Staff will perform a criminal records background check, a check of the National sex offender registry.

An individual who has three (3) or more misdemeanor convictions for assault, battery, or domestic violence during the last five (5) years will not be eligible for service.

If the prospective participant has two (2) or less misdemeanor convictions for assault, battery, or domestic violence the participant must meet with the Intake Specialist and Housing Operations Manager for an assessment before being placed on the waitlist.

- Staff will conduct an interview
- Prospective participant will be informed that if they do not make his/her intake appointment or call to cancel, he/she will need to re-apply for the program.
- Prospective participant will be informed that they will need to stay at the residence provided immediately. If a participant completes the intake procedure and then stays at another residence within the five-day move-in period, it does not illustrate need of the program. This will result in discharge of the program. This is concerning for CLUB, Inc. staff as we typically have a waiting list and are working our hardest to meet community members needs.

Intake Process

- Applicants must have photo identification
- Applicants must have documentation of homeless or chronic homelessness
- Applicants must have documentation of disability (if applicable)
- Staff will administer a urine analysis (a positive result does not disqualify participant)
- Staff will assign a Housing Case Manager
- Staff will inform and provide a copy of **Housing Policy and Procedures**