

VISTA MARIA

Independent Living Plus Host Home

ADULT HANDBOOK



WELCOME

Vista Maria would like to thank you for your interest in becoming a Host Home Adult for the Independent Living Plus (ILP) program. By participating in our program, you will be part of an important process; helping youth learn independent living skills and transitioning out of the Child Welfare and Court Systems.

Vista Maria's ILP program provides services to young men and women age 16 through 19 who are moving out of residential placements or the foster care/court system. Many of these youth have no family, or cannot be returned to live with family. They are then placed in Independent Living Plus by the Department of Health and Human Services or by Family Court.

Vista Maria uses Host Home Adults to provide room and board for the youth who are not yet ready to be in their own apartments due to age, level of maturity, or lack of life skills. Many of the youth placed with Host Home Adults will transition into their own apartment once they have demonstrated the ability to take on the responsibility. Six months to one year is the average length of stay for our youth living with Host Home Adults.

Why do you want to be a Host Home Adult for Vista Maria? This is a good question to think about when going through the application process. There are several reasons to be a Host Home Adult for Vista Maria. Maybe as a teenager there was an adult who positively influenced your life and you want to pay it forward by providing guidance to a young adult in need. Maybe you lacked support from adults and know how hard it is to try and make it on your own at such a young age. Whatever your reasons are for applying to become a Host Home Adult, we invite anyone with courage, love and vision to join us and ignite a life of possibility.

MISSION:

We foster restorative relationships and deliver innovative care, treatment, and education so that vulnerable youth and families believe in their worth, heal and build the skills for success.

VISION:

All children, families and communities achieve success through continuous learning and relationships that promote personal, professional and family well-being.

CORE VALUES:

INDIVIDUAL WORTH

ONE'S OWN WORTH AS A PERSON

MERCY

LOVE THAT PARDONS

RECONCILIATION

RESTORATION OF RELATIONSHIPS

ZEAL

LOVE AND KINDNESS IN ACTION



VISTA MARIA

PROGRAMS

INDEPENDENT LIVING PLUS:

The ILP Program is a limited intervention designed to provide youth with the opportunity to make a successful transition from a residential placement or foster care to self-sufficiency in a community setting. ILP is a program that provides staff supported housing and services for youth ages 16 through 19 who, because of their individual needs and assessment, are not initially appropriate for General Independent Living (IL). Each youth in ILP receives money every two weeks to provide for his or her needs. All youth are expected to be gainfully employed and/or in school.

ILP cannot be used as a long-term placement option, but should be a transitional, temporary intervention. ILP serves to meet the youth's specific independent living needs and goals until he/she is able to step down to IL. The duration of the ILP Program will vary as determined by the youth's assessment of needs and strengths. The ILP placement will not last longer than twelve months of initial intake without an approved exception request from the referral source, (i.e. DHHS/CMO), and cannot extend past the youth's twentieth birthday.

GENERAL INDEPENDENT LIVING:

The General Independent Living Program is designed to provide young people who are 16 years old or older the opportunity to make a successful transition from a residential placement or foster care to self-sufficiency in a community setting. The young person in IL receives money every two weeks to provide for his or her needs. All young people are expected to be gainfully employed, in school or both.

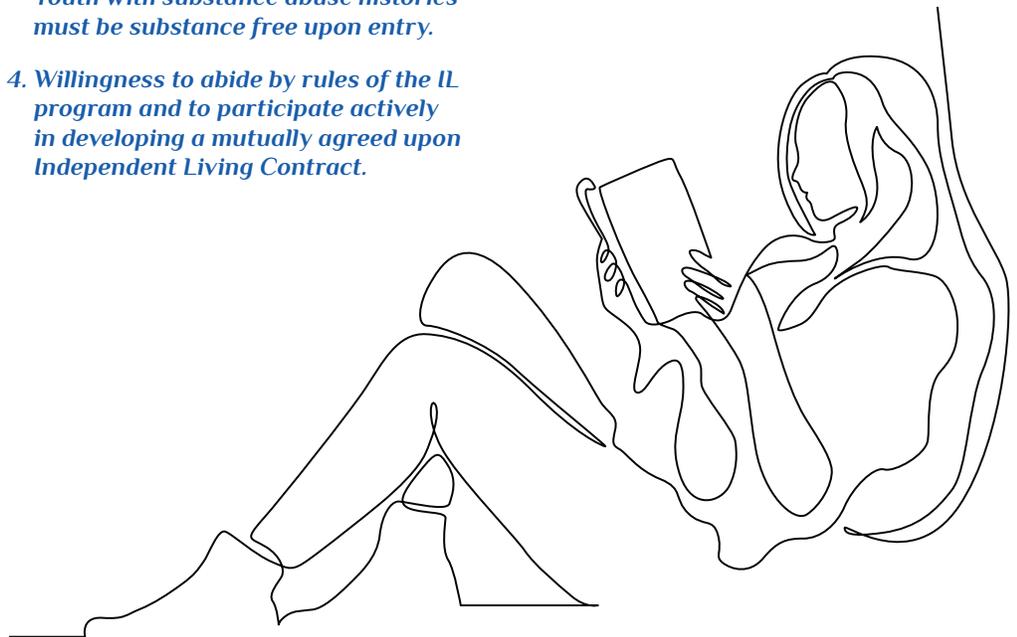
The young person must be motivated to become independent and have demonstrated the following prior to acceptance into IL:

- 1. Regular attendance during the most recent semester of school.*
- 2. Positive adjustment to the residential or foster care placement for the previous six months.*
- 3. No active use of drugs or alcohol. Youth with substance abuse histories must be substance free upon entry.*
- 4. Willingness to abide by rules of the IL program and to participate actively in developing a mutually agreed upon Independent Living Contract.*

YOUNG ADULT VOLUNTARY FOSTER CARE:

An extension of Foster Care beyond the age of 18 until the age of 21. Independent Living Services are provided without court jurisdiction and is considered voluntary. To qualify for services youth must be doing one of the following:

- 1. Actively completing their HS diploma or GED or enrolled in College at least part time.*
- 2. Employed at least 80 hours per month.*
- 3. Volunteering for a community organization at least 80 hours a month.*
- 4. Incapable of participating in the activities above due to a documented medical condition.*
- 5. Completing a combination of the above requirements at the same time.*



GUIDELINES



FOR HOST HOME ADULTS:

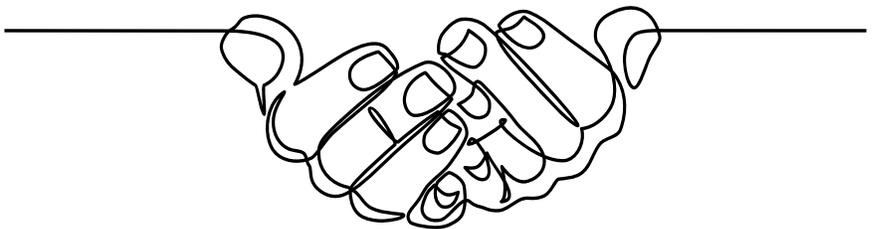
In order to be approved through the Vista Maria ILP Program to be a Host Home Adult, you must be age 21 or over, fill out an application, pass a home inspection and a reference check. All adults in the home 18 years of age and older must provide a police background check and a central registry clearance. Any time an additional individual is added to the household, the ILP Caseworker must be notified immediately and the necessary paperwork completed. In addition, Vista Maria does not share its homes with other agencies; therefore, if you choose to be a Host Home Adult for Vista Maria, you will not be allowed to take youth from another agency into your home. If this occurs, Vista Maria may, at its discretion, remove our youth from your home immediately.

The Host Home Adult will not discriminate against the youth placed in the home based on race, religion, national origin, gender, disability or sexual orientation.

The Host Home Adult must provide furnishings (stove, microwave, refrigerator, pots, pans, cooking and eating utensils, dining table and chairs, living room furniture) for the home and a landline or cellular phone access must be made available to the youth.

The Host Home Adult shall provide an atmosphere where ILP learning can take place and shall display positive role modeling behaviors. Teachable moments should be used that will provide the youth with opportunities to engage in healthy behaviors and choices. Progressive and appropriate expectations based on the needs and age of the youth in the home is expected.

It is required that a Host Home Adult reside in the home and must be accessible by phone during the hours of 3:00 p.m. through 6:00 p.m. and must be in the home during the hours of 6:00 p.m. through 7:00 a.m. during scheduled school days. It is also required that the Host Home Adult be accessible by phone during flexible hours on non-school days (i.e. holidays, summer break, and weekends). In the event a Host Home Adult is going to be unavailable and alternate care is required, approval from the ILP management staff is required in advance. Leaving the youth in the home unsupervised or with an individual not approved by the ILP staff is prohibited. In addition, there shall be no more than four youth living in a Host Home at a time.



GUIDELINES

FOR HOST HOME ADULTS: (CONTINUED)



Host Home Adults are not Foster Parents. We always want you to keep in mind that your role and relationship to Vista Maria is one of a Host Home Adult. The ILP Program is not the same as Foster Care, nor is your role that of a Foster Parent. You will be able to monitor the youth's behavior while in your home; however, it is important that you accept that you cannot monitor or enforce rules outside of your home. You are not responsible for any type of therapeutic intervention with the youth in the home. Host Home Adults should keep appropriate boundaries with the ILP Youth and are advised not to become overly involved in the youth's personal life or with the youth's family unless expressly discussed with the ILP Caseworker as this may impede the ILP youth's treatment. We ask that if the youth is having behavioral problems while placed in your home (such as violating curfew, refusing to clean up after themselves, not attending school and/or work or damaging/stealing property), you should contact the ILP Coach or Caseworker immediately and report the problems. The ILP Coach or Caseworker will then address these issues with the youth.

If the need should arise to contact the ILP Coach or Caseworker after normal business hours (9am-5pm), Host Home Adults will have access to an ILP Coach/Caseworker or ILP Supervisor 24/7. In the event of an emergency, the Host Home Adult should contact the ILP Coach/Caseworker as soon as possible.



STANDARDS

WHAT TO EXPECT DURING A HOUSING INSPECTION:

The home where the youth will be living must meet some basic standards as established by the Michigan Department of Health and Human Services (MDHHS), the Care Management Organization (CMO) and Vista Maria. An initial housing inspection will be done for compliance prior to your approval to be a Host Home Adult and follow ups will occur quarterly (90 days) at minimum. During this home inspection, the ILP staff will view all areas of the home, including bedrooms, basement, kitchen and living room. The major standards that will be considered include, but are not limited to:

- *Hot and cold running water*
- *No plumbing leaks*
- *No standing water in basement or other areas of the home*
- *No broken/cracked windows or doors*
- *Electricity and gas turned on in Host Home Adults name*
- *Smoke detectors on every floor of the home*
- *Carbon monoxide detector*
- *No chipping paint or holes in the walls*
- *No exposed electrical wiring*
- *Covers on all light switches and outlets*
- *Working furnace*
- *Covered and working light fixtures with light bulbs*
- *Finished rooms floor to ceiling*
- *Two exits to the ground level from each floor that is occupied by youth*
- *Home needs to be clean, organized and well maintained*
- *No basement rooms unless approved by the Vista Maria ILP management staff*



STANDARDS FOR BASEMENT ROOMS:

- *Four walls*
- *No exposed pipes, ducts or electrical wiring*
- *A 4x4 egress window*
- *Flooring*
- *No leaking pipes or standing water*



STANDARDS

Host Home Adults must sign an ILP Contract with the ILP Youth and the Host Home Adult and will be expected to uphold the program standards stated in the contract. Any questions or concerns regarding the ILP Contract will be addressed during the application process and before the ILP Youth moves into the home.

It is absolutely important that you understand the ILP Contract that you sign when a client moves into your home. The following is a list of some of the responsibilities listed in the contract that are required to be followed:



GENERAL HOUSEKEEPING STANDARDS:

Host Home Adults will enter into an agreement with the youth coming into their home. This agreement will state the amount of rent to be paid by the youth to the Host Home Adult. This agreement will not be entered into between Vista Maria and the Host Home Adult. This is a very important life skill that the youth need to learn thus they will have an understanding of how to live on their own and maintain housing. Therefore, Vista Maria will not pay for late rent, or to reimburse for long distance phone calls or damaged and stolen property as these are considered to be the youth's responsibility. If a youth does damage to your property, a written notice of damage and the cost to repair the damage should be turned into the ILP Coach or Caseworker immediately for review. Once the ILP Coach/Caseworker in consultation with the ILP Supervisor deems the cost to be appropriate, they will work with the youth to make payments toward the repair. Even though it may take a youth several weeks to make payments on the repair to the home, we require that you make the needed repairs immediately.

Host Home Adults are expected to maintain a suitable home environment for the youth placed in their homes. It is recommended that the youth be involved in maintaining the home through assigned chores. A rotating chore chart is a good method to motivate young adults to learn to care for their environment and invest in their stay at your home. Examples of appropriate chores are mopping, sweeping, dusting, cleaning the bathroom, dishes, mowing the lawn, and raking leaves. Host Home Adults are responsible for purchasing all the supplies needed to complete the assigned chores. They are also responsible for ensuring that the home remains clean, free from clutter and in its initial inspection condition.

EXPECTATIONS OF PERSONAL SPACE AND STORAGE:

Host Home Adults must provide a private room with one bed, a set of sheets and appropriate blankets, one pillow, one dresser, one bath towel, one washcloth, one hand towel, a desk or table and a chair to each ILP Youth placed in their home. It is important that the youth feel there is a place they can go for privacy and personal space. Host Home Adults and others living in the home should respect this private space.

NOTE: There may be situations where two ILP youth, who are related and are of the same gender, may share a bedroom if it is large enough to meet their needs. This will be determined by the ILP staff. If a bedroom is shared by two related ILP youth, the amount of the stipend to the Host Home Adult may be reduced to reflect this. This will be discussed and determined as part of the ILP Contract completion.

Host Home Adults are encouraged to keep things that have monetary or sentimental value in places where they will not get broken or damaged. It is recommended that all your private property be removed from the bedrooms where you will be allowing the youth to reside. It is important that this be done so that the youth have full use of the space where they are paying rent.



STANDARDS

STANDARDS RELATED TO FOOD, FOOD PREP, AND ACCESSIBILITY TO THE HOME, COMMON AREAS:

ILP youth will be responsible for purchasing their own food, as this amount is not included in rent. The Host Home Adult may prepare the meals but, it is recommended that the youth be involved in learning to cook meals and be allowed to use the kitchen for cooking on their own. You are encouraged to guide the youth with meal planning and preparation. It is not recommended that the youth purchase large amounts of food at one time. It is best that the youth shop weekly or bi-weekly so they can learn to portion their food and budget appropriately. This will be worked out with their ILP Coach/Caseworker. Host Home Adults should have the necessary cooking utensils available for the youth to be able to make nutritious meals and ensure that the cooking area is free of clutter, sanitized and that the youth know the proper way to handle food, especially raw animal products.

Host Home Adults should have a printed set of rules for the ILP youth. These rules should be submitted with the Host Home Adult application before any youth are placed in the home. If at any time you believe there is a need to change these rules, it should be submitted to the ILP staff for review and discussion with the ILP youth. A curfew will be set for the youth at the time of placement and the Host Home Adult is expected to enforce this curfew. However, if the youth does not come home by the set curfew, the youth cannot be locked out of the home. This is very important for

the safety of our clients and it is required that the youth be allowed to enter the home. The following morning, the Host Home Adult should inform them of the curfew violation and the issue will be addressed with the ILP Coach and/or Caseworker.

Vista Maria ILP staff will be in your home, based on the service needs of the ILP youth. It is important that you support the Vista Maria ILP staff in making these visits to the home in order for the youth to receive appropriate treatment. Host Home Adults must provide a key to the home to the youth or reasonable access. This means that you cannot lock a youth outside of the home, nor can the youth be forced to leave the home at anytime unless approved by the Vista Maria ILP management staff.

Thus, it is very important that, as a Host Home Adult, you feel comfortable having a boarder in the home when you may be absent from the premises. If you are not comfortable with leaving the youth in your home unattended during approved times, it is recommended that you find another adult who can be approved by Vista Maria and is willing to work with you on monitoring the youth's activity in your home.

Host Home Adults must notify the ILP Coach/Caseworker in the event that they will be absent from the home for more than 24 hours. It is very important that Vista Maria ILP staff know when you will be away from the home overnight. In order to prevent problems, we recommend finding another adult who has been approved by Vista Maria to monitor the ILP youth when you are away from the home overnight.



STANDARDS

STANDARDS FOR SAFETY:

Host Home Adults should be prepared to give their ILP youth and Vista Maria a 30-day notice if the relationship between the Host Home Adult and the youth is problematic and you want the youth moved out of your home. It is important to note here; however, that circumstances may arise when Vista Maria will have to move a youth and may not be able to provide you with a 30-day notice. This can happen in circumstances involving the referring agency or the Courts, which are beyond the control of Vista Maria. However, the agency will do its best to give you ample notice before removing an ILP youth from your home. When a Host Home Adult wishes to ask a client to move from the home, a 30-day notice must be provided to the ILP Coach/Caseworker in writing. This provides an opportunity for a planned replacement to occur. Patterns of failure to provide adequate notice may affect our ability to depend on your home for future placements.

Host Home Adults should not allow any ILP youth to drive their automobile. Host Home Adults should not lend any ILP youth money. Vista Maria will not reimburse for losses incurred by the Host Home Adult. However, ILP Coaches/Caseworkers are available to facilitate and/or monitor reimbursement between an ILP youth and their Host Home Adult.

Host Home Adults are expected to keep their residence drug free. Personal use of illegal drugs or abuse of alcohol by the Host Home Adult may result in the youth being taken out of the home. Remember, the youth in the ILP program are not of age to consume alcohol. It is strongly recommended that no alcohol is stored in the home that is easily accessible to the youth. If you choose to consume alcohol responsibly, we ask that you don't consume it in front of the youth.

All firearms owned by a Host Home Adult must be registered and reported to Vista Maria during the application process. If the Host Home Adult is in possession of a firearm, this firearm and all its components are required to be stored away from ILP youth in a locked container that the youth does not have access.

Host Home Adults are required to keep personal information regarding ILP youth confidential. If you need to discuss a youth's behavior or talk with someone about problems you are having, the Vista Maria ILP Coach/Caseworker will be available for this purpose. Physical discipline is prohibited with all ILP youth. There are many different circumstances in which touching a client can be viewed as

inappropriate or violent by the ILP youth or by others. It is always best to maintain appropriate boundaries with all youth who live in your home. For more information regarding what the State of Michigan considers inappropriate contact and physical abuse please refer to the definition written below that was borrowed from the Michigan Legislature website. This is offered for educational and compliance purposes.



FAQ

Q: Do I have to become licensed?

A: No. However, central registry clearances and background checks are required.

Q: Will I receive payments and if so how much?

A: Yes. Payments are received bi weekly/monthly. Payment for a host home provider cannot exceed \$320 monthly unless meals are provided.

Q: Will I be responsible for providing food?

A: No. The youth is usually eligible to receive food assistance.

Q: Will I be required to provide transportation?

A: Minimum transportation may be needed to assist the youth with grocery shopping or medical appointments.

Q: I have house rules, will the youth have to follow rules in the home?

A: Yes, a housing contract will be discussed, completed and signed by all the host home, provider, and the youth.



**Interested in Learning More?
Contact:**

Shanell Williams
Community Independent
Living Supervisor

Vista Maria
20651 W. Warren
Dearborn Heights, MI 48127

Office: 313-271-3050 X406
Cell Phone: 313-400-6648
Email: swilliams1@vistamaria.org

WWW.VISTAMARIA.ORG



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MARIA**

PER THE STATE OF MICHIGAN LEGISLATURE:

The definition of "Child Abuse" refers to any means of harm or threatened harm to a child's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment.

Though this law speaks specifically to caretakers, any abuse, including, but not limited to, physical abuse, psychological abuse (i.e. deprecating remarks towards clients) and/or any form of sexual abuse or harassment of an ILP youth that is in your home will result in the immediate removal of all ILP youth in the house, prompting a formal investigation, and may result in legal action.

The ILP Coach/Caseworker and ILP Supervisor will support you throughout your participation in the Vista Maria ILP Program. If at any time you are having difficulty with a client or have questions regarding your participation, please feel free to call the ILP Coach or Caseworker and discuss your concerns.

Vista Maria thanks you for your commitment to the youth of our community and your willingness to participate in the ILP Program.

I _____ have read the above information and
(Print Name)

agree to follow all of the terms and conditions identified in the Vista Maria Independent Living Plus Program Host Home Adult Handbook. I agree to fully participate in the ILP program and I agree to work cooperatively with Vista Maria's ILP program staff and wish to become a Host Home Adult.

Signature of Host Home Adult Applicant

Date

Signature of ILP Coach/Caseworker

Date

Signature of IL/P Supervisor

Date

VISTA MARIA

20651 W. Warren Ave.
Dearborn Heights, MI 48127
www.vistamaria.org

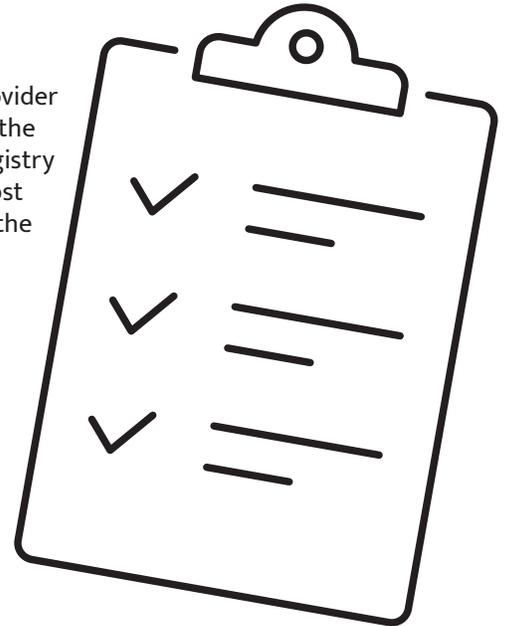


Founded by the Sisters of the Good Shepherd

HOME PROVIDER APPLICATION PACKET

INSTRUCTIONS:

When completing your application to become a Host Home Provider for Vista Maria's ILP Program please remember to collect all of the necessary documentation; including recent TB test, Central Registry Clearance, signed police check authorization and completed Host Home Provider Application. The checklist below will help track the necessary steps that you will need to complete before you are ready to invite a youth into your home.



APPLICATION CHECKLIST:

♡ Completed Application

♡ Central Registry Clearance(s)

♡ Signed Police Check Authorization Form(s)

♡ Bed and dresser (1 each per client)

♡ Fire extinguisher in the kitchen

♡ Working smoke detectors on every floor of the home

♡ Linen for the bed

♡ One towel and one hand towel per client

VISTA MARIA INDEPENDENT LIVING PLUS PROGRAM HOST HOME PROVIDER APPLICATION

Host Home Provider is a term given to the person or family providing a room for Independent Living Plus Youth.

Ownership of dwelling is not required.

PLEASE TELL US ABOUT YOU AND YOUR FAMILY – This information is required by Vista Maria to meet the State of Michigan’s requirement that Child Placing Agencies exercise due diligence in placing youth in homes.

Most of this information is required by the State of Michigan Licensing Division for Child Placing Agencies.

Name _____ Name of Spouse _____

Address _____ Apt # _____

City/State _____ Zip _____ County _____

Phone Number (_____) _____

Alternate Number where you can be reached (_____) _____

APPLICANT INFORMATION

Date of Birth _____

Driver’s License No. _____

Race _____

APPLICANT INFORMATION

Employer Name _____

Location _____

Length of Employment _____

Approximate # of hours Worked Per week:

Work Phone # (_____) _____

May we call you at your job? ____ Yes ____ No

Highest Grade/Education Level Completed:

SPOUSE INFORMATION

SPOUSE INFORMATION

____ Yes ____ No

The logo for Vista Maria, featuring the word "VISTA" in a serif font above the word "MARIA" in a larger, bold serif font.

Does anyone in the home own a firearm? ____Yes ____No

Has anyone in your household ever been convicted of a crime? ____Yes ____No

If so, please explain. You may use the back of this sheet if necessary. (Please note that a conviction, depending upon the circumstances, will not necessarily exclude a person from becoming a home provider).

Why do you want to participate as a Host Home Provider for the Vista Maria Independent Living/Plus Program?

PLEASE DESCRIBE YOUTH FOR WHOM YOU WOULD BE WILLING TO SERVE AS A HOST HOME PROVIDER:

____ **I ONLY WANT TO BE A HOST HOME PROVIDER FOR ONE SPECIFIC YOUTH.**

The name of the youth is _____

IF YOU ARE NOT APPLYING TO SERVE AS A HOST HOME PROVIDER FOR ONLY ONE SPECIFIC CLIENT, PLEASE COMPLETE THE FOLLOWING SECTION:

Please check your preference for the gender of the youth for whom you would like to be a Host Home Provider.

No preference _____ Male only _____ Female only _____

Prefer male, but would be willing to work with females _____

Prefer females, but would be willing to work with males _____

Some youth identify themselves as a gender that is different from the one they were assigned at birth.

Are you open to taking in a youth who is transgender or genderqueer? ____Yes ____No

Would you be willing to serve as a Host Home Provider for a teen mother with infant(s) or toddlers?

____Yes ____No

Please state the preferred racial background of the youth for whom you would like to be a Host Home Provider:

Would you be willing to consider youth of other racial backgrounds? _____Yes _____No

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MARIA**

Very small portions of the youth serviced by the program have committed sexual crimes. In most cases, they have offended against younger brothers or sisters. All such youth have completed treatment programs and many different decision-makers including their judges or referees, their Department of Health and Human Services (DHHS) or Care Management Organization (CMO) worker, the treatment staff at their last placements, and ILP staff have determined that they no longer pose a threat to anyone in the community and are suitable for placement with a Host Home Provider. Nonetheless, these youth are required by law to register. This information, by law, is public for youth over the age of 18. Would you be willing to work with such youth?

_____ Yes _____ No

Most ILP youth have some difficulty becoming emotionally involved with adults. That is to say, they may have difficulty sharing feelings or accepting or returning warmth and appreciation. Would you be comfortable considering the youth a “boarder”? This would require them to follow house rules, but not be expected to become emotionally attached or participate in family activities?

_____ Yes _____ No

Please explain:

Do you have a bed and chest of drawers available for the youth or are you willing to obtain this necessary furniture? _____ Yes _____ No

Others living in the home:

NAME	AGE	RELATIONSHIP
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

ADDITIONAL DOCUMENTATION REQUIRED FOR APPLICATION

- *Please sign the criminal background checks for all members of the household who are 18 or older. These are processed through Vista Maria. Form included in application.*
- *Please provide Central Registry Clearances for all members of the household who are 18 years old or older. These may be obtained free of charge from any Department of Health and Human Services (DHHS) office.*



Please list any other people, such as older children, other close relatives, or friends who DO NOT live in the home, but often spend time in the home.

NAME	AGE	RELATIONSHIP
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

Do you rent or own your home? ___Rent ___Own

If renting, please list landlord's name _____

How long have you lived in your home? _____

PLEASE HELP US UNDERSTAND YOUR INTERESTS AND EXPERIENCES

How did you hear about the opportunity to participate in the Vista Maria ILP Program?

Please state the nature and extent of your experience working with teenagers, either your own or others.

Have you ever served as a Foster Parent or Host Home Provider? If so, please list the agency or agencies and dates of services.

Agency	Dates of Services
-----	-----
-----	-----

Why do you want to participate as a Host Home Provider for the Independent Living Plus Program?

School District: _____

Nearest Public High School: _____

Nearest Churches, Mosques, or Temples: _____

Nearest Recreational Center or Facilities: _____

How available are jobs in your community for teens? _____



PERSONAL REFERENCES (3 REQUIRED):

Please list the names of three people who know you well, but are not related to you with whom we may contact.

NAME	COMPLETE ADDRESS	PHONE #
-----	-----	-----
-----	-----	-----
-----	-----	-----

Please alert these people that someone from Vista Maria will be contacting them.

Please use the back of this application to tell us anything else we should know about you or your family as we review your application.

Please read the following statement carefully before signing below.

I/We have completed this application and declare that information provided is true and complete to the best of my/our knowledge. I/We understand that any misstatement or omission of fact of this application will be cause for denial/dismissal as a Host Home Provider.

I/We give permission for Vista Maria personnel to contact the above references concerning my/our character and personal qualities.

Name of Applicant (Print)

Signature of Applicant

Date

Name of Spouse (Print)

Signature of Spouse

Date

.....

ILP USE ONLY:

Application Received _____
Date

Approval Notice Sent _____
Date

Criminal Check Received _____
Date

Rejection Notice Sent _____
Date

Name of Supervisor (Print)

Supervisor Signature/Review Date

