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INTERFAITH HOSPITALITY NETWORK (IHN) REFERRAL FORM

Before taking any information, please share the program information on the second page.

Date: _____ Time: _____

Referral Agency: _____

Referral Person & Number: _____

Reason for Referral: _____

Adult(s) Name(s) and DOB: _____

Phone: _____ Other Point of Contact: _____

Children's Name(s) and Age(s): _____

Children's Names, DOB and Genders:

School(s) Attending: _____

Where are they presently staying? _____

What other services are they receiving and from whom? _____

What time and days are best to reach them? _____

Phone Interview Date: _____ Time: _____

Person to Conduct Interview: _____

INTERFAITH HOSPITALITY NETWORK (IHN) REFERRAL FORM

Family Promise of Anderson County works with local faith-based congregations to provide shelter, food and case management services to families in crisis. The Interfaith Hospitality Network (IHN) Program coordinates resources including congregational spaces for overnight stays, a day center, case management services, coordination of community services and volunteers. Congregations provide the safe, stable lodgings for families four weeks per year, one week at a time. Families stay at each congregation for one week at a time and rotate on Sundays with the other families. Case management services include a family plan, individual adult plans and financial education through New Beginnings. Case management services continue upon exit from the IHN Program for up to 3 months or while in transitional housing. Some transitional housing is available through the Sunshine Houses and other agencies.

Eligibility Criteria

1. Adult guests must be without permanent housing and have legal custody of a minor child. Extended family may join them.
2. Guests cannot be using drugs or alcohol or abusing prescription drugs AND must submit to and pass a drug screen. They must also agree to being screened during their participation in the program.
3. Guests must submit to and pass a criminal background check.
4. Guests must not have an “active” domestic violence case or be in danger from a spouse, partner or other family member.
5. Guests must be willing to abide by the guidelines, rules and promises set forth by Family Promise and the host congregations.
6. Guests will develop with staff a case management plan and agree to the outcomes and tasks in it.
7. Guests will make themselves available to staff for weekly progress meetings.
8. Guests cannot be pregnant or plan on becoming pregnant while in the program.

Intake and Screening Process

Schools, agencies and organizations may make referrals to Family Promise of families that they believe meet the criteria of the program.

Phone Interview

1. The staff will conduct a phone interview of the family. No volunteers are to take on this task.
2. The staff will set up the interview and notify the guest. In some cases, the referring agency may set that appointment.
3. After or at the conclusion of the phone interview, the case manager or director will determine if the guest meets the criteria AND if they are an appropriate match with the program.
4. A background check will be conducted prior to scheduling a face-to-face interview.
5. If the client does not meet the criteria or is not an appropriate match with the program, the staff person will refer the individual to other resources in the community.
6. If the client meets the criteria and is a match, the staff person will set up a face-to-face interview.

Face-to-Face Interview

1. The director and case manager will conduct an interview of the family.
2. The director will determine admittance of the family into the program. If the family is admitted, then a drug screen will be.
3. If a family is not admitted, the director will notify them within 48 hours. A family may be placed on a waiting list if a space will become available within one week.