

MOTEL PROCEDURES FOR CLIENTS WITH ILLNESS
(1 NIGHT TO 1 MONTH ONLY; LONGER TERM MUST BE APPROVED BY BOARD)

1. Call housing coordinator: 805-468-4113
2. While speaking with housing coordinator, complete application.
3. Have client read and sign application, contract, misconduct act, & permission to release information. Caseworker to sign as witness on release form.
4. Check doctor's note to be sure it lists diagnosis and how long client needs to be in motel.
5. We will motel for one night without a doctor's note if client gets a note the next day. Fax note to housing coordinator. If this is not done, we may not be able to assist your future clients.
6. Hang up and wait for housing coordinator to call back with motel information.
7. Fax all paperwork (application, contract, misconduct, release form, and doctor's note) to housing coordinator at: 805-221-6925.
8. Caseworker to give client copies of contract, misconduct act, and release form.
9. Clients may not be under the influence of ANY controlled substance.

MOTEL PROCEDURES FOR SHELTER OVERFLOW AND/OR MISCELLANEOUS REASONS
(ONE NIGHT ONLY)

1. Must be a different client each time there is a call for overflow. EXAMPLE: Caseworker requests three consecutive nights of motel placement for overflow. Caseworker CANNOT send 'John Brown' to TFS three consecutive nights. Caseworker may send 'John Brown' the 1st night, 'Mary Smith' the 2nd night, and 'Henry White' the 3rd night.
2. If caseworker has two or more men who are overflow for one night, whether they know each other or not, they will occupy the same room.
3. Same as above for two or more women.
4. Overflow may also be used for clients with minor ailments (i.e. upset stomach, environmental allergies, a cold, etc.) for which a client may not see a doctor. PLEASE, use your one night wisely.
5. Call housing coordinator at: 805-468-4113.
6. While speaking with housing coordinator, complete application.
7. Hang up and wait for housing coordinator to call back with motel information.
8. Have client read and sign application, contract, misconduct act, & permission to release information. Caseworker to sign as witness on release form.
9. Fax all paperwork (application, contract, misconduct, release form, and doctor's note) to housing coordinator at: 805-221-6925.
10. Caseworker to give client copies of contract, misconduct act, and release form.
11. Clients may not be under the influence of ANY controlled substance.