

2-310 Shelter Admission Policy

St. Vincent de Paul shelters serve all people with one exception. As required by Louisiana law, St. Vincent de Paul shelters cannot serve sex offenders because our shelters are within 1,000 feet of day cares or facilities/schools housing/serving children. Homeless persons can self refer or be referred to St. Vincent de Paul by other agencies. Staff will use the [One- Stop Homeless Services Center & St. Vincent de Paul Referrals form](#) when accepting/sending referrals to/from the One Stop.

A. Assessment

Homeless persons must complete an assessment interview with staff. The counselor's assessment will include Guests must be able to:

1. Independently and safely complete Activities of Daily Living within the shelter environment.
2. Assist in daily shelter chores/routine within person's capacity.
3. Demonstrates positive intent/efforts to improve one's situation.

Sex Offender status

1. If available, staff will view guest state identification or driver's license to see if potential guest is a registered sex offender.
2. Staff will ask each potential adult guest if they are a sex offender.
3. From 8:00 AM – 4:00 PM, Monday through Friday, staff may check the state sex offender registry by name, <http://www.icrimewatch.net/search2.php?AgencyID=54450>.
4. If a guest is identified as a sex offender by any of these three methods, St. Vincent de Paul cannot serve the guest in its shelter programs.

B. SVDP Required Intake Forms

1. Homeless persons must meet the HUD definitions of homelessness. Required documentation is:
 - a) Signed Homeless verification letter from CAAH or VOA Drop-In Center, OR
 - b) HMIS printout of Intake documenting homelessness with signature from CAAH or VOA Drop-In Center, OR
 - c) Homeless verification form using SVDP Intake forms ([Intake Introduction](#), [Literally Homeless](#), [Housing Loss within 14 days](#), [Exiting an Institution 90 Days or less And Homeless Prior to Entering Institution](#), [Domestic Violence](#), or [Other Federal Statutes](#)) completed by SVDP staff at shelter entry.
2. Shelter Agreement Form
3. HMIS Homeless Intake Form, either completed by SVDP staff, or a printout from CAAH/VOA Drop-In Center.
4. Identification – Adult guests entering a St. Vincent de Paul shelter must have identification and a social security card. Often, homeless persons do not have identification. The shelter director or night managers may authorize an adult guest to enter the program without identification on a case by case basis.

Preferred identification is a current government issued ID/drivers license and a social security card. Other forms are acceptable in the absence of the preferred identification.

The parents/caretakers of minor guests must have identification for their minor child that demonstrates they are the custodians of the child and have authority for the child to enter the shelter with them. Customary forms for minors are social security cards and government benefits printouts. Only the Shelter Director, Day Program Director or Social Worker Team lead can authorize a child's entry into the program without adequate identification.

Shelter Vouchers (referrals, HMIS Intake forms, etc.) for admission to the shelter are issued by the Homeless Day Program from 8:00 a.m. - 4:00 p.m. Monday - Friday. A voucher will give 3 nights stay at the shelter and must be used on the same day it is issued. Check-in time at the shelter is 4:00 PM.

Anyone coming to the shelter without a voucher may be admitted after 4:00 p.m., subject to availability of beds and at the manager's discretion. They must complete obtain a voucher the next day in order to continue their stay.

C. Continued Stay

Once admitted to the shelter, a guest may continue to stay at the shelter provided the guest does the following:

- a) follows shelter rules,
- b) comes in every night, on time, sober and not under the influence of drugs or alcohol,
- c) demonstrates positive efforts to improve their situation,
- d) assists in the daily chores and duties at the shelter within person's capacity.

D. Who We Serve

St. Vincent de Paul serves everyone regardless of age, disability, national origin, race/color, religion, gender, sexual orientation or gender identity. St. Vincent de Paul does not discriminate against anyone for any reason and complies with all state and federal laws. The age of a child (under age 18) must not be used as a basis for denying any family's admission to an emergency shelter that uses Emergency Solutions Grant (ESG) funding or services and provides shelter to families with children under age 18.

The Bishop Ott Shelter Plank Rd and Bishop Ott Shelter St. Vincent de Paul Place are designated for male guests in accordance with Title 24 PART 578.93(b)(1). Both shelters are single structures with shared bedrooms (both shelters) and bathing facilities (Bishop Ott Shelter St. Vincent de Paul Place) such that the considerations of personal privacy and the physical limitations of the configuration of the housing make it appropriate for the housing to be limited to one sex.

The Bishop Ott Sweet Dreams Shelter is designated for families comprising women, or women with children under the age of 18 in accordance with Title 24 PART 578.93(b)(1). While we accept children of all genders, adults (18 or over) must be women. The Bishop Ott Sweet Dreams Shelter is a single structure with bathing facilities such that the considerations of

personal privacy and the physical limitations of the configuration of the housing make it appropriate for the housing to be limited to only one sex.