



**eliminating racism
empowering women**
ywca
san antonio

Women's Live and Learn Admission Guide

Last Edited August 2024

Dear Potential Housing Participant/Advocate:

You're receiving this Guide because you might help find women aged 18-26 who could benefit from our housing program to improve their financial situation or you are a woman looking for new pathways to help you grow. This Guide will introduce you to the new Women's Live and Learn Center (WLLC) at YWCA San Antonio. It explains our services and how to refer someone to us or self-refer. We plan to start accepting residents in the Fall of 2024 and will begin screening and interviewing potential participants in October 2024.

We hope this Guide helps you understand how the YWCA San Antonio can support women who need housing and services while they train for jobs or pursue educational pathways. If you have any questions, please contact us at **WLLC@ywcasa.org**

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ABOUT US

YWCA San Antonio's mission is to eliminate racism, empower women, and promote peace, justice, freedom and dignity for all. With more than 110 years of experience, YWCA addresses disparities facing the most vulnerable in our community, in particular, women of color and their families experiencing generational poverty. Our connection and access to the national YWCA network of associations offers support, resources and consultation, which strengthens our ability to serve the local community evidenced by our capacity to serve over 15,000 individuals annually within the San Antonio Community.

YWCA San Antonio offers a range of services to help women of color achieve their personal and financial goals, aiming to reduce the challenges they face due to inequalities based on race and gender. Services include:

Early Childhood Care and Education and After School Care: Preparing children, ages 0-5, for school and life with Texas Rising Star-4 accredited education and social-emotional learning, and offering support to parents working or going to school.

Economic Empowerment/Financial Literacy: Access to education, training, financial resources and counseling, for under- or unemployed, entrepreneurs, and young women who have disengaged from school; and assistance to newcomers (a person who has recently arrived to the United States) to gain access to banking, legal, and financial resources.

Health Equity: Breast health education and access to screenings; Health literacy, access to services for immigrants and under-insured individuals; COVID-19 education; and workforce development training for community health workers.

Racial Justice and Gender Equity: Advocates for and educates about racial justice and gender equity through Wage Equity Awareness, Racial Justice Education, and Narrative Change.

Workforce Development: Assisting "opportunity youth," specifically young women, ages 16-24, to gain skills and enroll in post-secondary certification, job training, or college. In addition, YWCA-SA is a partner in the City of San Antonio's Ready to Work Program, which navigates individuals, ages 18+, to training and education toward high-demand/higher-earning careers.

Youth Services: Self-esteem building/career development for girls; leadership development/service learning focused on racial/social justice; and teen dating violence prevention.

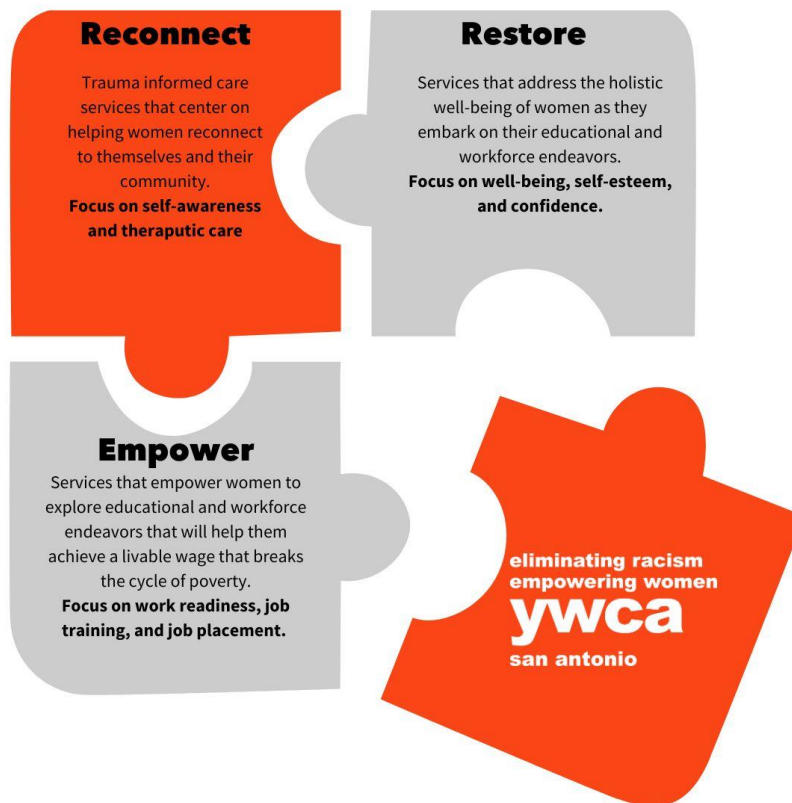
OUR PROGRAM

Women's Live and Learn Center: A new campus providing housing for up to four years and supportive services (including case management, child care, transportation, workforce development and mental health services) for women 18-26 and their young children to advance economic mobility

We offer:

- Private rooms in a dorm setting (bed, dresser, nightstand, desk/chair)
- Holistic case management focused on the mother and child (dual generation)
- Trauma- informed counseling
- Trauma- informed job/vocational readiness
- Workforce Training and Job Placement
- Supportive services and referrals for the full family

Holistic Trauma Informed Care Approach



What is trauma informed care?

Trauma-informed care means that we understand that many people have gone through difficult or painful experiences in their lives, which can affect how they feel and act. In our housing program, we take this into account and aim to provide support in a way that feels safe and respectful to you.

This means:

1. **Safety:** We work to create a safe environment where you feel secure and supported.
2. **Trustworthiness:** We build trust by being open, honest, and consistent.
3. **Empowerment:** We encourage you to make choices and have control over your own life.
4. **Collaboration:** We work together with you and value your input and experiences.
5. **Understanding:** We recognize that everyone's experience is different and respect your individual journey.

Our goal is to support you in a way that acknowledges your past experiences and helps you feel safe and empowered as you work towards your goals

Who does the program help and what does it look like?

YWCA San Antonio's Women's Live and Learn Center will prioritize available housing for women who have experienced domestic/family violence or foster care. The campus offers on-site housing for up to 30 women, including parenting women with up to 2 children under 8 years old upon entry. Each room has a private bathroom, microwave, and mini-fridge and includes a full-size bed, desk, chair, dresser and additional beds and cribs for families. A community kitchen on the first floor promotes life skills and community bonding. Additional amenities include laundry and study rooms. Residents can cook their own meals in the community kitchen and are responsible for their own food and hygiene items.

What are the costs?

YWCA San Antonio covers housing, education, food, and transportation costs fully for the first two years, with residents paying a monthly commitment fee to be determined at admission. Beginning in Year 3, residents pay a sliding scale fee based on their income. Residents have free access to YWCA services that meet their needs, except for childcare, which depends on funding or scholarships. Case managers will work with each participant to connect them to needed resources.

What services are offered?

All participants will receive case management services through the RESET Program. The RESET program offers trauma-informed case management, educational coaching, life skills, and workforce training. Case managers use approaches like motivational interviewing to address barriers and enhance stability.

Participants have access to workforce training for careers that pay livable wages. Case managers focus on individual and group sessions covering topics such as boundaries, conflict resolution, emotional intelligence, and professional skills. On-site mental health services are also available free of charge.

How long can residents stay?

Housing is available for up to four years, tailored to individual needs assessed by case managers. The program aims to empower women through education, workforce training, and economic stability. Residents earning incomes must participate in economic empowerment services for financial planning and savings to develop skills and behaviors to ensure financial security for future endeavors and program success.

ELIGIBILITY CRITERIA

YWCA San Antonio has an intentional application and interview process to identify the woman who is most likely to benefit from our program. The referral process can take at least 7 and up to 30 days. Our referral and intake process includes:

1. Review our candidate criteria to be sure needs are within our limitations:

<i>The ideal candidate for WLLC is a woman who at intake is:</i>	<i>WLLC <u>cannot</u> accept a referral who is:</i>
<ul style="list-style-type: none"> ▪ 18-26 yrs. of age (<i>over 26 can still be considered</i>) ▪ Female ▪ single or parenting (<i>no more than 2 children under the age of 8 at intake</i>). ▪ Not in current imminent danger ▪ Motivated to enroll in school/work ▪ Experiencing significant barriers that is disrupting participation in school/work ▪ Able to live independently in community setting without supervision ▪ History of domestic violence, trauma, homelessness, or former foster care ▪ Not a lethal threat to herself or others ▪ Is willing to do the hard work it will require to have a new life which includes pursuing educational, vocational, or employment endeavors. ▪ Is willing to live in a community setting with peers and children 	<ul style="list-style-type: none"> ▪ actively addicted ▪ on a methadone or suboxone regiment ▪ non-ambulatory ▪ unable to manage self-care ▪ suffers from acute/debilitating mental illness or medical diagnosis that requires increased supervision ▪ is unwilling to step-down from prescribed narcotics or unwilling to continue with medication management ▪ is trying to escape a warrant or imminent threat ▪ sex offender history or violent criminal charges that impact ability to live in a communal setting with other women and children.

*******Emergency Placements*******

The WLLC is not an emergency placement facility. If any individual is in immediate need for housing placement please contact:

Homeless Connections Hotline

(210) 207-1799

Hopefully your questions are being answered as you continue through the guide. Here are a few important points to consider:

- This is a holistic PROGRAM with the goal of economic mobility, with specific activities, goals, and staff support. There are program requirements around work/educational commitments.
- The rooms are private, but will require living in a common building with other participants and their children, sharing in the work and the dynamics of the household is essential. Getting along with others is part of the program.
- Participants will be expected to engage in therapeutic groups, individual counseling, as well as academic, vocational, and employment opportunities.
- Participants will be expected to work in partnership with the staff and building trust will take time. It will be a collaborative environment.
- This program is voluntary. Choices that jeopardize personal safety and the safety of others will not be tolerated. Keeping a safe environment is a community responsibility. We want to ensure that those living at the WLLC are committed to start focusing on new opportunities and are excited to be a part of a community of empowered women.

Because with focus, hard work and support, real change IS possible!

FREQUENTLY ASKED QUESTIONS

Should I call you first to see if you have a room?

Start with the Application form because even if we are full, we can always place a name on the waitlist or provide additional referrals.

How can I expedite the referral and intake process if someone I'm referring or myself need immediate relocation?

This program is not an emergency placement. If emergency housing is needed we can assist with referrals to local shelters. An application can still be completed and we can provide off-site services at the shelter to include case management and therapy until the interview process is complete. Receipt of off-site services does not guarantee program admission.

What if someone is not yet 18?

Minors should be referred to minor-serving facilities. An application can still be completed and we can provide off-site services at the facility to prepare for a possible continuum of care options. Receipt of off-site services does not guarantee program admission.

What if someone is over 26?

The program will give priority to women ages 18-26. A woman over the age of 26 may still apply and her circumstances will be reviewed dependent on available open spaces.

Can partners/friends/or family members live with residents?

The program will only house the accepted participant and their children (no more than 2 under the age of 8). Participants will sign leases for their room that will only be applicable to the person accepted for admission. Significant others/partners/friends/or family members cannot live with a participant on site or stay temporarily or short-term on campus at any time.

Can partners/friends/or family members visit?

Family and friends are important so the program will have visiting hours during set times and days. Participants are also able to leave campus to spend time or stay overnight with family and friends. As long as the visits off campus do not interfere with work/educational commitments.

Are only certain faiths accepted?

Not at all. Spirituality services will be offered on a voluntary basis. All participants are free to be who they wish to be.

Will phones, or cars, or visits be allowed?

This is an adult oriented program so we expect participants to be able to use their personal items such as cars and phone in a safe manner that does not jeopardize others or the program. Cars on campus will need proof of insurance. Phones are the responsibility of the participant. Visits on campus will be limited to visiting hours and no overnight visits are allowed at any time to ensure the safety and privacy of the campus. Participants are welcome to leave campus to visit or stay overnight

with family members/friends/significant others as long as the visits do not interfere with program, work, or education scheduling.

What about pets or emotional support animals?

The program recognizes the healing power of animals and can connect participants to organizations that have access to therapy animals. Participants living on site will not be allowed to have animals residing with them due to building restrictions and allergy concerns within a communal living environment.

What about COVID procedures?

Ensuring the safety and well-being of women and children is priority. Due to the community living environment all participants are HIGHLY RECOMMENDED to obtain COVID vaccinations prior to move-in. All participants will be expected to follow quarantine/masking procedures in the event of illness.

What about pregnant residents?

The program accepts women who are pregnant. Pregnant women will develop birth plans in addition to their service plans and will be encouraged to attend labor/delivery, newborn, and other infant care classes. Case managers will ensure tailored referrals to meet all needs.

What about mothers with children?

The program accepts women who are parenting up to 2 children under the age of 8 at intake. Women must have custody of their child(ren) and are responsible for the safety and supervision of their child at all times. Women with a child(ren) will also develop parenting plans in addition to their own service plan to address their parental goals and the needs of their child(ren). Women will also be encouraged to attend ongoing parenting education classes. Case managers will ensure tailored referrals to meet needs of the full family.

What about children with special needs?

Women are fully responsible for the care of their children at all times. Needs of children will be assessed at intake to ensure the program is equipped with the needed resources and mom is able to care for her child(ren) without additional assistance or supervision.

REFERRAL PROCESS

1. Individuals or referring agency should complete the Application (included in next section). **Complete the form, scan and email it to WLLC@ywcasa.org**
2. You will be contacted within 48 business hours about the application. We may have additional questions. Please be as thorough as possible on the application form to expedite the process.
3. If not a fit for our program or we do not have space at the time, we will provide you with contact information for other programs.
4. If a good fit we will contact you to set up a phone interview.
5. In some cases, we might ask you for “homework” after the first interview call. This may be asking you to write pros/cons or provide additional information. This helps both you and the program better understand your commitment and follow-through.
6. You will be scheduled for an in-person interview after the initial phone interview. This will provide an opportunity to meet the staff, see the campus, and make a better-informed decision if this is the best next step for you. It is your time to assess the program and we encourage you to ask as many questions as possible.

Once we have an approval of your admission we will begin coordinating your move to our Women’s Live and Learn Center.

APPLICATION FOR RESIDENCY

Date: _____

Please complete the forms below if interested in admission to the WLLC. We do not discriminate based on the responses provided on this form. Your candid, factual, and complete responses assist us in proceeding with the referral process.

We understand that some of the questions in our application process might feel uncomfortable or bring up difficult memories. Our goal is to gather the information we need to best support you and provide the appropriate services. We approach this process with the utmost respect for your experiences and feelings. Your comfort and well-being are our top priorities, and we are here to support you every step of the way.

If there are any questions you find particularly difficult, please share that with us, and we can discuss how to address them together. Thank you for your understanding and for trusting us with your information.

**Completion of this application by a referring party assumes the candidate consents to allow the Referring Agency to provide this information in consideration for her residency at the YWCA San Antonio's Women's Live and Learn Center.*

ALL INFORMATION WILL BE KEPT CONFIDENTIAL

Program Restrictions

Please be advised that the program is not resourced to provide services for women who meet any of the following conditions. We are unable to accept for admission if you:

Need increased supervision due to addiction or severe mental health	Have violent criminal charges	are unable to self-manage/harm to self/others
Have sex offender history	are not ambulatory	are prescribed narcotic medication

We encourage you to seek alternative placement.

1. Referrer (if self-referral, please skip to #2)

What is your relationship to the Candidate?	SELF (Skip to #2) <input type="checkbox"/> Legal Counsel <input type="checkbox"/> Social worker/Case Manager <input type="checkbox"/> Shelter <input type="checkbox"/> Anti-Trafficking Agency / Task Force <input type="checkbox"/> Friend /Family member <input type="checkbox"/> OTHER <input type="checkbox"/> _____
Referrer Name: _____	
Agency Name: _____	Agency Phone: _____
Contact Email: _____	Contact Phone: _____
How long have you known the Candidate? _____ mos _____ weeks _____ days	

2. Candidate Information		
Last Name:	First Name:	MI:
Cell Phone:	Another way to contact:	
DOB (MM/DD/YYYY):	Age:	
Hometown City/State:		
If international: Country of Origin:		Citizenship Status:
English proficiency: <input type="checkbox"/> Fluent <input type="checkbox"/> Conversational <input type="checkbox"/> None		
If Pregnant, how many months? _____		
Prenatal care? _____		
Current OBGYN Name and Contact information: _____		
If Parenting, how many children & ages?		
If Parenting, describe who has custody of children and current childcare arrangements. Please also include how childcare is currently being paid:		

3. Threat Assessment

Yes ☐ No ☐ Has been verified as a victim of human trafficking? (either sexually exploited as a minor, or prostituted as an adult through the means of force, fraud, or coercion)

How recently was the trafficking situation? _____

Yes ☐ No ☐ Is abuser/trafficker(s)/or other unsafe person a threat to you?

Yes ☐ No ☐ Is there contact with the unsafe person (abuser/trafficker)?

Yes ☐ No ☐ Is there an open or pending case against abuser/trafficker?

Yes ☐ No ☐ Is there current (or recently) gang affiliation? Gang: _____

Yes ☐ No ☐ Is family unsafe or unhealthy?

Yes ☐ No ☐ Is there history of violence?

Yes ☐ No ☐ Is there current violence being experienced now?

Yes ☐ No ☐ Is there a significant debt situation that poses a threat?

Assessment Continued- Physical Health

Yes ☐ No ☐ Do you have valid medical insurance?

Yes ☐ No ☐ Is there drug use history? (Drug of choice: _____)

Yes ☐ No ☐ How much clean time do you have? _____ yrs. _____ mos

Yes ☐ No ☐ Are you pregnant? (How far along: _____ mos.)

Yes ☐ No ☐ Are you ambulatory (able to walk)? If not, describe:

Do you have any of the following medical concerns? Asthma ☐ ☐ Visual impairment ☐ Epilepsy
☐ Diabetes ☐ Hearing impairment ☐ Infectious disease

Yes ☐ No ☐ Have you received COVID vaccinations?

Assessment Continued- Mental Health

Highest level of education [enter in grade level or degree]:

Yes ☐ No ☐ Do you have a history of self-injury (cutting, burning, hair-pulling, etc.)?

Yes ☐ No ☐ Do you have a history of suicide ideation/attempts?

If yes, when was your most recent attempt?

Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have a mental health diagnosis? Describe: At what age was this diagnosis given?
Yes <input type="checkbox"/> No <input type="checkbox"/> Have you ever been hospitalized for a psychiatric issue? When/What:
Yes <input type="checkbox"/> No <input type="checkbox"/> Have you been prescribed mental health pharmacology? List all here:

Assessment Continued- Legal	
Yes <input type="checkbox"/> No <input type="checkbox"/> Is there a warrant? Offense:	
Yes <input type="checkbox"/> No <input type="checkbox"/> Are you on probation?	
Parole/Probation Officer:	Phone Number:
Yes <input type="checkbox"/> No <input type="checkbox"/> Are you being court-ordered for placement?	
Yes <input type="checkbox"/> No <input type="checkbox"/> Is there an open case against a trafficker or other individual?	
Yes <input type="checkbox"/> No <input type="checkbox"/> Are you under house arrest?	

Assessment Continued- Spiritual

Yes ☐ No ☐ Are you seeking spirituality services?

Any significant spiritual concerns or information needed to be shared please describe:

Assessment Continued- Relational

What is your marital status? Single ☐ Married ☐ Divorced ☐ Widowed ☐

Yes ☐ No ☐ Do you have child(ren)?

Yes ☐ No ☐ Are any of your children offspring from trafficker/abuser?

Yes ☐ No ☐ Do you have physical custody of child(ren)?

Yes ☐ No ☐ Do you have family/friends that are supportive?

Yes ☐ No ☐ Are you a survivor of childhood sexual assault? Age: _____

Assessment Continued- History

Please provide a brief summary of your current situation/case status:

Assessment Continued- Previous Placements

Please list other programs you have been in. Include when and for how long.

Assessment Continued- Additional Comments

Is there anything additional we should know about your circumstances prior to considering you for our program? Please be as detailed as you are able.

Preparing for The Move

If accepted into our program, please prepare:

- ☐ A copy of any identification papers/ID cards
- ☐ A copy of any medical and/or mental health assessments
- ☐ A copy of any legal papers or court orders
- ☐ Contact information for any parole/probation officer and reporting requirements (if applicable)
- ☐ A supply of up to 30 days of any prescribed medications

You may bring 2 Large SUITCASES/BAGS at arrival. **Please note that program is not responsible for any personal items brought at arrival or throughout program duration.**

- Personal items may not be shipped or dropped off
- Clothing, a few personal effects (photos, etc.), hygiene items, and toiletries are encouraged
- Laptops or any device that connects to the Internet can be brought
- All pharmaceuticals or over the counter medications must be brought in a locked boxed.

UPON ARRIVAL

To set expectations, participants will go through the following process when joining the Women's Live and Learn Center. All admissions will be conducted during business hours Monday-Friday excluding holidays.

1. Staff will be ready to welcome and greet everyone upon arrival.
2. Staff will guide participants to rooms and provide a campus tour.
3. Staff will check that basic needs have been met and everyone is comfortable and safe.
4. Orientation will include a reception with members of the team, release forms will be signed, and program documents handed out.
5. The team will distribute the Resident Handbook. Staff will review the handbook over the next week to allow time to get adjusted and comfortable.
6. Participants will set up their room and relax.

You are all set!

Welcome to the YWCA- SA Women's Live and Learn Center

Please email WLLC@ywcasa.org for all questions