

Bethel Bible Village

NEXT STEP ADMISSIONS GUIDELINES

Residents in the Next Step Program at Bethel must meet the following admission criteria:

- A. Be homeless or be at imminent risk of homelessness.
- B. Make application to the program and submit all needed documentation. Failure to provide all accurate and necessary information will be cause for denial of services.
- C. Either be a single-parent or married couple 18 years old or older, with a legally dependent child/youth age 20 years old or younger still in school residing in their household; OR a current Bethel resident age 18 or older, in need of transitional living services.
- D. Relationship restrictions include: unmarried couples, adult children 21 years of age or older, or any member who is unwilling to participate with program requirements.
- E. Be committed to working closely with Bethel staff and community supports in the Next Step transitional living program.
- F. Be able to successfully pass reference checks and background checks, including fingerprinting.
- G. Have no history of violent or certain types of criminal charges, to be evaluated case-by-case prior to admission.
- H. Be willing to engage in Christian spiritual growth through church and community opportunities.
- I. Be willing and able to secure verifiable/sustainable income within a specified time period.
- J. Agree to pay \$275 deposit upon admission to the program and a \$42/per adult fingerprinting fee.
- K. Agree to pay a monthly reimbursement fee to help with program costs. The first full month in the program, there is no reimbursement fee. The second and third full month reimbursement is \$50.00 per month. Reimbursement will be \$100 per month thereafter.
- L. Be willing and able to submit proof of passing a substance abuse test prior to entry to the program. Participants who have a history of drug use will be required to submit to random screens thereafter.
- M. Have appropriate child care.
- N. Have own transportation.
- O. Not be currently in need of mental health stabilization services.
- P. Must have storage available for furniture, bulk items, and excessive clothing while in the Program.

Bethel Bible Village does not discriminate on the basis of mental or physical handicap, race, color, religion, national origin, age or sex (except where age, sex or mental/physical condition is a bona fide treatment or program criteria).

Contact David Shinn with any questions at (423) 842-5757 ext. 222

E-mail: dshinn@bethelbiblevillage.org

Fax: 423-842-5785

Address: 3001 Hamill Road, Hixson, TN 37343

Bethel Bible Village – Next Step Application Packet

ADMISSIONS PROCESS AND CHECKLIST

Family's Name: _____

PHASE I: START OF THE ADMISSIONS PROCESS

The first step is to complete our application and provide the items listed in Phase 1. Before this, you may wish to speak with our Admissions Counselor, David Shinn, at 423-842-5757 ext. 222, to briefly discuss your situation and to ask about any openings. Once we have received all the items listed in Phase 1, we will review the packet to determine if the referral is appropriate for Phase 2.

- Completed Application including Background Check, Reference and Financial Forms
- Custody Order for any children under 18 in the family (if custody is not with birth parents)

PHASE 2: FAMILY MEETING AT BETHEL'S CAMPUS

After reviewing the above information, if the family appears to be a good candidate for our services, we will schedule a meeting at our campus in Hixson, TN. This meeting may include the Child(ren), Parent(s) or Guardian(s), and Bethel staff. At this meeting, we will obtain further details regarding the needs of the family and the family will learn more about the Next Step Program.

PHASE 3: TURN IN THE FOLLOWING

- Copy of medical insurance cards (if the family has health insurance)
- Copy of Driver's License for adults in the household (or state ID for any adults not driving)
- Copy of current vehicle registration and insurance
- Written description of your child care plan
- Written description of your transportation plan
- Statement of good health from a medical provider for each individual in the household to document that each individual appears to be free of contagious illnesses

PHASE 4: DECISION

After doing reference checks and local background checks, Bethel staff will make a decision about acceptance into the program. Any acceptance decision will still be pending the adults successfully passing fingerprint background checks. If we find that Bethel Bible Village is an appropriate placement for the family, a date will be arranged for the family to start in the program. The family will go onto a waiting list if there are no current openings in the Next Step program.

PHASE 5: STARTING IN THE PROGRAM

- Signed Next Step Program Contract
- Deposit turned in and Financial Agreement signed

KEEP THIS PAGE FOR YOUR RECORDS

Bethel Bible Village

NEXT STEP RESIDENTIAL CONTRACT

NAME: _____ DATE: _____

While in the Next Step program, I/we agree to:

- a. Be willing to engage in Christian spiritual growth through church and community opportunities.
- b. No drugs, alcohol or tobacco on campus.
- c. No possession of any weapons.
- d. No stealing or fighting.
- e. Not engaging in sexual activity on campus unless married.
- f. Follow all house rules as determined by Staff.
- g. No pets, outdoor or indoor allowed on campus.
- h. Engage in daily upkeep of the residence.
- i. Adhere to terms of transition plan.
- j. Maintain steady income.
- k. Attend counseling and group activities (if applicable).
- l. Open and maintain savings and checking accounts, making regular deposits.
- m. Face all consequences as a responsible adult.
- n. Be responsible for physical damage to the cottage.
- o. No guests/visitors past the office building without prior approval of social worker.
- p. Pay reimbursement fee by the first of every month. After the 5th of the month, there is a \$25 late fee. If payment is not made by the 20th of the month, participant will receive notice to vacate by the last day of the month. If reimbursement and late fee are paid by the end of the month participant may stay in the program, provided they have not paid late reimbursement more than three times during my stay. Please see program handbook and/or financial agreement for schedule of program reimbursement fees.
- q. Pursue vocational/educational goals.
- r. Be responsible for food, clothing, transportation, childcare (no children under 12 left unattended in the home), car insurance (maintain current auto insurance while in the program)
- s. Inform staff of problems, issues or changes.
- t. Abide by the curfew of being on-campus by 11:00 unless staff permission is given for each occasion.
- u. Secure cell phone service (social worker must have the phone number and be able to call as needed).
- v. Review my contract every six months.
- w. Participate in bi-weekly house meetings and bring all issues to be reviewed and addressed.
- x. Realize that all issues cannot be addressed within this contract, and Bethel reserves the right to amend this contract as needed.
- y. Realize that the staff of the Next Step program has the right to dismiss me from the program if I refuse to follow this contract.
- z. Abide by the program guidelines as outlined in the Next Step Handbook.

Participant

Participant

Date

Social Worker

Residential Care Team Leader

Bethel Bible Village

Next Step Transitional Living Program -This application must be completed and returned to Bethel Bible Village in order to be considered for placement.

A. BIOGRAPHICAL INFORMATION

Applicant's Name _____
Last
First
Middle

Applicant's Current Address _____
Street
City
State
Zip

Provide any ways we may contact you: _____
Home
Work
Cell or other

Email _____ Female _____ or Male _____

Date of Birth _____ Age _____ Birthplace _____

Additional Family Members	Relationship to Applicant	DOB	Male or Female	School or Place of Employment

Other agencies involved _____

Length with agency _____ Worker _____ Phone # _____

How did you hear about Bethel? _____

B. EDUCATION – List all high schools/colleges the Applicant (**Adult**) has attended **in the last 2 years**, starting with the most recent. Attach additional page if more room is needed.

Dates From - To	Name of School and City/State	Status/Degree Attended/Graduated (degree)

C. CURRENT / PRIOR PROGRAMS (Agencies that have assisted or are currently assisting family.)

Dates (From - To)	Name of Placement/Program	Reason for Placement/Program	Reason for Stopping Placement/Program

Are there any current court proceedings pending against/involving the family? Yes No

If yes, when is the next court date? _____ Time _____

Please explain the circumstance: _____

Have there been any previous legal charges brought against you? Yes No

If yes, explain: _____

What was the outcome? _____

D. ADDITIONAL INFORMATION

Please describe your transportation plan: _____

Please describe your child care plan: _____

E. CURRENT FAMILY DATA FORM

	Applicant	Spouse (if married)
First and Last Name		
Name of church (if attend)		
Employer		
Work Hours		
Monthly take-home pay		
Marital Status/ Date		

F. PERSONAL HISTORY

What problems have existed in your life?

(Check all that apply)

- Alcohol or other drug abuse
- Mental illness
- Physical illness
- Domestic violence
- Other family violence
- Court involvement
- Frequent moves
- Homelessness
- Poverty
- Incarceration
- Parental childhood abuse
- Financial stress
- Abandonment
- Unemployment
- Suicide
- Separation
- Divorce
- Other (Please list)

Bethel Bible Village

FAMILY FINANCIAL INFORMATION

I. STATEMENT OF FINANCIAL STEWARDSHIP

Bethel Bible Village intends, within the limitations of our resources, to serve all those who request our help and who can best be served through our existing programs. Each family is asked to pay a monthly amount based on the family's finances. After the financial information is submitted, the family will be informed as to how much financial support will be expected.

The difference between what a family is asked to provide and the actual cost of services is offset by private donations.

II. INFORMATION

Please provide the following information to assist us in financial planning.

A. Insurance

Is the applicant currently covered by any insurance? Yes No

If yes, please complete the following.

1. Name of Insurance Company _____

2. Policy Number _____

3. Policy Holder _____

4. Does your insurance cover the following? If "yes", what percentage?

Medicines	Yes _____	No _____	_____
Office visits	Yes _____	No _____	Copay: _____
Dental	Yes _____	No _____	_____
Vision	Yes _____	No _____	_____
Hospitalization	Yes _____	No _____	_____
Psychiatric Care	Yes _____	No _____	_____
Counseling	Yes _____	No _____	_____

B. Third Party Income / Financial Assistance the Family is Receiving.

List any of the following you receive. If benefits have been applied for, but have not been received, please indicate the date they were applied for.

<u>Type of Income</u>	<u>\$ Per Month</u>
1. Social Security Income	_____
2. Social Security	_____
3. Child Support	_____
4. TANF	_____
5. Food Stamps	_____
6. Adoption Assistance	_____

C. Family Employment Take-home Pay (Monthly) \$ _____

D. Family Expenses (Monthly)

Day care	\$ _____
House Payment/ Rent	\$ _____
Child support	\$ _____
Alimony	\$ _____
Car payments	\$ _____
Phone / Cell	\$ _____
Water	\$ _____
Other Utilities	\$ _____
Medical (including prescriptions)	\$ _____

Other significant monthly expenses:

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
Total amount of regular monthly expenses:	\$ _____

Statement of Truth and Request for Services

I hereby request that Bethel Bible Village consider providing services to me and my family. All information provided is accurate to the best of my knowledge. I understand that any deliberately false information is grounds for denial.

Signature of Applicant _____ Co-Applicant (if married) _____

Date _____

Return this packet by mail, fax or email or drop off during business hours.

Address:

Bethel Bible Village
Intake Services
3001 Hamill Road
Hixson, TN 37343

Fax: (423) 842-5785

Email: dshinn@bethelbiblevillage.org

Other contact information:

Phone (423) 842-5757 x222

Bethel Bible Village

REFERENCE CHECK CONSENT FORM AND RELEASE

I hereby authorize Bethel Bible Village to inquire about, investigate and obtain copies of any records which relate to me from my current or former employers, educational institutions, current or former landlords, or any other person listed by the applicant. I hereby release Bethel Bible Village affiliated persons and entities, as well as any person or institution that provides the Company with any lawful information about me, from any and all liability whatsoever resulting from any such lawful inquiry, investigation or communication.

Please provide 5 references below. Include at least one person in each category.

Current or prior employers:

Name of employer	City, State	Phone number	Person to contact	Dates employed

Previous landlords or apartment manager:

Name	City, State	Phone number	Date

Friend/Family personal references:

Name	Relationship	City, State	Phone number

Print Name

Witness – Print

Signature

Signature

Date

Date

Bethel Bible Village

CRIMINAL BACKGROUND CHECK RELEASE FORM

Complete Name of Applicant

Social Security Number

Birth date

Race

Bethel Bible Village is required by the Tennessee Child Abuse Law (TCA 14-10-129) to inquire if you have ever been convicted of a felony (including suspended sentence).

Yes ___ No ___ . If yes please describe: _____

Please list your living address for the last ten years.
City and state are all that is necessary:
(Use the back of this sheet if necessary)

Please list your Employment address for the last five years. City and state are all that is necessary

City State Date

City State Date

City State Date

City State Date

City State Date

City State Date

City State Date

City State Date

Falsification of required information may subject the person to criminal prosecution.

It shall be unlawful for any person to falsify any information required on the application. Knowingly failing to disclose required information shall be deemed to be falsification to the same extent as providing false information.

The Tennessee Department of Health, in cooperation with the Tennessee Bureau of investigations (TBI), shall, by accessing the computer criminal registry files maintained by the TBI, enter the Social Security Number and the name of such applicant to verify the accuracy of the criminal violation information. If the department finds such information has been falsified on the application, the department shall notify the appropriate District Attorney of such violation. Act 1985, Chapter 478, Section 27)

Signature of Applicant

Date

Bethel Bible Village

DOCTRINAL STATEMENT

- We believe in the Scriptures of the Old and New Testaments as verbally inspired by God, and infallible in the original writings and that they are the supreme and final authority in faith and life.
 - We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.
 - We believe that Jesus Christ was begotten by the Holy Spirit, was born of the Virgin Mary, and is true God and true man.
 - We believe that man was created in the image of God; that he sinned and thereby incurred not only physical death, but also spiritual death which is eternal separation from God; and that all human beings are born with a sinful nature, and in the case of those who reach moral responsibility become sinners in thought, word, and deed.
 - We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice; and that all who truly believe in Him are justified on the ground of His shed blood.
 - We believe that salvation completed by Christ and freely offered to all is entirely of grace and absolutely no merit on our part and therefore our present position and future prospect of Heaven is secure eternally for every believer.
 - We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven and in His present life there for us, as High Priest and Advocate.
 - We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
 - We believe that each believer or child of God is to seek to obey the clear commands as given in God's Word such as following the Lord in water baptism, honoring Christ by observance of the Lord's Supper, holy living and further to abstain from worldliness and all sinful practices.
 - We believe in the spiritual unity of all believers in our Lord Jesus Christ.
 - We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting, conscious punishment of the lost.
 - We believe in "that blessed hope," the personal and imminent return of our Lord and Savior, Jesus Christ.
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