

CANAAN HOUSE

379 South Broadway Park
Lexington KY 40504

APPLICATION FOR ADMISSION

TODAYS DATE: _____

NAME: _____

PREVIOUS ADDRESS: _____

PRESENT ADDRESS: _____

BIRTH DATE: _____

SOCIAL SECURITY NUMBER: _____

CASE WORKER (REFERRAL) NAME/ADDRESS/PHONE: _____

INCOME SOURCE and AMOUNT: _____

WORK PLACE OR TREATMENT PROGRAM: _____

CURRENT MEDICATIONS: _____

DIAGNOSIS: _____

EMERGENCY CONTACT NAME / ADDRESS / PHONE: _____



Canaan House Resident Admission Criteria

1. Candidate must be homeless or at risk of being homeless.
2. Candidate must have a chronic mental illness as defined by KRS 210.005. Abuse of alcohol or drugs in and of itself is not exclusionary, but the mental illness must be the primary problem (no dual diagnosis)
3. Residents of Canaan House will have priority for occupancy.
4. Candidate has expressed interest in living in a cooperative small group setting in the community.
5. Candidate has independent living skills. Shopping/cooking/ Clean/Med Compliant/Treatment.
6. Candidate must meet guidelines of the funding sources of the residence.
7. Candidate must be willing to accept the services of a Case Manager.
8. Priority is given to Fayette County residents.
9. Candidate must be willing to sign a Lease with Canaan House and the Public Housing Authority as well as the resident agreement.
10. Candidate must be willing to sign a release for medical, psychiatric, and police record check.



Canaan House Resident Agreement

PURPOSE: In order to provide safe houses, to be good neighbors and to keep good neighbors, each resident is expected to be guided by this agreement. Canaan House is not a treatment program.

ADMISSIONS: Each potential resident must appear for an interview with his or her case manager.

PROHIBITIONS: No alcohol or in toxification permitted in or on the grounds of Canaan House. 3 violations before the resident Counsel will bring a choice of a 30-day probation with education or a 14-day eviction. Illegal substance in any case or failing a drug test is grounds for eviction.

MEDICATIONS: Medications will not be provided or dispensed by Canaan House staff. Residents must be med compliant. Residents must comply with daily checks.

LOCKS AND KEYS: Each resident will have a key to the front door, a deposit of \$5.00 dollars, and a key to his or her own room with a deposit of \$1.00. The resident is responsible for replacing lost keys by paying the cost to have them duplicated. Each resident is free to come and go as he or she pleases. Padlocks or hasps of any type are not permitted on individual rooms. Keys found with nonresident will be confiscated and will be grounds for eviction. After hour activity: lock doors.

TELEPHONE: A telephone is available to residents. Use courtesy in the length of calls so others may use the phone. (15 minutes)

GUESTS: Residents should notify the other residents and manager if they are expecting guests as a matter of courtesy and get permission. At Canaan House there can be no overnight guests so friends are expected to leave by 10:00 pm. and arrive no earlier than 10:00 am.

ROOMS: Rooms will be inspected daily at Canaan House. They must be clean and in order.

PEST CONTROL: Each resident will allow the regularly scheduled exterminator into his or her room for effective pest control. In the absence of a resident, a staff person will give access to the exterminator. Rooms are expected to be clean.

DISAGREEMENTS: It is expected that all residents are able to remain on good terms with each other. If disagreements occur, residents and staff (or case manager) will work together to find a resolution. The Counsel will determine violations. Physical fights of any kind are grounds for eviction.

CLEANING: Each resident will be expected to clean an assigned area and take part in the cleaning schedule. Residents will also be expected to clean up after themselves especially in the kitchen and bathroom. It is further expected that residents will keep themselves clean and sanitary. The Resident Counsel will determine consequences of warnings, fees and failures.



PARKING: Because space is limited, each resident may have only one vehicle parked properly at Canaan House in their assigned area. Guests are expected to park on the street.

WASHER/DRYER: Residents are expected to wash only their own clothes unless granted permission giving residents priority. One wash before rotation if there is a wait.

THERMOSTAT CONTROL: Please ask staff to change control setting. The temperature will be from 68-70 otherwise.

NOISE: Residents are expected to respect others and keep noise at minimum between the hours of 10:00 pm - 10:00 am.

CLOTHING: Residents are to be fully clothed in common areas. Door room to be kept shut when changing.

TELEVISION: There should be an agreement if possible, on programs. Otherwise a simple request and rotation of preference will be followed.

SMOKING: No smoking allowed in Buildings. Residents are expected to use an ashtray and discard in smoke stands. Residents are expected to keep smoking areas clean.

PETS: Pets are not allowed by residents at Canaan House. Staff may receive permission for house pets only if they are willing to be completely responsible and share with other residents.

I understand I may be asked to leave for infringement of any of the above rules with a 14-day eviction notice.

NAME: _____ DATE: _____

RECEIVED BY: _____ DATE: _____

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RELEASE OF INFORMATION

I, _____ give my permission for medical and psychiatric records to be released to Canaan House Inc. for the purpose of screening to be a potential resident.

Signature: _____ Date: _____

Social Security # _____

Witness Signature: _____ Date _____

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RELEASE OF INFORMATION

I, _____ authorize _____ to check any records with the Kentucky State Police Department in accordance with requirements for residence at Canaan House Inc.

Signature: _____ Date: _____

Social Security # _____

Witness Signature: _____ Date _____

Documentation Requirements for Rental Assistance

Canaan House Inc. is a project-based facility which offers Section 8 rental assistance to residents. The following documentation is to be gathered by the person making the referral for the resident. The rental assistance cannot be awarded until all documents have been gathered.

1. A copy of the resident's social security card.
2. A picture ID and copy of a birth certificate.
3. A statement of diagnosis. This can be a single statement such as:

I have been seeing _____ for two years and
he/she has a current diagnosis of: _____

Physician/Therapist Signature: _____

Title: _____

Date: _____

4. Income verification. A document must be gathered from the Social Security Department even if the resident receives no benefits. If the resident is working, a statement must be gathered by the employer stating how many hours is worked at what pay scale on the required form. If the resident has a bank account, a print-out must be obtained with balance and current interest rate.

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