



2155 Hutson Rd. • Green Bay, WI 54313

May 2022

Safe Shelter Inc. Criteria for Intake:

- A. Category 1 Homeless: HOMELESS PERSON. For the purposes of this policy, a HOMELESS person is defined as a person who has no place to stay.
- Individuals who claim to be “homeless” will be required to sign a statement attesting to the fact that “they have no place to stay.”
 - Many people claim to be “homeless” when in fact they are just trying to get into a better housing situation than they are currently in. It is important to recognize this when screening applicants for the Shelter.
 - Homelessness Documentation Requirements
Category 1:
Literally Homeless
 - Written observation by outreach worker or written referral by another service provider; OR
 - Self-certification by individual or head of household seeking assistance; OR
 - For individuals exiting an institution – one of the above AND:
 - o Discharge paperwork or written/oral referral OR
 - o Written record of intake worker’s due diligence to obtain above evidence and certification by individual that they exited institution.
- B. HOMELESS FAMILY. A family is defined:
- a. One or more adults with one or more minor(s) which
 - i. Are biological children of the adult(s) or
 - ii. They provide primary care for the minor(s) through legal or binding (verifiable verbal or written) permission
- C. Acceptable Forms of ID. (2 forms of ID are required with one photo)

Adults:

Valid Driver’s License or State Identification Card

Social Security Card

Valid Passport

Birth Certificate

Permanent Resident Card

School ID

Social Services Information/Food Stamp Card

VA ID Card

Bank Card with photo ID

Children:

School Photo ID

Social Security Card

Birth Certificate

Social Services ID papers stating parents & Children (Food Stamps/Health Insurance/McKinney Vento program verification/TANF/WIC)

New clients are asked to present to Safe Shelter to complete intake process. Address and phone number for Safe Shelter are listed below. Intakes will be completed until 6pm. After 6pm we ask that the after-hours flow chart for Brown County Shelters be utilized.

While we do have to ability to take in walk in clients, we will be prioritizing Category 1 Homeless Families w/ Children (Larger Families) who are not able to be accommodated in other shelters in the area.

Based on bed availability, Safe Shelter hopes to utilize smaller rooms for single adults in the future.

If you should have further questions, please feel free to contact either Pearl Webster.

Thank you,

Pearl Webster, Executive Director

Portia Norris Advocate Lead

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