



## **Catalyst Cottage Program Eligibility and Application Process**

The purpose of Catalyst's Cottage Program is to provide transitional housing and supportive services for 12 to 18 months to victims of domestic violence. The length of stay is based on the self-sufficiency plan and time frame needed to achieve the goals outlined in the self-sufficiency plan.

Eligible candidates for the Cottage program must have been a resident of Butte County for at least six months, demonstrate a willingness to work on goals for becoming self-sufficient and demonstrate at least one of the following at the time of application:

- Current employment
- Current enrollment in educational or training program
- If permanently disabled, is participating in a self-sufficiency program
- Actively seeking employment and ability to demonstrate employability through employment in the past year, and/or relevant education or training

The candidate must develop a plan for self-sufficiency and demonstrate the capacity to achieve self-sufficiency by the end of the Cottage Program period. Self-Sufficiency is defined by Catalyst as *being able to pay for housing-related expenses necessary to remain in permanent housing after Cottage Program assistance has expired.*

If candidates have a history of substance abuse, candidates must demonstrate 90 days clean and sober. Applicants may be required to take a drug screening urine panel, conducted by a Catalyst staff member, before an interview is scheduled with the Cottage Interview Panel. Test must be negative in order to be eligible for the Cottage Program.

Eligible candidates for the Cottage Program must provide an application packet with the following information:

- Completed Application for Cottage Program
- Identification for each resident (one of the following):
  - California Identification card
  - California Drivers License
  - Social Security Card
  - Birth Certificate
  - Immigration Identification
- Proof of Income (including Tribal Benefits)
  - Letter from employer stating wages and hours
  - Social Security Income print out
  - Passport to Services print out
  - Copies of all bank statements
  - Financial aid award letters
  - other

- Copy of all current restraining orders pertaining to all residents
- Copy of custody agreements, if applicable, for all children/youth
- Work or School Status (if applicable)
  - Letter from employer
  - Proof of enrollment in school/training program or current class schedule
- Child Care Plan (If applicable)
  - Description of childcare schedule, day care facility or friends/family used
- Registration & Insurance paperwork for all vehicles that will be parked at Catalyst facility
- Two letters of reference (may be from friend, family member, therapist, social worker or other professional)

**Applications are to be turned in to Catalyst's drop in offices:**

- **330 Wall St. Suite 50, Chico CA**
- **2185 Baldwin Ave, Oroville CA**
- **or mail to PO Box 4184, Chico CA 95927.**

When completed application packets are received, the applicant will be contacted within two weeks to schedule an interview with the Cottage Interview Panel. The Cottage Interview Panel will make final determination about acceptance into the Cottage Program and is made up of the following members:

- Housing Program Manager
- Housing Program Advocate
- Non-housing Catalyst staff member
- Children's Advocate (optional)
- Associate Director (optional)
- Social Work Student Intern (optional)
- Other HAVEN staff (optional)

Catalyst will not maintain a waiting list for the Cottage Program. When there is availability in the program, Catalyst will announce availability to the community.