

# Online Application Guide

The Homeward Bound application captures information on several key areas, which are aligned with the supports that the program offers.

During the three subsequent interview stages, the information captured in the online application should be verified with the client.

The answers to the online application also serve as a jumping-off point for in-depth conversations with the client about their experiences, their current situation and their readiness to start the program.

## Part 1: Eligibility Screening

The following criteria demonstrates that the applicant falls within the target population:

- Single mother, 19 years or older
- Currently homeless/history of homelessness (urgency of application may be determined by current housing situation)
- Canadian citizen, landed immigrant or convention refugee
- At least one child <17 living with the mother
- High school diploma (preferred)
- Capable of reaching college-level, via Academic Assessment
- Can be eligible for Ontario Works, Ontario Disability Support Program, or Employment Insurance
- Able to commit time to a full-time program for four years
- No substance use in the past year

## Part 2: Housing and Lifestyle

The Housing and Lifestyle section helps the practitioner determine how urgent the client's housing situation, and whether the client will be a good fit for WoodGreen housing. This section asks about:

- Current housing status (Homeless, Shelter, Friend, etc.)
- Pending legal issues or criminal proceedings
- Past or current substance addictions

## Part 3: Education

The Education section helps the practitioner assess the client's capacity for academic achievement, based on their past education. This section asks about:

- Highest level of education completed and country where it was obtained
- Computer literacy in MS Office
- Learning supports needed
- College program interests (clients should not have already completed a program that is offered by Homeward Bound)

## Part 4: Employment and Income

The Employment and Income section helps the practitioner assess the client's ability to hold down a job based on work history, as well as current eligibility for government income support. This section asks about:

- Current employment status
- Employment history (last position, company, etc.)
- Reason for leaving last position
- Income sources, amounts and frequency of payments (including child subsidy amounts)

## Part 5: Family Status

The Family Status section helps the practitioner understand the client's relationship with her partner (if applicable), custody situation and family living situation. It asks about:

- Marital status
- Number of children, and those <17 living with mother
- Comments for children
- Family court/custody proceedings

## Part 6: Final Questions

The final section asks about expectations for the program and motivations for applying. This section asks:

- Describe your greatest concern/challenge about making the transition back to work and school.
- Why are you interested in applying to the Homeward Bound program?
- What are your goals upon completion of the program?
- Are there any other challenges or issues that could impact your participation in Homeward Bound?