



HOW TO MAKE A REFERRAL

To the Good Works Timothy House

Our Shelter for people without homes in SE Ohio www.good-works.net

1. **Call us at 740-594-3333** and tell us about the person you are referring. If you are able to refer someone in advance, that would be our preference.
2. If the person you are referring is a client of yours or your agency, ask him or her to **sign a release of information**.
3. After you call, **have the person who needs shelter call us, or give the phone to them**. We will do a **telephone interview** that may last for 15-20 minutes and **ALL referrals for shelter must come by a phone call first**.
4. During the phone interview, we will **schedule a time to meet with them face-to-face**. We have these meetings M—F in the afternoons. A meeting is not a guarantee of shelter. When the meeting is over, we will ask the person to call us for an answer and set a move-in time if we are able to work with them and have space.

As of November 2014 we no longer provide shelter on an emergency basis. **We require a face-to-face meeting as part of our application process.** We are able to schedule those meetings in the afternoon Monday through Friday with people who have completed a phone interview.

HOURS OF OPERATION

- The Timothy House is typically open 24 hours a day except on weekends, when we normally close the house for a few hours in the morning or afternoon. We will return messages promptly.
- **We do not take in new residents or take calls for shelter between midnight and 8:00 am.** Anyone calling between midnight and 8:00 am will be asked to call back after 8:00 am.
- Evening curfew is 10:00 pm for single adults (exceptions are made for work); and 8:00 pm for families with children.
- **The TH is closed every Friday from 5:00-8:00 pm for Friday Night Life**, Good Works' weekly community dinner, followed by activities for adults and children. Residents are not required to participate.

WHO CAN STAY AT THE TIMOTHY HOUSE?

- **We serve people who don't have homes from 8 southeast Ohio counties:** Athens, Vinton, Washington, Perry, Jackson, Meigs, Gallia, and Morgan.
- **Non-residents:** We only do telephone interviews with people calling from our service area. People who are not from our service area but are calling from our area are usually granted only one night of shelter. Our decision to grant exceptions is affected by 1) the number of current residents, 2) their roots or reasons for being in SE Ohio, 3) their attitude, and 4) inclement weather.
- **Residents** of southeastern Ohio with **roots** and **reasons** to be here are provided with a place to live on a week-by-week basis for up to 30 days. After 30 days, residents are asked to sign a contract detailing their plan and commitment to work on the issues in their lives that led them into this situation.
- **No one under the influence of non-prescribed drugs or alcohol will be granted shelter.** We expect people with recent addiction issues to have a recovery plan.
- Some people who have stayed with us before have endangered themselves or others. We can meet with people who have had problems at The Timothy House to determine their eligibility for another stay. Your presence and advocacy is welcome at these meetings.
- Persons without identification must provide contact information for a person we can talk with who can identify them in order for us to be able to consider helping them.

SOME LIMITATIONS

- All of the bedrooms at the Timothy House are on the second floor; we are not able to house persons whose physical health problems prevent them from climbing stairs.
- Our residents must be able to bathe, bathroom, clothe and feed themselves, and manage their own medications.
- All of our beds are bunk beds. We cannot guarantee a bottom bunk.
- There are times during the day each week when the house is closed to everyone for a few hours.

What Can a Resident Expect at the Timothy House?

HELP	Everyone who stays at the Timothy House is assigned a Care-giver to encourage them and help them make plans and get connected with resources in our community.
Food	Food is provided for everyone through donations from people in our community. Residents volunteer to cook family-style dinners for the house Monday-Thursday. Residents with food stamps or income are welcome to buy personal food or make contributions to the house. Residents can pack a lunch each day.
Chores	All residents are asked to help in the preparation and clean up of meals. Everyone is assigned a daily house chore and must keep their personal living space clean.
Keeping Clean	Residents are required to shower nightly and to clean up after themselves. Linens, towels, and toiletries are provided.
Laundry	The Timothy House has a washer and dryer that residents may use with permission.
Getting Clothes	Residents who need clothing will be assisted in obtaining it.
Bags/Luggage	Residents may only bring 2 bags of personal belongings each. We do not have space to store more than this.
Medication	All medication is kept in a locked cabinet. Residents may get their meds anytime they need them by asking staff. Residents must be able to manage their own medication.
Weapons	We do not allow weapons of <i>any</i> kind. We reserve the right to determine what qualifies as a weapon.
Missing Curfew	When a resident does not return by 10:00 pm and has not called to make prior arrangements, they have lost their bed and are no longer a resident. They may call after 5:00 pm <i>the next day</i> to see if we have space for them.
Entertainment	The Timothy House has toys, games, puzzles, and books but no TV.
Meetings	Residents are required to attend House Meeting at 6:30 pm on Tuesday evenings, Work Night at 6:30 pm on Thursday evenings, and a weekly meeting with their Care-giver.
Religion	Although Good Works is a Christian organization, we have no required religious meetings for people who stay with us.
Saving Income	All residents are required to save 75% of any income toward future housing.
Sharing a Room	Everyone staying at the Timothy House is asked to be flexible in regards to sharing room space. Unmarried adults of the opposite sex are placed in separate rooms. Though families with children may be given a private room, this is not a guarantee. Couples without children are not given a private room.
Smoking	Smoking and other tobacco use is only permitted on the front porch.
Staying In	Normally the Timothy House is closed for residents without children from 10:00 am to 5:15 pm. However, exceptions are made to allow residents to stay in when they are sick, have worked all night, or when weather is severe.
Visitors	Residents may have visitors, as long as they clear the visit with on-duty staff. Visitors may not go upstairs and must leave by 10:00 pm.
Questions We'll Ask the Person Who Needs Shelter:	Four Factors that Influence Length of Stay:
<ul style="list-style-type: none"> ○ Why do they need shelter? ○ Have they ever stayed with us before? When? ○ Do they have identification? ○ Will children need shelter? ○ Are they feeling ill? Are they taking meds? ○ Do they have transportation? ○ Do they have any legal issues? 	<ol style="list-style-type: none"> 1. Are they being honest with us and with themselves? 2. What efforts are they putting into finding work, housing, and addressing other issues in their lives? 3. Do they respect our house rules? 4. What is their unique situation?