

Andy's Place Applicant Process

All Andy's Place Applications will begin with you, the client advocate case manager or counselor.

When submitting the application for Andy's Place you should include the following:

- Photo ID
- Health Insurance info and/or POP (if available)
- Criminal Background Check
- Letter/Certification of Homelessness (2 episodes)
- Proof of stable income (check stubs or Benefits Award Letter)

Interviews are set in accordance with the date of the receipt of the completed application accompanying documentation.

You may scan it to my email address, drobinson@rrhs.org or fax it to 904 421-0636.

As the client advocate case manager or counselor, you will be the primary points of contact.

- You will receive email or phone confirmation of receipt of all inquiries within 24 business hours.
- You will receive scheduling information (a minimum) 1 week in advance of the Housing Interview.

I look forward to assisting you and your client with reaching your goal of Housing, hopefully at Andy's Place.

Deweyne J. Robinson,
Operations Manager

Frequently Asked Questions

Q. What do you need regarding proof or Letter/Certification of Homelessness?

A. A letter from friends, family, or a Caseworker who has direct knowledge. The letter should include how long the applicant has been homeless.

Homelessness may include, living:

- on the street
- in a place unmeant for habitation (abandoned/condemned building, vehicle, etc...)
- in homeless shelters, emergency/transitional housing, short-term institutions

Q. Applicant is not working and only getting food assistance so no income. Do you need to get anything from the applicant regarding that?

A. Income is required, so we do require proof of income, as rents are set at 30%.

Proof of Income may include:

- Employers Paycheck Stubs
- SSSI/SSDI Benefits awards letter
- Veterans Administration Benefits awards letter

Provisions/Exceptions can be made for persons who:

- are Ryan White Eligible via HOPWA.
- were inmates in Florida within the last 12 months via Operation New Hope
- can obtain a Promises to Pay via:
 - Catholic Charities
 - City of Jacksonville Emergency Financial Services

Q. Where should the applicant go to obtain the criminal background check and is there a fee?

A. Criminal Background Checks may be obtained by the applicant at the [Jacksonville Sheriffs Office](#) 501 E. Bay Street, Jacksonville, FL 32202 or any [JSO Substation](#)?

A. Records are typically free. There may be a per page cost for large records- it is minimal.

Q. Can I Bring My Child?

A. No. The units in this program are for housing a lone individual.

Housing Services include access/referral to:

- Counseling
- Disease education
- Resource education
- Mental health support through check-ins and medical monitoring
- Group counseling
- Harm reduction planning
- Relapse prevention planning
- Career building skills
- Employment resource referral
- Partner with permanent housing options including public housing, section 8, Foundation communities to bridge clients with safe, affordable permanent housing
- Personal finance counseling
- Hardship rental assistance
- Social skills building
- Independent living skills
- Community engagement
- Community center that is open to all residents in every program
- Computer lab

Residents developed "exit-planning" from day one to help them stay on the course. Monthly meetings Individual sessions with a housing case manager to monitor progress, develop strategies to achieve independent living, and address areas of need.

COVID Suspended Programs

- Social activities such as crafts, BINGO, movies