

LETTER OF REFERENCE

Mail to: Loaves & Fishes Ministries  
831 N. Sycamore St.  
Lansing, MI 48906  
Attn: Luke's House Coordinator

1. AGENCY INFORMATION

Name of Agency \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Agency Staff Person completing this letter \_\_\_\_\_

How long has this applicant been receiving the services of your agency?

How long and in what capacity have you personally been involved with this applicant?

2. APPLICANT INFORMATION

Applicant's Name \_\_\_\_\_

Current Address \_\_\_\_\_

Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_

Does applicant have children currently not residing with him? Yes No Unknown

(If yes, please comment)

Relationship status of applicant (check all that apply):

currently married                       legally separated  
 estranged, but married                       divorced  
 never married                       currently in a relationship

Because of past or current relationships, does applicant have concern for his personal safety?

(If yes, please comment)                      Yes    No    Unknown

Are there any existing Personal Protection Orders (PPO's) regarding this applicant?

(If yes, please comment)                      Yes    No    Unknown

To the best of your knowledge, does this applicant have a history of substance abuse?

(If yes, please comment)                      Yes    No    Unknown

To the best of your knowledge, has anyone in this applicant ever displayed abusive or violent tendencies toward another client, a member of your staff, or any other individual?

(If yes, please comment)                      Yes    No    Unknown

To the best of your knowledge, has this applicant ever been convicted of a felony?

(If yes, please comment)                      Yes    No    Unknown

To the best of your knowledge, has this applicant been faithful in complying with your agency's policies and regulations?

Yes No Unknown

(If no, please comment)

From your observations, what are this applicant's strengths?

In your opinion, what makes this applicant a good candidate for our transitional housing program?

What help (services, programs, personal support) would you recommend in order for this applicant to successfully complete our program?