

LETTER OF REFERENCE

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

1. AGENCY INFORMATION

Name of Agency _____

Telephone # _____ Fax # _____

Agency Staff Person completing this letter _____

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

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

2. APPLICANT INFORMATION

Applicant's Name _____

Current Address _____

Phone _____ Date of Birth _____

Children's Names:

1. _____ DOB _____ Sex: M F

2. _____ DOB _____ Sex: M F

3. _____ DOB _____ Sex: M F

Does applicant have full legal custody of the above children? Yes No Unknown

(If no, please comment)

Does applicant have other children currently not residing with her? 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 her and/or her children's personal safety? Yes No Unknown
(If yes, please comment)

Are there any existing Personal Protection Orders (PPO's) regarding this applicant? Yes No Unknown
(If yes, please comment)

To the best of your knowledge, does anyone in this family have a history of substance abuse? Yes No Unknown
(If yes, please comment)

To the best of your knowledge, has anyone in this family ever displayed abusive or violent tendencies toward another family member, a member of your staff, or any other individual? Yes No Unknown
(If yes, please comment)

To the best of your knowledge, has any member of this family ever been convicted of a felony? Yes No Unknown
(If yes, please comment)

To the best of your knowledge, have the members of this family been faithful in complying with your agency's policies and regulations? Yes No Unknown
(If no, please comment)

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

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

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