

**Kent Youth and Family Services**  
**Best Starts for Kids- Youth and Family Homelessness Prevention Initiative**

**Please carefully read and review the following essential information:**

**There are 4 main requirements to qualify for the Best Starts for Kids Youth and Family Homelessness Prevention Initiative:**

1. The family must include minor(s) or an expectant mother. We can also work with people living on their own under the age of 24.
2. The family must currently live in King County.
3. The family must be able to prove they will be stable in the future before any funds can be issued. This means your income can pay all of your bills with money left over each month. We can help you achieve this stability if you would like.
4. The family must be at *imminent risk* of homelessness. This means you have a few days before court, the Sheriff arrives or you have to leave your current place of residence and have nowhere to go. We can also work with homeless clients and/or doubled up clients if you have not received services for being homeless in the last 90 days.

**If you are facing a domestic or sexual violence situation, please do not hesitate to reach out immediately.**

**Important Information:**

Our program is designed to provide mobile case management to those who qualify. We want to help you regain and maintain stability moving forward. This can include but is not limited to; financial planning and budgeting, finding a better job, and finding other agencies to help with needs such as food, clothing, and education.

Our program may be able to help you to keep your current housing or to move in to a new unit.

We have to wait until the very last minute to release funds, but would like to help connect you with rent assistance programs and eviction prevention programs in the meantime. We are here when other programs are unable to help or if there is no more time to wait.

We use a risk prevention tool to determine your chances of becoming homeless. The tool will assign you a score which will determine what services we can provide. In some situations, we may want to delay setting an appointment until it is likely you will qualify. Generally, clients wait until they receive a notice to respond to an attorney to set up a court date. We would want to set up an appointment at that time.

We have 25 partner agencies in King County. If you have worked with or are working with another case manager or agency, please provide this information as we cannot share clients with our partner agencies. If you are unsure, we can check our database before you come in.

**Please note: It is your responsibility to keep your case manager updated.**

Due to the volume of clients, it may not be possible for us to check in, reschedule appointments, or generally maintain contact with you. As your situation changes, please keep us up to date. The more updates and communication, the better.

**If you do not hear back within 48 hours, please contact us again.**

**Paperwork for the Youth and Family Homelessness Prevention Initiative**  
**At Kent Youth and Family Services**

Please note: This is not necessarily a complete list as all situations are different and additional paperwork may be needed. However, some documents may not be required or alternatives can be found. Please feel free to bring any documentation not listed which you feel may be helpful to demonstrate your situation. If you have any questions or concerns, please feel free to contact Lee Durfey via email at leed@kyfs.org.

- W-9 form from apartments/landlord
- Most recent pay stubs or letter of hire for everyone who is working in the household
- Proof of any other income including but not limited to: TANF, WIC, Section 8 voucher, child support, SSI, SSDI, spousal support, SNAP (food stamps), and etcetera.
- Most recent bank statements for each adult
- Social Security numbers for all family members
- Documentation of Current Hardship including but not limited to: Doctors note, medical bills, L & I claim, past eviction, insurance claims, and etcetera.
- Any 3 day or 10 day pay-or-vacate notices and/or eviction notices
- New or Current Lease
- Ledger or Balance owed from Apartments- this will show all charges and fees up to the current date.
- Statement of Need: This document is where you tell your story. Include a description of your past situation (when you were stable), what led to the current risk of homelessness, and how your family plans to be stable if financial assistance is offered. Details are very helpful, but try to limit the statement to 3 pages at most. This document may be typed or hand-written.

Please fill out the third page and submit- The first and second page are yours to keep for your records.

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<b>PARTICIPANT INFORMATION</b>	<b>Intake Date:</b>
First and Last Name:	
Address: City: State: Zip: Name of Apartments/Owner(s):	When are the best times/days to contact you?  Your Phone Number:  Your Email:
Preferred Pronouns: <input type="checkbox"/> She/Her/Hers <input type="checkbox"/> He/Him/His <input type="checkbox"/> They/Them/Theirs Number of Children:                  Number of Adults: Is anyone in household disabled? Sources of Income: Other agencies you are working with:	Notices received from landlord/attorney/court: <input type="checkbox"/> 3 day/10 day pay or vacate <input type="checkbox"/> Eviction Summons <input type="checkbox"/> Complaint for Unlawful Detainer <input type="checkbox"/> Order to Show Cause <input type="checkbox"/> Payment or Sworn Statement Requirement <input type="checkbox"/> Stipulation and/or Sheriff's Notice
<b>ASSESSMENT</b>	
<b>What are your need(s)? Please add any additional needs under the "notes" section.</b> (Examples: Rent help. Utility Assistance. Move-in help. Financial Literacy Training.) 1. 2. 3.	
<b>What barrier(s) does the client have to Self-Sufficiency?</b> (Examples: I lost my job. There was a sickness/injury. I got divorced.) 1. 2. 3.	
<b>Notes/Additional details you wish for your case manager to know:</b> 1. 2. 3.  <b>Other agencies you are working with:</b>	

Send completed form to [leed@kyfs.org](mailto:leed@kyfs.org) or fax to (253) 859-0745 c/o Lee Durfey