



## **SUSWIN VILLAGE OVERVIEW**

Suswin Village is a 30-bedroom, 3 floor, shared living environment located at 981 Cassells Street in North Bay. The program provides a structured, supportive, and supervised transitional living space. The client care team provides 24 hours of support per day to assist individuals with skill building, developing linkages to community resources and eventually assistance in securing permanent housing.

Suswin Village Transitional Housing is an off reserve Urban Indigenous culturally based therapeutic environment for residents to address the issues that brought them to homelessness. Cultural, mental health and addictions support will be offered on-site as well as life / social skills training and education and employment training.

If you are committed to a better future and are interested in beginning your journey at Suswin Village, please complete Step 1 (attached), the Eligibility Screening Form, to assess whether you are eligible.

If you are found to be eligible, you will be invited to come for a tour; complete an assessment and if found to be a good fit with the program, an intake application.

If there is no vacancy you will be put on the Suswin Village wait list and, when a room becomes available at Suswin Village, you will be contacted.

### **Suitability Criteria:**

- 18 years of age or older
- Be able to live independently with the level of support provided by the program.
- Be able to semi-independently navigate in the community, support will be offered if this is an issue.
- Agree to abide by the Suswin Village rules as outlined in the Resident Handbook, which include no smoking in Suswin Village. Exterior smoking areas will be provided.
- Suswin Village is abstinence based. No drug or alcohol use is permitted.
- Be able to live in a shared living environment and respect the peace and enjoyment of the premises. Conflicts will occur, and your approach must be non-violent/non-threatening while we work through social skill development to address conflict.
- Individuals must participate in individual goal planning, work towards accomplishing those goals, attend appointments and attend any mandatory life skills training, village meetings etc.

We look forward to hearing from you if you have questions or would like further information.

Suswin Village Administrator: Bernice S. Kataquapit

Phone: 705-707-1033 Email: [suswin@nbifc.org](mailto:suswin@nbifc.org)



## Eligibility Screening Form

### Information for referring agencies

Suswin Village is congregate housing with shared common areas with 24-hour staff on site. Residents will be expected to play an active part in the day-to-day activities including household tasks and meal preparation.

Please return the completed Suswin Village Eligibility Screening Form and supporting documents to:

Suswin Village Administrator  
981 Cassells Street North Bay,  
ON P1B 4A7

Telephone: 705-707-1033  
Email: Suswin@nbifc.org

### Primary Eligibility Criteria

- ☐ Canadian Citizen (please include proper proof of citizenship **or** attestation from referral source and referral to ID clinic); **AND**
- ☐ Income falls within the High Need Household category (Annual Income must be below \$16,000 include proper proof of income documents)
- ☐ **AND** Have been a resident of the City of North Bay for at least 3 consecutive months,
- ☐ **AND** Does not own a home or any other habitable residence.

### Homelessness Eligibility Criteria (per the Canadian definitions of homelessness):

- ☐ **Chronically Homeless** - individuals who have been homeless for a long time, usually for a year or more, **or**
- ☐ **Episodically Homeless** - those who move in and out of homelessness 3 times within a year.

For the purposes of eligibility, Homelessness will include:

**Unsheltered – If applicant is unsheltered at time of referral, please indicate in the Part A - Additional Details section on back how contact will be maintained throughout the referral and assessment process.**

- ☐ Living outside (sidewalks, parks, forests, etc.) or in places not intended for human habitation (cars, garages, buildings, shacks, tents, etc.)

#### Emergency Sheltered

- ☐ Emergency shelters for people who are homeless
- ☐ Shelters for individuals/families affected by family violence

#### Provisionally Accommodated

- ☐ Interim housing for people who are homeless
- ☐ Temporary living with other people (couch surfing, staying with family, etc.)
- ☐ Short-term rental accommodation without security of tenancy (hotel room etc.)
- ☐ People in institutional care with no guarantee of permanent housing upon release (hospital, corrections facilities, treatment facilities, etc.)

**\*\*Please complete the basic information for the applicant on the back of this form.\*\***



## Part A: Applicant information

Applicant's last name		Applicant's first name		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other Preferred pronouns:
Apartment number	Current address			Indigenous? Yes / No    Status/Non-Status? D.O.B.
City		Province		Postal Code
Daytime contact number:		Cell #	Email:	
Secondary contact – Last name		First name		Daytime telephone number / other
Current source of income:		Monthly income amount (please include proof): \$		

Mailing address if different from above:

Apartment number	Current address		P.O. Box
City		Province	Postal code

☐ An accessible unit is required (if checked, please provide details below)

Please use this space to provide any additional details regarding the applicant's situation that could impact contact or eligibility:


## Information for professionals providing verification.

You are being asked to complete this Verification Record to confirm that the applicant in Part A meets the eligibility criteria as specified on page one of this package.

## Part B: Referring agency's information and declaration

Full Name		Position/Title
Organization name		Telephone number
Address		P.O. Box
City	Province	Postal code

**NOTE: The applicant's request for Suswin Village cannot be considered without this complete form and your declaration.**

I have a **professional** relationship with the client, and I am eligible to complete this form.

☐ Yes    ☐ No

I have known the applicant for at least 3 months.

☐ Yes    ☐ No

I have reviewed the eligibility criteria outlined in this form, and it is my professional assessment that this applicant meets the criteria for Suswin Village.

☐ Yes    ☐ No

☐ Yes    ☐ N

I am aware of my responsibility in providing this verification and declare that the information I have provided is an accurate account of the applicant's situation.

Signature of verifier

Date signed



### Part C: Declaration and Consent to Disclose

*This section must be completed by the applicant. If that person is unable for any reason to sign the consent or to give a valid consent, the consent may be signed on the applicant's behalf by the parent or guardian, an attorney under a power of attorney that authorizes that attorney to give the consent on the applicant's behalf; or a person who is otherwise authorized to give the consent on the applicant's behalf.*

I declare that I meet the eligibility criteria for placement at Suswin Village Transitional Home. I promise that everything I have written on this form is true and complete.

I understand that all information I give to the Suswin Village Transitional Housing Program, will belong to the North Bay Indigenous Friendship Centre.

I understand that if my referral is successful, my name will be placed on an applicant list, and I will be contacted by the housing provider for a housing assessment. **Acceptance to the applicant list does not guarantee placement at Suswin Village.**

I, \_\_\_\_\_ (name of applicant) hereby authorize and consent to the disclosure to North Bay Indigenous Friendship Centre Suswin Village Housing Program of any information and documents required by the NBIFC for the purpose of verifying the information from this Referral Form and assessing my eligibility for placement on the Suswin Village Transitional Housing applicant list.

\_\_\_\_\_  
Signature of applicant (or person authorized to sign on their behalf)

\_\_\_\_\_  
Date Signed

### Part D: Applicant authorization

*This section must be completed by the applicant. If that person is unable for any reason to sign the consent or to give a valid consent, the consent may be signed on the applicant's behalf by the parent or guardian, an attorney under a power of attorney that authorizes that attorney to give the consent on the applicant's behalf; or a person who is otherwise authorized to give the consent on the applicant's behalf.*

I, \_\_\_\_\_ (name of applicant) am applying for Suswin Village Transitional housing through the North Bay Indigenous Friendship Centre.

I, hereby authorize \_\_\_\_\_, of \_\_\_\_\_  
(Full name of service provider from Part B) (Full name of referring organization from Part B)

to complete this form and consent to the disclosure of any supporting information requested by the Suswin Village Transitional Housing Program to assess my eligibility.

\_\_\_\_\_  
Signature of applicant (or person authorized to sign on behalf of the applicant)

\_\_\_\_\_  
Date signed

#### Completion Checklist

- ☐ Completed Eligibility Screening Form
- ☐ Signed and dated declaration and authorization by applicant (Parts C and D)
- ☐ Signed and dated verification by a qualified referral agency (Part B)
- ☐ Proof of Canadian Status (Birth Certificate/Passport) or attestation from referral source and referral to ID clinic
- ☐ Proof of Income (Recent Notice of Assessment, social assistance stub, pay stubs etc.)

Personal information contained on this form or in attachments is collected, pursuant to the Housing Services Act (2011) Sections 169-176 or the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990, c M.56). This information will be used to determine suitability and eligibility for housing applied to, continuation of housing and the appropriate rent scale and rent-geared-to-income charge. Personal information may be disclosed to housing providers, other municipal or provincial departments and agencies that assist in the provision of social housing and social agencies providing social assistance to the applicant. All applicants must consent to the verification, disclosure and the transfer of information given on this form and attachments by or to any of the above entities and you are required to provide supporting material for the purpose of processing the application.

#### Suswin Village Transitional Housing Program Office Use Only

I have reviewed this application and verified that applicant: does ☐ does not ☐ meet the criteria for placement on the Suswin Village waiting lists as established by the NBIFC for the Suswin Village Transitional Housing Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Completed