

# WOMEN IN TRANSITION

## PROGRAM



## PROGRAM DESCRIPTION

Women In Transition (WIT) provides affordable transitional housing and intensive support services for single, adult, unaccompanied women who are homeless or at risk of homelessness. WIT is not an emergency shelter. Participation in the program may vary from several months to a maximum of 18 months.



### The following criteria are used to determine eligibility:

- At least 18 years of age.
- A reliable source of income sufficient to pay monthly rent and meet other financial obligations: a minimum of \$700/mo NET income and no more than 60% AMI (2025: \$47,220/yr; \$3935/mo GROSS). Acceptable sources of income include: wages from employment, social security benefits (i.e. SSI, SSDI), pension, or verified unemployment benefits continuing for at least four months.
- Must have the motivation and ability to make positive life changes and there must be a good fit between the woman's needs and the level of supportive services offered by WIT.
- Must be able to function in a minimally supervised group living situation without intensive or frequent monitoring.
- If applicant is in recovery from substance use disorder must have 6 months clean time prior to referral.

**Program goals include participants obtaining permanent housing upon exiting the program, maintaining or increasing adequate income to sustain housing and improved sense of self-worth.**

#### **Program services include:**

- Affordable housing and utilities at below-market rates of \$320, \$355 or \$370 monthly.
- Supportive case management in the development and achievement of housing, career, financial, health and personal goals.
- A resource center with computers, Internet access, on-line tutorials, and a library.
- On-site educational and self-improvement workshops, tutoring sessions and social events facilitated by community professionals and volunteers.
- Referrals to appropriate community resources as needed.
- Membership to the on-site co-ed fitness center

## REFERRAL PROCEDURES:

Referring workers must submit their agency's consent for release of information (signed by applicant), a completed WIT program application (link available on website), documentation of applicant's income (either a fixed income award letter, dated within the last 90 days, or her three most recent consecutive paystubs) and a signed case summary on referring worker's agency letterhead. **The summary must include the following information:**

- Strengths and areas of concern.
- Presenting issues (including health, mental health, substance abuse and criminal history).
- Employment information (length of service, position, salary, and schedule).
- If not employed, source of income/amount received (award letters or statements from an awarding agency must have been issued within 90 days of the appointment date).

Email [witreferral@ywcacentralcarolinas.org](mailto:witreferral@ywcacentralcarolinas.org) or fax 704.521.9684 (Attn: WIT Referral). Completed referrals are contacted for intake interviews in the order in which they are received. The client will be contacted directly. Please note, there is often a waitlist for intake appointments and these appointments book about 3 weeks in advance. Appointments are scheduled based on upcoming vacancies and room availability. Incomplete referrals are not placed on the waitlist. The WIT program does not accept self-referrals.

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## INTAKE INTERVIEWS:

Intake appointments consist of two meetings at the YWCA: a 1.5 hour group orientation where applicants learn about the program and receive a tour; a second 1.25 hour assessment. *Please note, orientations and assessments are scheduled based on room availability.* The WIT team staffs all completed assessments weekly and notifies applicants of their status within three business days after their completed assessment. Staff schedule move-ins with *approved* applicants wanting to participate based on the applicant's schedule.

Both meetings are scheduled through WIT staff. These meetings are not on the same day. There are no walk-in appointments.

### **Applicants must bring the following to the first group orientation:**

- Drivers License or Picture ID.
- Social Security card.
- Proof of employment (2-3 most recent pay stubs or a letter of verification, stating start date, hours/wk, hourly wage/salary, schedule and position).
- Proof of income (copy of benefit award letter or statement from awarding agency issued within 90 days of the appointment).
- List of current medications, including milligrams and number of doses per day, printed from pharmacy or doctor's office.

**Appointments are reconfirmed 2 days before the scheduled appointment.** If your client is unable to make it or has changed her mind, please notify the WIT program as soon as possible, 704525-5770, x2501, [witreferral@ywcacentralcarolinas.org](mailto:witreferral@ywcacentralcarolinas.org).

While we understand that the population we serve has many challenges, we expect that applicants will be on time for their confirmed appointments and have all required documents with them. Due to high demand, unexcused and no show appointments are not likely to be rescheduled.

## PROGRAM QUICK FACTS:

### Monthly Rent (including utilities)\*

Single Room without private bathroom	\$320
Single Room with full private bathroom	\$355
Double Room sharing adjoining bath with one neighbor	\$370
Admission Fees (one time only)	
Security Deposit	\$75 (refundable)
Fitness Center Fee**	\$25 (non-refundable)

**Your payment is due upon arrival for move-in.**

*\*The rent for the first month is pro-rated and based on the scheduled entry date.*

*\*\*Covers the cost of a participant's membership until she exits the WIT Program.*

### **Each floor has:**

- A communal bathroom
- A communal kitchen with two stoves, a microwave, a dining and lounge area
- Two washers and two dryers that charge \$1.75 to wash, \$1.75 to dry
- Wifi throughout the building
- Rooms (all rooms are privately occupied, every participant has her own room):
  - Rooms are furnished with a desk, desk chair, wardrobe, twin bed and dorm-sized refrigerator
  - Participants may bring a TV. There are no cable hook-ups in the rooms but there is WiFi throughout the building.

## INTAKE Q&As:

**Where do referrals come from?** Referrals come from sources such as emergency and domestic violence shelters, substance use treatment programs, hospitals, and mental health facilities. We do not accept self-referrals or referrals from family members or friends.

**When are facility tours held?** Tours of the facility and the living quarters are conducted during the intake process. Tours are not scheduled outside of intake interviews.

**Once I complete my referral packet, how long will it take for me to get an intake appointment?** Completed referrals are contacted for intake appointments in the order in which they are received. There is a wait list consisting of completed referrals. This is the longest part of the process and depends on how many applicants are on the wait list.

**How long does the intake appointment take?** Intake appointments consist of two, separate meetings at the YWCA: a 1.5 hour group orientation where applicants learn about the program and receive a tour; a second 1.25 hour assessment. These are scheduled through WIT staff.

## DRUG & ALCOHOL POLICY

WIT is a dry program, no alcohol or prescription drugs *without a prescription* are allowed on residential floors. Illegal drugs are not allowed on property. A third of program participants identify as in recovery from substance use disorder.



## SMOKE-FREE POLICY

Smoking is restricted to one designated smoking area in the parking lot. Smoking in participant rooms or elsewhere in the facility can result in immediate termination from the WIT Program.



*"The program helped me more than words can express. It took me places and showed me things about myself and, most importantly, eliminated things in my life that meant me no good."*

-- WIT Program Graduate

**For general program information or to cancel an appointment, contact:**

**YWCA WIT Administration**

**704.525.5770, ext. 2501**

**[witreferral@ywcacentralcarolinas.org](mailto:witreferral@ywcacentralcarolinas.org)**

**YWCA Central Carolinas**

**3420 Park Road Charlotte, NC 28209**

**704-525-5770 • [ywcacentralcarolinas.org](http://ywcacentralcarolinas.org)**

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