

Transitional Living Center

Drug Testing Procedures

1. During each application process, the Intake and Eligibility Staff will explain the TLC Drug Testing Procedures form and have the applicant sign the document and make sure that they understand our drug testing procedures to get into TLC.
2. When a TLC unit becomes available for a potential applicant, the TLC Case Manager/Coordinator will contact the applicant by phone. The TLC Case Manager/Coordinator will then notify the applicant that they have one hour to come to the Salish Kootenai Housing Authority to submit to a drug test.

Exceptions to Drug Testing:

- a. If an applicant is still in jail or they are currently in a Pre-Release Facility.
3. Drug Testing will be witnessed by Salish Kootenai Housing Authority Staff.
 4. If the potential applicant does not have any type of transportation to come in and submit to the drug test, the TLC Case Manager/Coordinator will provide transportation for the applicant as long as they reside a reasonable distance from the Salish Kootenai Housing Authority.
 5. If the applicant refuses to submit to a drug test or they do not show up within one hour for their scheduled UA, said applicant will be removed from the TLC eligibility list and applicant must re-apply for TLC services.
 6. If the applicant fails the drug test they will be removed from the TLC eligibility list and future applications will comply with SKHA Drug and Criminal Policy and Re-applying for Services Policy for other SKHA services.
 7. If the applicant passes his/her drug test the TLC Case Manager/Coordinator will then provide the applicant with a move-in date and a time to review the Policies and Procedures of TLC within 5 days of the drug testing procedure.
 8. The applicant further agrees to random drug testing at the discretion of SKHA while being a guest at TLC.

Signature

Date

Signature

Date

Intake Eligibility Staff

Date