



Housing Insecurity Program Guidelines

Recognizing the need for student to have adequate resources in order to complete a timely graduation, the Housing Insecurity Initiative aims to provide students who are displaced at any point during the academic year. Emergency housing will provide short-term housing to students and is not designed to be a permanent solution. Emergency housing will be supplied for up to 30 days year-round. Students may qualify for a meal plan while participating in the program. Students must meet with the Emergency Housing Case Manager (Kim Ortiz, Office of Student Conduct) on a weekly basis to discuss plans for addressing insecurities and meeting basic needs. Acceptance into the program will be based on availability and assessed by the respective community directors. Students participating in the program must also abide by all existing rules set forth by USA Housing and student conduct policies. Emergency housing is only able to accommodate individuals. Conduct history will be reviewed on a case by case basis to determine eligibility for the program.

Student Eligibility

- Students must be enrolled at the University of South Alabama for at least the fall and spring semester.
- Students must have been exhausted all financial aid for the year.
- Student must be homeless (i.e. living in a car, temporarily living with a family member or friend, living in a shelter, etc.)
- Student must be able to demonstrate their qualifying emergency.

Application Process

- Student must turn in completed application along with proof of enrollment to Kim Ortiz in the Office of Student Conduct
- If selected for temporary housing, the student will meet with USA Housing to begin to begin Housing application process. Students will be held to all rules and regulations imposed by USA Housing and Student Conduct policies.

Students will be notified by Kim Ortiz in the Office of Student Conduct.

Questions may be directed to the Dean of Students' Office, Student Center Suite 245, 251.460.6172

Emergency Housing Procedures

I. Application:

- a. Applications for emergency housing must be turned into the Office of Student Conduct to Kim Ortiz to be considered for the Emergency Housing Program. Applications will be reviewed within 5 days. Decisions will be rendered by email from the Dean of Students. Students will have 3 days to accept the offer for temporary housing.

II. Housing

- a. USA Housing will be in charge of coordinating the actual space for the emergency housing program
- b. Will need: space coordinator, meal coordinator, contact for housing director, check-in coordinator.
- c. Students will fall under the supervision of the Residential Advisors on the respective halls.
- d. Students will be required to meet with Kim Ortiz at least once a week to assess need and plans after the housing term is over.

III. Check-Out

- a. Students will be notified at least 5 days before their housing term is completed with a notice to vacate.
- b. Failure to vacate will result in legal action.
- c. Students must move out by 5pm on the day of end of their term.