



Referral Form Overview

DePaul Community Services - 55 and Over Supportive Housing Program

UPDATED 4/13/2023

Thank you for your interest in our Supportive Housing Program. The following information will outline the referral process, criteria and how to submit your referral.

Referral Process: Once your referral is received, it will be reviewed to ensure initial eligibility criteria is met. Referral agent listed on your application will be contacted to schedule a time to conduct a screening in person at the Port Byron Apartments. After review of your referral and information gathered at the screening a decision will be made and referral agent will be notified.

Eligibility Criteria: Any person who is age 55 and older, who is enrolled in Medicaid, has documented proof of a chronic condition, and requires assistance with one or more activities of daily living or instrumental activities of daily living.

Eligible persons are referred from:

- A Skilled Nursing Facility (SNF)
- or** - Identified as homeless by a Health Home, hospital, Managed Care Organization (MCO), medical respite, Managed Long-Term Care (MLTC), Performing Provider System (PPS), or shelter.

The program's definition of homelessness has been broadened from the traditional definition to include those who are inappropriately housed in an institutional facility and can safely live in the community and those who are at risk of homelessness or not stably housed.

Applicant must meet eligibility requirements of the Low-Income Housing Tax Credit Program. Income and occupancy requirements apply.

This is a housing program for people who have significant independent living skills. All units are full apartments. Tenants will need to be able to prepare meals and take medication on their own, or with supervision from outside services, set up prior to admission. Tenants are expected to be able to toilet themselves.

Case Management staff will only be on site during daytime hours. Front desk coverage is provided on the overnight shift. This coverage is provided by a security company and is in place to monitor the building grounds and evening activities. Security will not prevent people from leaving or provide service.

Completed referrals can be submitted:

- In Person/Mailed: Program Manager, 27 Church Street, Port Byron, NY 13140
- Email: portbyron@depaul.org
- Phone: (518) 267-1150 - Fax: (315) 776-3111

Please contact the Port Byron Apartments if there are any questions.