Columbus Scholar House for Former Foster Youth: Program Application Process

1. **PROSPECT INTEREST.** Former Foster Youth Students that are interested in participating in the Columbus Scholar House for Former Foster Youth program will submit a Guest Card to CPO Management (910 E. Broad Street, Columbus, Ohio). This can be done in person, by mail, email, or online at http://www.cpoms.org/properties/guestcard_csh.aspx CPO Management will refer you to Urban Strategies to discuss the Scholastic Application with you.

2. **SCHOLASTIC APPLICATION/SUBMISSION.** You will be emailed the Scholastic Application. The Scholastic application includes the Columbus Scholar House for Former Foster Youth Resident Handbook, requests Program-specific information and outlines the essay requirement. **Note:** The Scholastic interview will not take place without the following required documentation:

   - ⌂ Scholastic essay
   - ⌂ Transcript (with current GPA) or Diploma for 1st year students
   - ⌂ Current college course schedule
   - ⌂ Letter of referral/recommendation for the Program
   - ⌂ Letter of verification for former foster care status

3. **SCHOLASTIC INTERVIEW.** Once you submit your completed Scholastic application, including essay requirement, you will be scheduled for a virtual interview with the Columbus Scholar House for Former Foster Youth Scholastic Advisory Board. Results of Scholastic interview will be reviewed and Program eligibility determined.*

4. **HOUSING APPLICATION/SUBMISSION.** You will be scheduled for an in-person Housing application appointment at 910 E. Broad Street Columbus, OH 43205. You will complete the CPO Housing application, CMHA pre-qualification application with the CPO Leasing Professional or Property Manager. **Note**: Housing application cannot be accepted without the following documentation:

   - ⌂ $25 application fee per adult, not to exceed $50 (money order only)**
   - ⌂ Original birth certificates & Social Security cards for all household members
   - ⌂ State-issued photo ID for all adult household members

5. **PRE-APPROVAL & CMHA INTERVIEW.** When your housing application has been pre-approved by CPO, you will receive notification from the CPO Leasing Professional or Property Manager. You will be contacted by a representative of CMHA to schedule a phone interview.

6. **APPROVAL.** Once verification of the information on your Housing application is received and approved by CPO and CMHA, you will be issued a Section 8 Project Based Voucher from CMHA and an inspection will be scheduled for the unit.

7. **LEASE SIGNING.** Once your unit passes inspection, you will be contacted by the Property Manager to schedule your lease signing! You will need to bring a money order for your security deposit ($650.00)*** and first month's tenant rent as determined by CMHA.

We value your time and sincerely appreciate your patience throughout the Program approval process. The standard timeframe from initial interest to lease signing is 4-5 weeks. We look forward to serving you as a Columbus Scholar House participant.

Acceptance or rejection from the Columbus Scholar House for Former Foster Youth Program does not preclude your eligibility in applying for other CPO-managed housing.
Application fees will be waived during initial Lease Up
***Letters of guarantee or payment plans are acceptable for security deposit at time of lease signing*