



1730 Berkley Street Elgin, IL 60123

[www.padsfelgin.org](http://www.padsfelgin.org)

## **Initial Screening Process**

**PADS of Elgin offers two programs:**

### **1) Shelter Program**

The Shelter Program operates 365 days and nights, providing 24/7 safety and security to men, women, and children. In a single congregate facility, separate sleeping quarters are designated for men, women, and families equipped with mattresses and fresh linens. Guests have access to showers and laundry facilities, clothing and hygiene products, as well as three daily meals. In addition to overnight and day shelter, PADS provides comprehensive case management service to individuals and families. Case managers work with each guest to create an action plan that addresses their individual needs. Case managers will work with guests to connect them with necessary services such as money management and financial literacy, life skills, counseling, housing referrals, mental health assessments, substance abuse support, advocacy, employment, and educational opportunities.

### **2) Drop-in Lobby Program**

Any member of our community can come to the PADS of Elgin lobby seven days a week between 7:00 AM and 9:30 PM for a meal, clothing, hygiene products, water, free WIFI, or to get out of elements. There are no rules regarding community connection to access these services.

**CRITICAL INFORMATION: PADS of Elgin does not provide same-day admittance to our shelter program.**

While anyone can access food, clothing, and hygiene products in our lobby, overnight shelter is not available the same day. Our process requires:

- The person seeking shelter must personally complete a screening (phone or in-person) - only available when space exists
- A background check and determining if the guest is appropriate for our program
- If no space is available, individuals are asked to call back in a few days

**A potential guest must be able to show a community connection to our service area, which includes:**

- Elgin Township
- Portions of Rutland Township
- Entire U46 school district
- Hanover Township
- Dundee Township

**Methods of proving community connection:**

- Official mail (bill, pay stub, etc.) / NOT junk mail.
- Driver's License or another photo ID (if not state issued ID, must have birth certificate as well).
- Job (must be able to show two pay stubs proving they are still employed).
- A hotel stay of 30+ days in a row. Must provide all receipts.
- Undocumented immigrants must show community connection



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**Unfortunately, we cannot shelter the following:**

- Sex offenders
- Violent Criminals
- Individuals who are NOT ambulatory

**We prioritize the following:**

- Veterans
- Families with children

Survivors of Domestic Violence DO NOT NEED TO SHOW A COMMUNITY CONNECTION. Please call PADS of Elgin to facilitate sheltering a survivor of DV.

**PADS of Elgin**  
Monday-Friday  
8:30 AM - 5:00 PM  
847-608-9744

**Case Manager**  
Monday- Friday  
8:30 AM - 4:30 PM  
847-999-6205

**Bilingual Case Manager**  
Friday – Tuesday  
7:00 AM – 3:00 PM  
847-999-6206

**Shelter Care Coordinator Hotline**  
Weekends and after  
5:00 PM during week  
847-999-6210

**Information needed from a potential guest. *Please note, the person seeking shelter MUST complete the initial screening. We have multiple bilingual staff members who can complete an initial screening in Spanish.***

- Full name (first, last, and middle initial)
- Full address on the current photo ID even if it's expired.
- Birthdate
  - Guests must be 18+ to come to the shelter.
  - Guests under 18 MUST BE accompanied by their parent or guardian.
- Reason for seeking shelter.

**Next Steps after initial screening**

- If space is available, the file goes to the Case Manager to complete a background check and ensure the guest is appropriate for our program.
- A Case Manager will attempt to contact the potential guest. If the person does not answer, the case manager WILL leave a message. (Please be sure to note your preferred method of contact: phone call, text, or email.)
- The person has 24 hours to return the call and let the case manager know if they still need shelter. If the person does not call back within 24 hours, the Case Manager will move to the next person seeking shelter.
- The Case Manager will explain the shelter program and rules. The Case Manager will invite the guest to the shelter and complete the intake process.
- Guests should plan to stay in shelter the same night as their intake.