



STAFF House Maternity Home

Shepherds That Attend Father's Flock, Zechariah 11: 4-7

PO Box 12661 New Bern, NC 28563 252-633-HELP(4357)

www.staffhouse.org letushelp@staffhouse.org

APPLICATION PROCESS:

Thank you for your inquiry about STAFF House Maternity Home. STAFF (Shepherd's That Attend Father's Flock) House is licensed by North Carolina Department of Human Services. STAFF House does not discriminate on the basis of race, creed, religion, or handicap conditions. We comply with the Civil Rights Regulations.

Please furnish all requested information in your packet. Your completed packet may be mailed to the address listed above. Please return all the following so that our Admission Staff can evaluate your application.

Completed referral statement from your pastor, counselor, social worker, parent, guardian or other adult who is familiar with your situation and in whose opinion STAFF House's residential program would be of benefit.

Copies of your medical records verifying the pregnancy and all treatment received to date. This must include completion of the included "Confirmation of Pregnancy Form" and results of the initial and/or other pelvic examinations. It is not necessary that you have had a pelvic examination. Please include results of all tests. We may require a drug test but that will be on a case-by-case basis.

If your doctor releases your records to you, you may then send them without having to use the included Release of Information Form. However, if your doctor prefers to release them to STAFF House, please complete the name, address, and phone number of the doctor or agency you are currently seeing. You must have a parent or legal guardian sign the form if you are a minor. Also, a witness must also sign the form at the time it is signed by you or your parent /guardian.

Your emergency contact information, a name and phone number PLUS your current address and phone number where you can be reached.

After receiving your completed packet, an interview will be arranged. Please bring at that time a **Photo ID**. The decision to accept is made by the Admissions Staff and depends upon available space and a willingness to abide by our guidelines which will be discussed with you and which are included with your application packet. Ability to pay is not an admission criterion.

If you are less than 18 years old, your parent(s), custodial parent if they are divorced or remarried, or legal guardian(s) will need to come with you to the Home for your admission interview so that forms can be signed allowing you to stay at the Home if you are accepted after the interview with the Admission's Staff.

The following documents do not need to be returned with your application packet and are not necessary to evaluate your application. However, after you are informed that you are eligible for admission the following must be received prior to or on the date of your arrival for your admission interview.

The documents include the following so that you can be enrolled in school or obtain your GED and apply for eligible assistance: **Birth Certificate (Original or Embossed with State Seal—no copy)**, **Social Security Card**, any income, such as Social Security benefits, child support, job income, DSS assistance, etc.

Less than 18 AND NOT A HIGH SCHOOL GRADUATE: Immunization Record, School Withdrawal Form, transcripts, and status of proficiency exams from your current school in a sealed envelope. There are also parental consent forms that need to be signed and notarized.

18 and older AND NOT A HIGH SCHOOL GRADUATE: You will be enrolled in classes so that you may obtain your GED, or desire to return to High School. For Adult High School Diploma, you will need high school transcripts in a sealed envelope.

High School Graduate OR YOU HAVE EARNED YOUR G.E.D.: You may enroll in college or correspondence courses or pursue employment within guidelines established by STAFF House.

Thank you for considering us. It is our prayer that God will be with you and your family and loved ones during this time. If you have any additional questions or need additional information, please call 252-633-4357.