

HOW TO ENROLL

FOLLOW THE 3 STEP ENROLLMENT PROCESS

STEP 1: Applicant/Participant that wants to enroll

- Perspective applicant goes to Sheriff internet site for application and Instructions
- Follow instruction on Sheriff web page to include
 - Complete application and print it out
 - Prepare any documents that will be used to provide proof of age (CA ID/ Birth Cert./ School Transcript/ Court Order)
 - Once the application is complete and documents are available;
 - Schedule Interview with Community Works, One-Family Counselor at:
 - **1(415) 575-4459 (Please leave a message with call back information)**
- Parent/ Guardian must attend interview with One-Family Counselor
- Bring Parent/Guardian, documents and application to the interview

STEP 2: The Interview Process

One-Family Program

- A One-Family Counselor will schedule an interview with you to aid in the approval process.
- Based on the interview, One-family will provide their findings to the Custody Administration for final approval.

Custody Administration

- Collect Application
- Confirm Minor and Parent/Guardian authorization
- Review proof documentation

STEP 3: Application Processing (Custody Administration)

- Collect and review required documentation
- Obtain inmate signature to confirm that the parent/guardian approves of visits
- Review One-Family recommendation
- Provide instruction and work with applicant to complete application on a case by case basis
- Approve/Deny Application
 - Approved Application
 - Notify Applicant and Parent/Guardian that application is approved
 - Forward applicant information to Renovo so that visits can be scheduled
 - Denied Applications
 - Applicant and Parent/Guardian is notified
 - Applicant is informed that they can appeal w/in 30 days of notification
 - Review applications on appeal

Note: The application process can vary from case to case. To be approved, the process can take from 5 days to 2 weeks.