

March 7, 2022

**Attention: Provincial Correctional Centre Staff**

**RE: Admittance Criteria for YWCA Prince Albert Our House and Central Avenue**

This procedure applies to anyone being referred from the Pinegrove Correctional Centre and the Prince Albert Correctional Centre.

Both the applicant and a staff member must fill out the attached application forms.

**Women only** are to submit their application to Central Avenue by fax at 306-763-8165 or by email to [deberno@ywcaprincealbert.ca](mailto:deberno@ywcaprincealbert.ca).

**Women only** are to submit their application Our House by fax at 306-922-6196 or by email to [tonyakleinert@ywcaprincealbert.ca](mailto:tonyakleinert@ywcaprincealbert.ca).

All applicants requesting residency at any YWCA Prince Albert facility must provide information regarding completed programming. If there is a history of drug and/or alcohol abuse, the applicant must show what they are currently doing and have done in the past to address these issues. The attached application form must be filled out and faxed or emailed to YWCA Prince Albert. The application must arrive at YWCA Prince Albert during regular office hours. Once the application is received at YWCA Prince Albert, referring staff will be contacted to verify the information and determine eligibility.

Each application will be reviewed, and suitability will be determined. YWCA Prince Albert reserves the right to refuse any application. The staff and the applicant will be informed of the decision through the original method of submission and be given the reasons and/or conditions that will apply.

Sincerely,

**Donna Brooks**  
Chief Executive Officer  
YWCA Prince Albert

**Application for residency for an individual being released from a provincial correctional facility.**

**Inmate Section**

Pinegrove Correctional Centre

NAME:

DATE OF BIRTH:

EXPECTED RELEASE DATE:

CURRENT CONVICTION AND LENGTH OF SENTENCE:

PROGRAMMING COMPLETED EITHER WHILE INCARCERATED OR PRIOR TO:

PLANS UPON RELEASE:

IF YOU HAVE A DRUG OR ALCOHOL PROBLEM, WHAT ARE YOU CURRENTLY DOING TO ADDRESS IT, AND WHAT DO YOU PLAN TO DO UPON RELEASE?

This application will include contact with correctional staff about your behavior while incarcerated, any addictions issues and willingness to address them, and your general attitude towards changing your current lifestyle. All information is confidential. *Typing your name serves in lieu of a signature.*

Inmate Signature

Date

**Our House: Fax 306-922-6196; email [tonyakleinert@ywcaprincealbert.ca](mailto:tonyakleinert@ywcaprincealbert.ca).**

**Central Avenue: Fax 306-763-8165; email [deberno@ywcaprincealbert.ca](mailto:deberno@ywcaprincealbert.ca).**

**Referring Staff Section**

Someone from YWCA Prince Albert will be contacting you regarding this referral to determine suitability for residency and/or the decision regarding residency.

Name:

Position:

Phone Number:

Fax:

Email:

Signature:

Date:

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