



Dear Parent/Guardian,

Your application may be submitted online at www.hopeharborinc.org, or you may download an application to complete. **The following additional documents are required before your application can be processed.**

You may submit these by email, fax or mail:

___ **Youth Questionnaire** completed by your child.

___ **Educational Records:** Transcript, discipline record, testing scores, IEP complete with MEEGS if applicable. Signed Release of Information for your child's school.

___ **Mental Health Records**, as applicable: Any/all psychological and neuro-psychological evaluations and testing. Assessment and discharge summaries for all inpatient stays. Progress summary with recommendations from your child/family's current therapist (s). Signed Release of Information for your child's therapist(s).

___ Copy of your child's **birth certificate and immunization record**

___ Copy of **any legal documents involving your child** (divorce decree, adoption decree, etc), including visitation schedule and custody information if applicable.

___ Copy of **service plans from OJA and/or DHS**, if applicable. Signed release to any relevant workers involved with your child or family.

*Once your application **and all supporting documents** have been received, you will be contacted within one week. If we believe our program may be a good fit for your family, we will schedule an interview with you and your child. Your family will be notified of our decision within one week of the interview. We may request additional information, refer you to other services, or accept your family into our program. In some situations, we may offer conditional acceptance. Acceptance may mean reserving a spot our waitlist until placement is available. Your first month's fee secures your family's spot on the waitlist.*

Prior to admission or placement on the waitlist, we will need:

___ A copy of your tax return for the most recent year (used to determine your monthly fee).

Prior to admission, we will need:

___ A copy of your child's social security card.

We are deeply committed to providing assistance in your search for services. Although this process requires significant time and effort, it is essential. If our program is not the best fit for your family, we will provide referrals. If you have questions, please contact our Admissions Coordinator at 918-343-0003x224 or by emailing admissions@hopeharborinc.org.