

LCDAC Recovery House Scholarship Application Guide

For Correctional Facilities

1. Go to <https://www.lancastercountypa.gov/2953/Recovery-House-Scholarships> for the required documents.
2. Review SF1 to see if the client is eligible for the scholarship
 - a. **If they are eligible**, then continue with the following steps
 - i. SF1 does not need to be included with the application paperwork
3. Complete SF2
 - a. Make sure that all parts of the application are filled out and signed and dated.
 - b. LCDAC must know what recovery house the individual is planning to go to, as well as the address of the house.
 - i. If no address is given for the house at the time of application, please communicate this when sending the application paperwork over. Once an address is known and given, please communicate this to LCDAC via email.
 - ii. For a list of approved recovery houses, refer to SF9 Recovery House Directory
4. Complete SF4 (**The scholarship recipient is required to meet with a case manager embedded in an outpatient clinic in Lancaster at least once every 2 weeks to stay on the scholarship.**)
 - a. You will set up the case management appointment with the client.
 - i. Please refer to <https://www.lancastercountypa.gov/DocumentCenter/View/17466/Getting-Help-2025> for a list of case management providers that the individual can go to. **Their information is listed at the bottom of the brochure in all blue text.**
5. Complete SF5
 - a. Check the box(es) for the facility/facilities that you will try to connect the individual with for case management.
 - b. DO NOT put the recovery house information on this form. **This consent is for case management only.**
6. Complete SF10
7. Complete SF11
 - a. This will allow LCDAC to communicate with you regarding the status of the individual's application.
8. Complete SF14
 - a. This will allow LCDAC to communicate to the recovery house about the scholarship application.
9. Send all completed documents to DrugAlcohol@lancastercountypa.gov

Once all paperwork has been received, the application will be reviewed, and a determination will be made within 2 business days. If more information is requested, an LCDAC staff member will reach out to you