

HOUSE GUIDELINES AND EXPECTATIONS

This transitional house is a safe and sober living environment designed to promote a faith based, Christ-centered transition into the community. A transitional house is not a program, but may be a next step for people that have completed a long term program. A transitional house allows time for a person to find work, save money for deposits needed for independent housing, and practice their recovery plan in a “real world setting”. This may take a different length of time depending on each client’s background. Traditionally this should take around six months. Below you will find an explanation of what we expect of every guest from a recovery and financial perspective. All of the guidelines listed below are for the protection of every individual guest and the house community as a whole. We wish you God’s best as you begin this new journey. You must be able to document at least 30 days clean time and pass a drug test upon moving in.

1. Upon admission you will review with the house coordinator and The Lexington Rescue Mission Outreach Center Social Worker/Case Manager any discharge treatment or ongoing plans from your previous treatment provider or current counselor. It is your responsibility to follow that plan. In the absence of a plan the house coordinator and the Lexington rescue Missions Outreach Center Social Worker/Case manager will design a plan with you.
2. Total abstinence of any illegal substances, drugs or alcohol, scheduled or narcotic medications and medications that will show up on a drug test is expected and required. A list will be provided and if you have any questions it is your responsibility to ask the Coordinator.
3. You may not bring any illegal substances, drugs or alcohol onto the property. No scheduled or narcotic medications will be allowed, and no medications that will show up on a drug test. You are responsible to let the house coordinator know of any prescription medications you are on and it is your responsibility to take the medication as prescribed.
4. If you relapse or choose to use any of the listed banned substance, you will be required to move out of the house immediately for a minimum of 30 days. Provided you can show evidence of sobriety and that you are working a consistent program of recovery you may reapply for admission after 30 days. There are no guarantees, and it would be on a bed available basis.
5. Any drug court or other legal agency referred clients are under the court/agency rules as well as house rules. The house Coordinator and/or our social worker/Case Manager will be in communication with personnel and/or probation officers

- concerning your recovery/transition progress. If other agencies entrust us to help a resident with their recovery/transition then we are accountable to that program.
6. If you violate any of the guidelines you must accept and complete the resulting consequences. If you are removed from the house and any pre-payments will be forfeited.
 7. You must adhere to curfew guidelines: Sunday – Thursday 11:00pm Friday and Saturday 1:00am. You must request a curfew extension from the house coordinator for work related or required treatment related issues only.
 8. You must adhere to your continuing care plan and have weekly meeting sheets signed
 9. You may not enter other guest's rooms or personal space without their permission.
 10. Stealing, gambling, or participating in any illegal activity will result in eviction.
 11. You will be responsible for any damage to the property in the control of the Lexington Rescue Mission, or belonging to any other guest.
 12. Your administrative fee is paid in advance and due weekly and is due at the weekly house meeting. Your first payment is due prior to you moving in. If you wish to adjust your payment schedule to coincide with work pay periods you must submit your request in writing to the coordinator and acquire approval. Failure to make timely payments can result in eviction. Specific penalties for late payments are as follows:
 - i. 1 week late: \$25.00 late fee* is assessed to each late payment
 - ii. 2 weeks late (\$150.00 or more past due) 7 day notice to vacate
 - iii. 3 weeks late: resident moves out of the house

*Late fees may be waived if house coordinator and supervising Director have approved special pay arrangements in advance of weekly house meeting.

**** Addendum to Administrative fee**

If you are unemployed when you enter the Transition House, you must still pay the \$75.00 administrative fee at the first house meeting of your stay. Grace will be given for the next six weeks while you are looking for employment. You will not incur any debt, and the fee payments will resume on week 7.

If you are employed when you enter the house, we strongly urge you to use your six week grace period at the end of your stay to help you in your transition.

You may also use your six week grace period a week at a time during your stay if you have a week that you are not able to meet your fee requirement.

However; if you use the grace period during the first ten weeks or during any period that you are unemployed, you must apply to volunteer 10 hours per week in one of the mission's locations.

13. Attendance at nightclubs or bars is forbidden.
14. No act or threat of physical violence is permitted.
15. You should pursue and gain full time employment as soon as possible. If you have not obtained full time employment within two weeks of residency, you will be required to meet with the coordinator and the supervising Director to discuss your options. If you are on SSI/SSDI or any other disability or pension, you will be required to do some form of volunteer work at a non-profit for 20 hours per week.
16. Employment must be approved by house coordinator and fit your transition plan.
17. You are required to attend two to four recovery meetings per week depending on your background and in agreement with the house coordinator. It is your responsibility to get transportation. (NA, AA, CA, CR, Open Share Group, CR 12 step studies, or other Christian or 12 step programs approved by the coordinator, and Supervising Director. At least one meeting must be a Christian based recovery meeting.)
18. Attendance at one Church worship service per week is mandatory.
19. You must attend weekly house meetings.
20. If you need medical or psychiatric assistance we will provide a list of professionals for you. It is your responsibility to continue any therapy you need and set up your own appointments and payment arrangements.

21. You are responsible for obtaining a sponsor, accountability partner, or mentor within four weeks of your first day of residency. You must meet weekly with them. They are welcome and encouraged to visit the house and periodically attend house meetings. If you are having trouble finding someone, speak with the house coordinator and they will help.
22. Guests must agree to submit to random drug tests at any time determined by the house coordinator. Failure to submit to testing is grounds for immediate eviction.
23. Chores will be assigned by the house coordinator and are to be completed in the time assigned and to the satisfaction of the house coordinator. Each guest is responsible for their own room. The coordinator will conduct room checks at their discretion. Each resident is responsible for cleaning up after themselves. If a guest is not doing their chore there will be consequences assigned.
24. No overnight visitors will be allowed except for children of the residents, with prior notice to and approval by the coordinator.
25. Visitors are limited to two at a time, for a total of two hours per week, and are restricted to the designated public room. An appropriate physical distance must be maintained at all times.
26. Overnight passes may be requested with a minimum of one week's notice to the house coordinator. Passes are allowed for family visits only.
27. There are consequences for our actions both good and bad. Therefore, everyone all need to maintain a spirit of willingness when we are given suggestions, consequences, or a plan of action to keep us on the road to a successful transition.
28. Living in this transition house is a privilege, not an entitlement. In order for the house to be safe for all guests a spirit of cooperation is critical. You are encouraged to enter this living environment with an attitude of humility and gratitude for this special opportunity. If you want respect, give respect. If you want trust, build trust.
29. The coordinator is not a guest, and has different guidelines and expectations and is accountable to the supervising Director. If a guest has a concern about the Coordinator, a meeting can be arranged with the supervising Director.

APPLICATION FOR RESIDENCY

Name: _____ Date: _____

Address: _____ Date of Birth _____
*This information needed for background inquiries only
Social Security # _____

Phone: _____ E-mail _____

Current Living Situation _____

Requested Move in Date: _____

Emergency Contact: _____
Relationship: _____ Phone: _____

Briefly describe why you want to reside at the Lexington Rescue Mission Transitional House: _____

Do you attend Church? Yes [] No [] If yes, Where: _____
How long: _____

Are drugs and/or alcohol an issue in your life? Yes [] No []
If yes, what is you're sobriety/clean date: _____
Do you have a sponsor/mentor/counselor? Yes [] No []
If yes, Name: _____ Phone: _____
Briefly describe your recovery plan: _____

Have you ever been convicted of a crime? Yes [] No []

If so please explain: _____

If yes, do you have any charges pending? Yes [] No []

If yes, briefly describe your legal situation _____

Probation Officer: _____ Phone: _____

Other social service agencies, courts or organizations you are currently working with:

Agency

Contact

Phone

Special health needs, or accommodations:

Do you have a financial sponsor? Yes [] No []

Organization: _____

Contact: _____

Phone: _____

*Current Medications:

1. _____

2. _____

3. _____

4. _____

*Please note medication restrictions in the guidelines and expectations section above

Comments: _____

I acknowledge that I wish to reside at the Lexington Rescue Mission Transitional House, a Christian, sober living environment that promotes recovery, community transition and spiritual growth. I am entering into this living arrangement of my own freewill, without force or coercion. I understand that this is not a “program” and have read and agreed to abide by the above guidelines and expectations and that committing infractions of those guidelines and expectations may result in immediate removal from the house.

I understand that the house Coordinator, supervising Director, and/or Social Worker/Case Manager may need to discuss the details of my transition as pertains to my living situation and with third parties involved with my transition such as other Social Workers/Case Managers, Drug Court, and Probation/parole officers. This includes, but not limited to, any information obtained from or pertaining to: random drug test results, behavioral problems in the house, program violations, or plans of action.

By my signature below, I consent to the release of the above listed information, and/or documents and that I have read and understood the guidelines and expectations and that any violations of those guidelines and expectations may result in my immediate removal from the house with no refund of my administrative fee. I also assert that all of the information on the above application is correct. I give permission for the Lexington Rescue Mission to run a criminal background check and any other investigation into my background to insure the safety of the other guests, and to validate the application information.

I am in agreement that I am a guest of the Lexington Rescue Mission Transitional House and that I have no expectation of privacy. The house Coordinator or supervising Director may have access to my personal possessions to check for banned items at anytime, and possession of any banned item may result in me being asked to leave the house immediately. As a guest, I am not paying rent, and do not have any tenant rights.

Guest Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

I have reviewed this application and have set up an interview for:

Date _____ Time: _____ Coordinator: _____

I have approved this guest to join the community Yes [] No []

Their move in date is: _____

They have paid their first weeks administrative fee in the amount of: _____

I have attached a copy of their Id, and social security card Yes [] No []

I have attached a copy of their criminal background check Yes [] No []

I have attached a copy or their pre-entry drug test Yes [] No []

I have attached documentation confirming their 30 days clean time Yes [] No []

I have set up an appointment with the Lexington Rescue Mission Outreach Center Social Worker/Case Manger: Date: _____ Time: _____

I have opened a HEART file for this guest Yes [] No []

I have given the guest a copy of the House Guidelines and Expectations Yes [] No []

Coordinator: _____ Date: _____