

Policies & Procedures

Money- Your finances are managed through a case plan to ensure compliance

- 30% of Paycheck for personal spending (groceries, transportation, necessities)
- 20% of income into the program for expenses
- 40% of income into a savings account
- 10% goes to tithe (church or charity of your choice)

Work Schedule/Rules

- Must be turned in at weekly case plan or on the day received
- Changes communicated to the program manager
- No working at restaurants that serve alcohol, convenience stores, clubs, or bars. No pet sitting or babysitting outside of regular working hours.

Discipline

- 3 write-ups are an automatic dismissal & Not adhering to the rules automatically dismissal
- Write-ups- discipline
 - Lying (lead group devotion to integrity)
 - Missing crew few (early wake-up - make the coffee)
 - Chores (must be completed before work vs any time in the day)

Daily Routines

- Wake up 7 am / dressed & Breakfast
- Beds made by 8 am Devotion
- Work - (If you do not have employment, start submitting at least 6-8 applications in a regular workday time frame showing your actively seeking employment.)
- 2 hrs a day on education/career goals
- Curfew 9 pm if working or at other approved activity
- Lights out at 10 pm

Prayer & Devotion Time offered times led by Director or Volunteer

HOUSE RULES

- Always speak from a place of love and encouragement. Let's lift one another up without judgments. We are all perfectly flawed!
- When taking phone calls, be mindful of others and continue your call outside of the house.
- Bring your belongings with you when taking showers, and take everything back to your room, including shampoos, conditioners, clothing, trash, etc.
- We are all grown adults,, so please pick up after yourselves. This includes washing any dishes you use and putting them up.
- There will be no overnight stays unless we have the address and phone number and speak with the individual two weeks in advance. If we do not feel it's a safe place for you to take a home pass, we will deny it. This is for your safety and well-being.

Policies & Procedures

Protocol

- Search items- Reference list- Intake forms- Drug test - Signed agreement & rules
- Must attend case plan meetings weekly and CR and Church

Forms

- Medical Assistance Request Form - Overnight Pass Request Form - Incident Report
- Bible Study- Multiple Group - Devo Sheets (mon-sun)

PHASE 1 (week 1)

- Intake forms & assessments
- Career & personality testing
- Identification/legal paperwork
- Counseling set up/ Crossroads medical evaluation
- Resume building

PHASE 2 (Week 2-3)

- Bank Account- (envelope method)
- Job Search – Must apply for at least 6 a Day
- Must work a minimum of 32 hours a week
 - No nights, no bars, no convenience stores
- Employment required by the end of week 3

PHASE 3 (ONGOING)

- Weekly mentoring sessions
- Weekly meetings & classes
- Work schedule & banking management
- Random drug testing
- Connection with government entities (probations, CPS, FFN, HHA, etc.)

MENTAL HEALTH & SUBSTANCES

MUST HAVE 6 MONTHS OF SOBRIETY

- RANDOM DRUG SCREENINGS WHILE IN THE PROGRAMS
- REFERENCES TO SPEAK TO YOUR STATUS OF SOBRIETY

NARCOTIC MEDS- ALLOWANCE

- ONLY FOR INCARCERATION RELEASE
- IF THE PROGRAM MANAGER GRANTS AN EXCEPTION
- 3 WEEKS PROBATIONARY PERIOD TO WEAN OFF MEDS OR TRANSITION TO NON-NARCOTIC

PSYCH MEDS POLICY:

- NO SCHIZOPHRENIC OR MEDICAL CONDITIONS THAT REQUIRE MEDICAL SUPERVISION
- PSYCH MEDS PARTNERSHIPS: COPE CENTER- DEFUNK\AVALON CENTER- PCOLA\ BRIDGEWAY