

OUR HOUSE OF HOPE

“We exist to provide a pathway to restoration for Returning Citizen into society.”

Program Policies and Procedures

I. Vision and Mission Statement

Our House Of Hope is a Christian, non-profit corporation dedicated to assisting Returning Citizen with successful re-entry into society. The program is a structured environment in which each house member plays a significant role in the progress of the entire program.

The Board of Directors is focused on providing Returning Citizen a Christian environment designed to help them develop the necessary tools to enable them to return to society as productive citizens. Our House of Hope works with area churches and ministries to utilize resources available in the Virginia territories to benefit the house residents and provide growth in their areas of need.

Our House Of Hope consists of a Four Phase Program based on each individual's display of responsibility, and desire to follow policies/procedures within the program.

Phase I - Intake Phase: very strict phase of the program (typically 30 days). During this phase, no overnight passes are allowed off premises. The focus of this phase is for the resident to obtain proper ID, secure health care and other benefits, obtain employment, and develop a finance plan that includes savings and negotiates a payment plan to various debtors.

Phase II - Development Phase: (typically 2 – 3 months) less restrictive, but continuation of a structured environment. Overnight leaves may be approved by the resident manager or Executive Director.

Phase III – Growth Phase: (typically 4 to 6 months) – resident will be given leadership responsibilities and asked to lead small groups, sponsor neighbors in 12 step programs, plan and direct outreach projects, plan group meals, and assist in develop Christian programs. Residents that are able to obtain their drivers permit maybe asked to assist with transportation.

Phase IV - Independent Living Phase: Residents transition to living independently with minimal oversight from OHOH. Residents are encouraged to continue to participate in OHOH programs and community outreach projects. (06 to 12 months).

II. General Program Terms and Conditions

The minimum OHOH program duration is up to six months. It is encouraged that each resident plan for a one year residency in order to open up a bed for another candidate. The Board of Directors may elect to extend the program on a month to month basis beyond the one year minimum due to extenuating circumstances, as requested by a resident. By accepting the terms and conditions in this contract, the resident agrees to pay the monthly fees stipulated in part VIII over the duration of stay in the program, but at a minimum for consecutive 6 months.

Prospective residents are highly encouraged to save a minimum of one month of fees prior to residency. Lack of employment, poor health and other excuses will not be valid grounds for

non-payment. During time of non-employment, residents will be required to either maintain and / or improve OHOH properties or be engaged in community service projects. When approved in advance by the appropriate Legal Authority, community service projects may be used to offset court fines and fees.

In an effort to prepare residents for employment, residents will be asked to prepare a resume and attend workforce readiness classes. Residents will be required to secure employment through one of the following means:

1. OHOH will serve as a temporary employment agency in an effort to secure employment with local businesses on behalf of residents.
2. Residents may secure employment through their own referrals and resources.

In either case, *OHOH will deposit employment pay checks into the OHOH resident bank account (this account is a dedicated, combined account for resident fund)*. OHOH will maintain detailed accounting records for each resident and maintain accurate records of all resident income and expenses. The accounting records will be open and available for review by any resident. OHOH program fees (housing, utilities, food, etc.) as outlined *article X* will be deducted from the residents account. Each resident will be given a weekly stipend from their accounts of *\$20 minus any violations so described in this document (see Rules of Conduct)*; if a positive balance exists to afford resident stipends.

The program will control all resident funds until the resident has demonstrated responsible money management skills by attending financial management classes and developing a budget that is approved by the Board of Directors or its designee. The budget must address making minimum payments towards the Returning Citizen's fines, restitution, and back child support as well as to allow for saving adequate funds for the resident to graduate into independent living - *Phase IV* (typically a minimum of \$1000) .

Once the resident budget / finance plan has been approved by the Board of Directors, OHOH staff will assist the resident to set-up a checking account with *Bank of America (BHM's Bank)*. Note: bank accounts maybe subject to the resident credit history and other factors outside of our control. The resident's house account funds will then be transferred into the residents account and future funds (above program fees) will be distributed to the resident in the form a check or electronic fund transfer. *Each Residents found mismanaging their funds, maybe placed temporarily back in Phase I*, subject to retaking financial management classes, and resubmission of their finance plan / budget indicating steps taken to correct poor spending decisions.

III. Program Rules and Polices

Each house member must adhere to the rules and polices set forth in this contract and respect staff and other house residents at all times. Any major violation of these rules of conduct will be addressed by staff and may result in expulsion from the program.

Major violations include the following:

1. Any use of alcohol, drugs or mood altering prescription medication on or off the property. Failure to comply with testing thereof.
2. Gambling.
3. Fighting, arguing, or threatening house member or staff.
4. Possession of any weapons—clubs, knives, guns, box cutters, etc.
5. Self-mutilation (upon dismissal, resident will be referred to Mental Health facility).
6. Improper sexual conduct.
7. Falsifying intake information and any information thereafter while a member of the house (such as lying about employment, hours, or appointments).
8. Cashing of check of any kind (tax, gift, paycheck, etc.) without permission.
9. Using a OHOH vehicle for purposes other than what the permission allowed.
10. Willful destruction of property.
11. Stealing.
12. Possession of pornography—pictures, videos, etc.
13. Possession of contraband—any item deemed unauthorized.
14. Using a pass for other purpose than what was agreed to and approved (ex: rendezvous with a member of the opposite sex).
15. Accumulation of multiple minor violations.

Minor violations will be subject to a fine of \$10 and will be deducted from the resident's weekly spending stipend. Minor violations that are persistent for multiple weeks will be considered a major violation. Minor violations include:

1. Negative attitudes, failure to perform program chores/duties in a timely and cheerful manner.
2. Disregarding smoking policy. Smoking is not allowed on any part of the building, property or vehicles owned by OHOH.
3. Violation of passes and visitation polices.
4. Unauthorized usage of the OHOH computer designated for job posting and review.
5. Leaving the property without permission/failure to return at posted curfew. Curfew is 9:30 pm unless noted otherwise by program manager.

IV. Employment, Community and Church Involvement

1. New residents must strive to obtain employment immediately upon completion of orientation.
2. A job is the second most important item on the resident's agenda, following his Christianity or faith in God. The resident should enter the OHOH program with prior training and knowledge as to where their skills can be applied to a vocation.
3. The resident should learn to keep the job and bring job retention issues immediately to the attention of the program manager.
4. Employment is not permissible from Friday sunset to Saturday unset.
5. OHOH will provide a computer for residents use in filling in on-line job applications, posting resumes and reviewing on-line employment postings. This computer will only be available for use under the direct supervision of the program manager, the employment coordinator or as allowed by the residents Probation and Parole officer.

6. The program manager or employment coordinator must approve any change in employment.
7. The resident must begin a savings account with his first pay check. These funds will be placed into a custodial account unit the resident completes a financial plan and demonstrates financial responsibility over a period of time. Residents can lose all funds in the custodial account if the resident owes program fees, leaves without our permission or is removed from the program.
8. The resident shall not apply for, nor accept, welfare, food stamps, any type of social services or free compensation except for employment.
9. Parole and Probation (P & P) conditions must be met at all times. Resident must provide the program manager with a copy of his release and the conditions thereof. P & P reports must be coordinated with the program manager and conducted in a manner to minimize disruption to OHOH programs and residents employment conditions.
10. During the first 3 months of the program, residents will worship at a church selected by the program manager or Executive Director. After four months, the resident is free to select a church to attend a weekly fellowship event. Depending on the location of the church, transportation by OHOH may not be able to be provided.

V. Leaves and Visitation Policy

1. A leave is a considered a privilege and not a right.
2. Normally no leave will be granted for a minimum of two weeks or until such time as the resident is gainfully employed.
3. Leaves will be limited to the following:
 - a. First month; Saturday or Sunday per the visitation scheduled hours.
 - b. Second to fifth month; Saturday or Sunday
 - c. Overnight leaves will be granted for special occasions that have been documented and verified. Overnight leaves are only granted to deserving residents that demonstrate consistent positive behaviors.

Visiting Hours

Monday—Friday	(Exception Only)
Saturday	02:00 PM—8:00 PM
Sunday	10:00 am —8:00 PM

4. Residents will not schedule visits during assigned outreach and communication service programs, work, or volunteer times.
5. *Visiting is limited to a 2-hour period and a maximum of 2 guests per resident. All visitations must be pre-approved and scheduled by the resident manager.*
6. Visitors must not possess a weapon of any kind (guns, knives, blades, box cutters, etc.).
7. Visitors may not bring any items listed as unauthorized in this agreement.
8. Visitors must adhere to visitation times (violators are subject to having visitation rights restricted).
9. *Residents must be fully dressed during visitation hours, whether they are expecting a visitor or not.*

10. Visitors are to be respectful of house residents and staff.
11. Visitors can be asked to leave the premises at any time.
12. Special visits are available with Resident Manager or Executive Director approval.

VI. General

1. The program manager will keep records of and clear all residents' prescription medications. All prescription medications will be kept in a safe located in the program manager's office and dispensed once or twice a day for residents use.
2. Residents are expected to provide for their own physical and personal hygiene at their own expense.
3. Provisions will be made for medical check-ups and appointments if required.
4. Resident clothing and appearances shall be the best possible at all times.
5. No dating is allowed on the premises of OHOH.
6. The laundry room will be kept neat and clean. Each resident shall return the area back to the better than arrived condition. Each resident may wash no more than two loads of clothes per week.
7. No body piercing, earrings or *large amounts of jewelry are permitted.*
8. TV will only be allowed in the main program room and as allowed by the program manager. In general, TV activity will be kept to a minimum unless for special events or material related to or in support of OHOH programs.

VII. Required Programs and Activities

One major purpose of OHOH programs, employment services and activities is to provide a normal day to day structure for each of the residents. To this extent, it is desired that each resident obtain a job that requires employment in the traditional 8:00 am to 5:00 pm schedule (unless other arrangement approved) allows for each resident to participate in evening and weekend programs and activities.

House residents **must** participate in the following activities, scheduled weekly or periodically:

- **Bible or faith based study.**
- **Daily – morning exercise regime.**
- **Financial ministry or other financial management training program.**
- **Christian based substance abuse meetings.**
- **Church services (weekly at a minimum).**
- **Daily devotion and prayer.**
- **Programs scheduled by OHOH to meet specific areas of need.**
- **Bi-weekly community outreach and mission projects.**
- **Weekly program resident meeting.**

VIII. Mentoring

Residents will be given the opportunity to have a formal mentor relationship with one of the OHOH volunteers or maintain a prior mentoring relationship that existed inside as part of a DOC or faith based mentoring initiative. The program manager will work with the mentor and mentee to establish a meeting time that allows for frequent visitations while permitting the resident the ability to participate in key OHOH programs.

IX. Telephone Policy

Each house will be equipped with a single basic – hard wired telephone. Residents are encouraged to use this as their primary means of telecommunications to avoid the expense of a personal cell phone contract. To be respectful to each roommate, telephone calls should be kept brief and each roommate should be given equal access to phone usage.

Cell phones will be allowed if deemed necessary by the program manager. Resident cell phone expenses must be included in residents approved finance plan before a resident may enter into a cell phone and phone / data contract. In the event a prepaid phone is purchased we ask that the resident respect fellow roommates and house rules as so deemed by program manager.

X. Fees and Incidental Costs

The following fees and incidental costs apply to OHOH rooms. Program fees covers the following expenses: room rent, water, sewer, natural gas and electric fees, and food. Apartment furnishings will be provided by OHOH. Upon arrival into the program, OHOH will provide residents basic needs (hygiene products, toiletries, clothing, towels, etc.) as indicated on the *application form*. Periodically, OHOH will receive clothing donations and additional clothing opportunities will be made available to residents on an as needed basis as determined by the program manager. Shopping trips to Goodwill and the Salvation Army will be facilitated by OHOH. The following terms apply to all fees and incidental costs:

- 1. Fees must be kept current at all times.**
- 2. All fees will be deducted from the residents pay check the day OHOH receives payment from the residents employer.**
- 3. Program fees are \$550.00 per month.**
- 4. To offset the cost of cable television, food bank expenses, telephone or other incidental expenses, a small additional fee is charged each week. The fee is \$10.00 per month.**

XI. Medical Clearance

Potential house residents maybe subject to an evaluation of their medical history prior to acceptance for admission by Our House Of Hope. A medical file or history may requested from a person applying for housing. If a medical file is not available or cannot be requested from the correctional institution, approval may be subject to a physical and/or mental health assessment. Currently, OHOH does not accept physically or mentally disable Returning Citizens.

Applicant's Name (Print)

Applicant's Signature

OHOH Representative

OHOH President