

FOCUS ON HOUSING APPLICATION

Legal Name: _____ Today's Date _____
Current Address: _____ How Long _____
Date of Birth: ____/____/____ Your contact phone #: (____) _____

People who know you (must show a phone number):

Name: _____ Phone # (____) _____
Name: _____ Phone # (____) _____
Name: _____ Phone # (____) _____

Current Employer: _____ Phone (____) _____
Type work: _____ Length of employment: _____
Hours worked per week on this job _____ Pay rate: _____

If unemployed where was your most recent job: _____
Employer name: _____ Phone #: (____) _____

Previous jobs or job skills: _____

Why do you feel a alcohol/drug program will help you: _____

Addiction: () alcohol, () drug, () alcohol and drug

Are you disabled? _____, percent disabled _____%, Can you work? _____ Veteran? _____
Have you ever lived in a treatment facility or halfway house? _____
Do you have family in local area? _____. If not, where are they located? _____

Education:

GED _____
Highest grade of school completed _____
Did you attend college? ____ Where _____ Degree _____
Did you attend a trade school? ____ Where _____ Course _____
Licenses you hold or held in the past: _____

Current Income:

Job 1: \$ _____
Job 2: \$ _____
Social Security check \$ _____
VA check \$ _____
Other \$ _____
Food Stamps \$ _____

Current Expenses:

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____
4. Auto Insurance \$ _____
5. Student Loan \$ _____
6. Child Support \$ _____

Are you behind or in default on student loan payments? _____
Are you behind or in default on child support payments? _____

Have you ever attended a Alcoholics Anonymous or Narcotics Anonymous meeting? _____
When was the last time you attended a meeting? _____ Where? _____

Do you have a current valid drivers license? _____ What State? _____
Do you currently own a vehicle for transportation? _____

Attorney name: _____ Phone: _____

APPLICATION AND MEMBER CONTRACT POLICIES AND PROCEDURES OF FOCUS ON HOUSING

Policies and Procedures as may be amended from time to time apply to members whether or not in good standing. The words 'Client' and 'Member' shall be used interchangeably.

DRUGS & MEDICATIONS

- 1) Member will be required to participate in random drug and alcohol testing. Failure to participate in a breathalyser screen or failure to provide a urine sample upon request will terminate your membership.
- 2) Using or possession of alcohol, or drugs will terminate your membership.
- 3) Prescription medications must be kept in original container with the prescription label and taken only as prescribed.
- 4) Member must provide a lock box to store medications and agree to allow periodic random inspections of the lock box by the House Manager.
- 5) Member shall inform the House Manager immediately upon obtaining any new medications or refills whether prescription or over the counter, to be recorded in members file.
- 6) Member shall notify the House Manager upon suspicion of another member using alcohol/drugs..

HOUSE POLICIES

- 1) Member must find and maintain employment to pay dues and personal expenses. Members who are disabled or who are retired agree to volunteer for charitable activities and/or to attend school or vocational rehabilitation.
- 2) I agree to abide by the curfew times as follows:
 - a) Until you reach Graduation Phase. **10:00 p.m.**
 - b) After 90 days by permission of House Manager. **12:00 midnight**
 - c) Phase III - Graduation Phase. **12:00 midnight**
- 3) I agree to report to the House Manager anyone entering the room after curfew at 10:00 p.m.
- 4) I understand that smoking is NOT allowed in the building. I agree that if smoking outdoors, not to throw cigarette butts on the ground.
- 5) I agree to maintain my personal hygiene on a daily basis.
- 6) I agree to show the House Manager all current pay stubs when paying my dues.
- 7) I agree to complete my daily chore and record it on the chore check sheet when completed. A chore consists of 0.5 hours of community service work per day or 3.5 service hours per week.
- 8) I agree to have a written financial plan where after my dues are paid, extra monies are allocated for bills, personal expenses and savings.
- 9) I agree to immediately inform the House Manager of any job related changes.

- 10) I agree to be responsible for keeping all my personal areas clean and neat (including closet and dresser). I agree to keep my personal items in my personal areas (closet/dresser/bed) and not strewn haphazardly about the house. Beds are assigned by the House Manager and I agree to make my bed daily before leaving the house (pulling sheets and blankets over the bed is not making the bed).
- 11) I agree to be up and out of bed by **8:00 a.m. Monday - Friday** and by **10:00 a.m. on weekends**.
- 12) I agree to keep my bicycle locked to the bicycle rack.
- 13) I agree to be courteous and respectful to others in the neighborhood. No loud disturbing noises or behavior. I agree that absolute consideration of our neighbors is absolutely required.
- 14) I agree not to do any of the following: yelling, screaming, or verbal abuse.
- 15) I agree to limit my phone calls from the house phone to 15 minutes and I understand that no phone calls may be received on the house phone after **10:00 p.m.**, except in the case of an emergency. I agree not to give out any information about another house member.
- 16) I agree to wash my own personal laundry at least once every 7 days at the Laundromat. Bedspreads and house towels will be laundered by Focus On Housing.
- 17) I understand that the room TV and radio may only be turned on **Monday - Friday between 6:00 a.m. to 9:00 a.m. and 3:00 p.m. to 10:00 p.m.** Volume shall be kept low before 8:00 a.m. Holiday and weekend hours can be determined by each individual room.
- 18) I agree to not enter the room of another member without being invited. I agree not to violate another members personal areas (closet/dresser/bed). I agree that my personal areas are subject to random inspections by the House Manager.
- 19) I agree not to enter the House Managers' office without the House Manager being present.
- 20) I agree to immediately report the loss of any room key to the House Manager.
- 21) I agree to actively participate in my own recovery by devoting as much of my time as possible to meetings, service work, step work and making alliances with other people in the recovery program.
- 22) I agree not to remove any personal property not belonging to me. I agree to be personally responsible for the immediate repair or replacement of property damaged due to my negligence.
- 23) I understand that there cannot be any sexual intercourse on the premises.
- 24) I understand that I cannot have any non-member guests on the property at any time (except with permission of the House Manager). It is MY responsibility to have my guests register at the office.
- 25) Any non-member guest visits approved by the House Manager may only be seen outdoors or in the general purpose room. No non-member guests shall be allowed in any sleeping room.

MEETINGS

- 1) I agree to attend AA or NA meetings as required:
 - Jail Diversions/Drug Court - Seven meetings per week for first 90 days.
 - Jail Diversions/Drug Court - After 90 days, Five meetings per week (upon approval only)

Persons with no alcohol/drug abuse history - meetings not required.

*Daily attendance verification and learning sheet required for each AA/NA meeting.

- 2) I agree to have a sponsor in AA or NA within 2 weeks of my admittance.
- 3) I agree to attend the weekly house meeting. Tardiness or absence from the house meeting must be approved by the House Manager at least three hours before the beginning of the meeting.
- 4) An emergency house meeting may be called at any time by any house member. I agree to make every effort to attend an emergency house meeting should one be called.
- 5) I understand a house member may be voted out of the House at any time by a majority vote of the attending two-thirds of the house members.
- 6) Mandatory House Meeting - **Wednesday 7:00 p.m.**
Mandatory AA/NA meeting follows at - **Wednesday immediately after House Meeting**

GOOD STANDING

- 1) I agree to maintain my membership in good standing. Members in good standing have voting privileges at house meetings. My membership is in good standing when:
 - a) My dues are current.
 - b) I complete my daily chore.
 - c) I am in regular contact with my sponsor.
 - d) I am actively serving in my home group.
 - e) I am attending all my required meetings.
 - f) I am demonstrating by my actions that I am actively participating in my own recovery by buying a AA or NA book and working the twelve steps.

VEHICLES

I agree that as a condition to parking a motorized vehicle on the property that I must provide the House Manager with a photocopy of a valid drivers license and current proof of insurance for my vehicle. I agree that my vehicle is subject to random inspection by the House Manager. I agree to not wash any vehicles on the premises.

PRIVILEGES

1. Members of Focus On Housing are entitled to housing, alcohol/drug monitoring, non-certified counseling, 12-step testing, jobs program, and other benefits as are made available from time to time.
- 2) Members who are in good standing, may request that their curfew be extended due to special circumstances; however these arrangements must be made with the House Manager no later than 3 hours before curfew. A phone call to the House Manager is required if you are going to be late and you may be screened for use of alcohol/drugs.
- 3) I understand that members in good standing, may request a furlough (an overnight or longer stay) after completing Phase II of the 12-step program, and agree to the following:

- a) Until I am in Graduation Phase, I must pay an advance \$10.00 drug/alcohol test fee and agree to be tested upon my return. This test fee is not included in the weekly alcohol/drug test fee.
- b) I must attend an AA or NA meeting each day of my furlough.
- c) I must contact my sponsor each day of my furlough.
- 4) When in Graduation Phase of the 12-step program:
 - a) Member can have overnight privileges with permission of the House Manager.
 - b) Member can stay out to **12:00 midnight** at any time and is subject to random alcohol/drug testing. No drug/alcohol test fee is required.

VIOLATIONS

- 1) Any violation of any of the Policies And Procedures as may be amended from time to time, shall be grounds for immediate termination of my membership, whether or not my membership is in good standing, including the following serious violations:
 - a) Criminal activity.
 - a) Physical violence or threats.
 - b) Slurs or jokes with regard to race, color, religion, sex, handicap, familial status, or national origin.
 - c) Bribery for special favors with another house member or staff.
 - d) Stealing, taking, borrowing or using someone else's property without permission.
 - e) Possession on the premises of a weapon including hunting knives, pocket knives or guns.
 - f) Engaging in borrowing or lending with another house member or staff.
 - g) Violation of probation conditions.
 - h) Not having employment for a period exceeding 7 days.
 - i) Failure to pay membership dues.
 - j) False information on application.
- 2) I understand that if I am found in violation of not completing my daily chore, that I will lose my privileges for a period of 30 days.
- 3) I agree to hold Focus On Housing and its officers, directors and employees harmless for termination of my membership benefits resulting from a violation by me of the Policies and Procedures and to be liable for any costs, attorney fees, and liable for any judgments rendered against Focus On Housing and its officers, directors and employees, in the trial and appellate courts due to any violation by me of the Policies and Procedures.
- 4) I understand that if my membership is terminated for a violation of the Policies and Procedures, I agree to vacate the premises immediately and take along with me all my personal property.

EDUCATIONAL REQUIREMENTS

If you are a client with an alcohol/drug history, you agree to study and work towards the 12-step education requirements which are mandatory:

PHASE I: (Completion not less than 30 days from program start).
 Memorizing the steps 1 through 6 and the principles and explaining their meaning.

PHASE II: (Completion not less than 60 days from program start).

Memorizing steps 7 through 12 and their principles and explaining their meaning. Writing down your own personal step.

PHASE III — GRADUATION PHASE: (Completion not less than 90 days from program start).

- a) Actively practice workbooks and worksheets and any assigned essays.
- b) Must chair a minimum of one meeting.
- c) Make a written planning sheet stating your goals.

FINANCIAL COMMITMENT

1) Client agrees to make a financial commitment for a 26-week program. I understand that if my membership is terminated for a violation of the Policies and Procedures, or if I voluntarily terminate my membership, that I agree to be liable to pay for the entire 26 week program.

2. If my membership is terminated for a violation of the Policies and Procedures, I cannot return to the program prior to a 30 day minimum period, and then upon availability of space, however space will be made available on a priority basis.

3. The 26-week program dues are as follows:

Jail Diversions/Drug Court	\$4,550.00	weekly payment \$175.00
All other classifications	\$3,900.00	weekly payment \$150.00

- a. All clients shall additionally pay \$15.00 weekly for random alcohol/drug monitoring/testing.
- b. You may keep up to \$20.00/week cash of any remaining earnings or more if you have a vehicle.
- c. The balance of your earnings will be deposited by ‘Focus On Housing’ in a non-interest bearing escrow account which monies you will receive when you leave the program or for expenses.

2) I understand that my dues are payable in advance, and that ALL member benefits including housing will be terminated if my dues are not paid when due. (Specific grant programs when available may subsidize a portion of costs).

3) Member should have a primary outside job which will at least pay membership dues and to pay any other financial obligations.

VOLUNTARY AGREEMENT

I have read and received a copy of the **MEMBER CONTRACT - POLICIES AND PROCEDURES OF FOCUS ON HOUSING** and agree to make a financial commitment for a 26-week program as explained under the heading “Financial Commitment” of this Contract.

Date	Member’s Name Printed	Signature
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Date	Administrator Name Printed	Signature
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ver. 08-30-2009