



Clare House, Inc. Requirements and Expectations Overview

Requirements for Residency:

- Female 18 years or older
 - Child(ren) in custody
Female & Male up to 17 years old;
 - Drug free for 12+ Months
Drug test will be administered upon interview and subject to random drug test during length of stay.
 - Expendable Income (not necessarily employment)
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Program Description

Transitional Program

Develop and adhere to goal plan

1. Find full time employment or work to improve your income in first 30 days
 - Unemployed residents will submit and provide proof of submission to **25 Job Applications** per week (5 per day)
 - **Childcare is not provided** by Clare House
2. Actively work within an individualized budget and maintain a savings account
 - Participate in mandatory Case Management and House Meeting **weekly**
 - **50% of monthly income deposited to Savings Account.**
3. Obtain permanent sustainable housing
4. Upon successful completion of program residents will be offered **6 months** of Aftercare
 - Ongoing case management and donated supplies

Drug and Alcohol Free

Random Drug Testing
NA or AA may be required

Independent Living

Two Houses (7 Families)
Grocery shop and prepare meals for own family
Complete weekly/daily cleaning and house chores as assigned
Security system, curfew in evenings (Sun-Thurs 9pm, Fri-Sat 11pm)
During work week, houses function as administrative offices from 9am-5pm.

- Residents are required to be seeking job opportunities /working/ attending trainings in the community as assigned

Follow goals and meeting guidelines agreed upon w/case manager
Attend weekly mandatory house meetings

Expectations

- To honor your commitment to the Clare House program.
- To be independent; staying focused and motivated; meeting staff efforts half way
- To fully participate in all aspects of the program – chores, meetings, job search, conduct, etc.
- To be willing to work and find a full-time job or improve income.
- To adhere to your short-term goal and budget plan, and continue to explore long-term goals



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Important Rules & Regulations

Residents must pay a housing fee of \$30 per adult and \$10 per child each week. A security deposit in the amount of \$99 is required upon program admittance. Residents must pay their housing fee every Monday. If a resident is unable to pay her housing fee for any reason, she must submit an “Intent to Pay Housing Fee form” in Monday Morning Paperwork by 9:00 A.M. **Same amount and Security Deposit expected on first day.**

There is a Clare House staff member **on call 24 hours a day, 7 days a week for emergencies only**. Disciplinary action possible for non-emergency contact.

A resident’s first 30 days are “probationary;” during this time the staff determines whether or not new residents are appropriate and compatible with the program based on cooperation, adherence to rules and regulations, and program requirements. Incompatible residents will be dismissed immediately. *Weekend passes are not granted during this period.*

Children must be supervised at all time. No hitting or yelling is permitted; all staff members are mandated reporters for Children and Youth.

House Inspections take place daily; includes bedroom and common space as well as weekly chores. Failure to complete house chores will result in disciplinary action.

Personal supplies are provided on first Monday of each month (and day of entry) at no cost to residents. Brands and types are subject to availability; not preference.

If resident has a **vehicle, street parking is available** but vehicles must be moved by 8:30am each day.

Male visitors are prohibited at all times from Clare House property, including the backyard, front porch, and steps. The police are committed to arresting any male found on Clare House property for trespassing.

Female Visitors must be approved by staff beforehand to visit during office hours. ***Children who are not current residents of Clare House are not allowed on the property.***

Smoking is never permitted in or near the houses. Residents may smoke off site, across the street, or elsewhere but at no time should residents be smoking on the premises. This includes the backyard, front porches, and sidewalks.

Immediate Dismissals

Confidentiality: protecting the identity of our residents is paramount. All residents are expected to keep all knowledge of others and relationships in confidence when in the community. Any breach of confidentiality is liable for punitive measures or dismissal.

Not returning to Clare House for the night without a weekend pass is cause for immediate dismissal.

Physical violence, intimidation, harassment, and/or threats against other residents, staff, or volunteers are **prohibited at all times** and are cause for immediate dismissal from Clare House.



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Use of foul and abusive language, racial slurs, or manipulative behavior is strictly prohibited. Residents are expected to be respectful and cooperative with other residents, staff, and volunteers at all times.

Abuse of any non-prescription drugs, unauthorized use of prescription drugs, and use of alcohol is prohibited at all times during participation in the Clare House program. Residents are subject to random drug testing; use of drugs and/or alcohol is cause for immediate dismissal.

Any resident caught **stealing/tampering/destroying** Clare House property or another resident's property will be dismissed immediately. Suspicion of theft can also lead to program dismissal. Theft of other residents' food and/or Clare House donations is stealing.

Any resident with knowledge of **rule/policy violation** and who fails to promptly inform a staff member of said violation may receive similar consequences as the resident who actually violates the rule, including program dismissal.

For Staff Use Only:

Staff date and initial: _____

Viewing the Application:

- Drug Test was completed to satisfaction and came up negative for substances.
- Drug Test was completed to satisfaction; individual came up positive for a substance – Rx documentation was provided to support positive result
- All information was filled out correctly, no fundamental (incorrect written information, omissions) changes had to be made when reviewed with individual
- Individual listened to all rules given by staff member and was respectful during interview