



TRANSITIONAL HOUSING

Resident Program Rules

_____ 1. **No Smoking** inside apartments or laundry facility. Smokers must use ashtrays or designated receptacles. Do not litter the ground or property with cigarette butts.

_____ 2. **No Pets** in or around the property. Do not feed stray animals.

_____ 3. **No Solicitors or Visitors** in your apartment or on property; this includes friends, family or other residents in the unit, property or hanging out on the street in a vehicle.

**Case workers from other State or County Agencies must sign in at the Administration Office and show ID prior to conducting their visit with you. You are responsible to relay this information to your case worker prior to their visit.*

_____ 4. **No overnight Stays off property.** Advanced approval by Family Service Manager or Ex. Director must be obtained before any overnights away from your unit. Fresh Start residents are **not permitted** on the property located at **9 Bobolink St. AKA Step-Up**, without permission from Family Service Manager or Ex. Director.

_____ 5. Work schedules must be turned in every week. Failure to bring work schedule can result in dismissal from the program. Residents are required to schedule and attend in weekly visits with the Life Skills Manager.

_____ 6. Please keep yard clean, neat and free of litter, cigarette butts, and trash of any kind. **Do not allow children to play on grass area.** The grass area is a water runoff and is not safe for children.

_____ 7. **Garbage:** Use the dumpster. Do not use common area or Fresh Start office trash cans for your personal/apartment trash. All garbage will be placed **INSIDE** the dumpster with the GATE CLOSED. The dumpster must not be overfilled. Do Not leave full trash bags on the balcony or in front of your entry door.

_____ 8. Residents are responsible for keeping the laundry room clean. **Clean dryer filters after each use.** Do Not leave clothes in appliances or laundry room. Turn off lights when leaving and keep entry door closed. It is prohibited to do anyone's laundry in our transitional housing laundry room that is not residing at 6 Bobolink Street. Children are not allowed to play in the laundry room.

_____ 9. Parents must accompany minor children both inside and outdoors. Parents are responsible to clean up any messes made by their children in common areas.

_____ 10. **Housekeeping:** Units must be kept CLEAN, NEAT, and ORDERLY. A minimum of \$100 will be removed from your savings for cleaning in the event you leave the apartment dirty and not in the same condition it was when you moved in. Client will be responsible for the **full cost** of Pest Control services in the event the client is responsible for contaminating the unit with roaches, fleas, bedbugs, etc. Health and safety inspections and insecticide spraying will be conducted.

Unannounced inspections are expected. All chemicals (bleach and cleaning supplies) will be "*kept out of reach of children*". After three warnings for "POOR" housekeeping that fail re-inspection, you will be asked to leave the program.

_____ 11. **Curfew:** Clients will be on the property by **10:00 PM**. Shift work is the only exception. It is your responsibility to contact the Family Service Manager with your work schedule prior to the beginning of work week. If schedule is not turned in prior to the work week and you are not home after 10 p.m., this will be a violation of the rules and jeopardize your stay in the program.

_____ 13. **Money Management:** Failure to report ALL income, change of employment or to maintain "FULL TIME" employment will jeopardize your housing at Fresh Start. Resident must report to office on pay day and keep your "Savings Fund" and "Program Fees" up to date.

_____ 14. Random Drug Testing/Unannounced curfew checks will be performed by staff

_____ 15. **No alcohol** in the unit or on the property. Resident cannot consume alcohol off the property and come home intoxicated, lightly intoxicated or buzzed.

_____ 16. Transportation provided by a non-resident is acceptable but they must stay in the parking lot in their vehicle and wait for the resident.

_____ 17. All school age children and teenagers will attend school or have proof of approved home school program.

_____ 18. **Upon Graduation/Move Out:** Clients are responsible for the cost of any damage, repairs, cleaning of their units and or furniture when vacating. Fresh Start will have the right to deduct costs from client's Savings Fund as deemed necessary to restore the apartment to original condition. In the event cleaning services are required, Fresh Start will make every effort to secure professional companies at a reasonable rate. In a roommate situation where utility and cable bills are shared, no monies will be returned until all final bills are received and paid for. In all cases where program fees are not up to date, they will be deducted from savings. Any remaining funds will be mailed to resident's new mailing address within 30 days.

Move out schedule is Monday through Friday from 8:30a.m. to 3:00p.m. only; A staff member must be present during move out. NO EXCEPTIONS

Clients will be asked to leave immediately if any of the below exists:

- Possession and or use of illegal drug or alcohol; this includes possession of any prescription drugs not reported to client service worker
- Disrespecting Fresh Start Staff, disorderly conduct, profanity, or destruction of property
- Weapons or firearms in the units or on the property
- Leaving minor children unattended
- Domestic Violence (verbal or physical to adult or child)
- Unauthorized visitors in your unit (this includes other Fresh Start residents in your unit)
- Absence from your unit overnight without prior authorization

Signature of Applicant

Date

Staff Signature

Date