



NEW FOUNDATIONS TRANSITIONAL LIVING

HOUSE RULES

REV 072919

To be successful in our program, you must know, understand, and sign stating you will abide by and follow our House Rules.

info@nftl.org



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New Foundations Transitional Living

167 E. McMillan St.

Cincinnati, OH 45219

Office (513) 813-2787

"Save a life, Change a family, Impact a community"

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Welcome Home

NFTL, Inc. (New Foundations Transitional Living) is a spiritually based, non-denominational, safe place designed to assist in the transition from a life of substance abuse to recovery. Program are required to work a recovery program, pay program fees, find community resources with our help to maintain a clean, sober safe haven while starting their journey of recovery.

NFTL, Inc is not a medical facility, low-income housing, nor a shelter. We are an organization providing recovery housing - with structure, observation and assignments - to begin and maintain the journey to recovery. As such, we have rules and regulations in place to help you build a new foundation, a new way of life, through obtaining identified goals. Our program works! We have rules because we care about the development of every program participant and refuse to let anyone cheat themselves. We work diligently to help those who help themselves achieve their goals.

Please read through the following pages outlining our most important house rules for all New Foundation homes.

Do what we do and prepare to be challenged, excited and recovering. NFTL, Inc. stands out from the rest due to our approach to recovery. When you enter our doors, you become a part of the largest recovery housing organization in the Cincinnati area! The time to change is right now, right here with us! WELCOME HOME!



1. APPLICATION/INTAKE

A. PRESCREEN: Prospective program participants (PP) will complete a pre-screen during the first phone call to our intake line, (513) 813-2787. We have an application that can be completed online or over the phone. If someone is returning, we will review previous stays and reasons for leaving or address outstanding issues. Balances must be taken care of prior to re-entrance. We will work with individuals on a case by case basis regarding past due balances.

B. INTAKE FEES: Intake fees are \$100 (NO CASH PLEASE), plus the drug test fee of \$20, which must be paid prior to taking the drug test and is non-refundable. If re- entering program, there's a re-entry fee of \$35. Rates are subject to change at any time, for any reason. We hold monthly specials so be sure to ask your intake coordinator or management. Everyone receives discounts for rating and reviewing New Foundations on multiple platforms. If 3 or below is given, Executive Director must speak to PP prior to discount being given to address any issues causing a less than positive experience. Discount will be given regardless. Intake and program fees for MAT participants are higher due to the increased liability insurance and additional trained staff. MAT Intake fees are \$140 and weekly amount is \$120.

C. HOW TO PAY: Program fees may be paid online via WWW.NFTL.ORG/Program

Participant/Program Fees, Tenant Web Account (TWA), Money Order, Check, NO Cash please. All forms of payment must be made out to New Foundations, must clearly identify participant's full name, and must be legible.

D. PERSONAL BELONGINGS: Program participant's personal belongings will be searched for everyone's safety. Prohibited items will be disposed of or asked to remove from premises.

E. PREVENTING SPREAD OF COMMUNAL BUGS: All clothes and linens will be put through the dryer in order to prevent the spread of communal diseases and bugs. Items only need to be dried for 15 minutes each, so there's plenty of time to dry multiple loads. Please bring \$1.50 in quarters.

F. BEDDING: We ask you provide your own linens for a twin mattress, personal hygiene items, and food. We often have donations for those unable to provide these items. Please ask your intake coordinator or house manager for assistance if needed.

G. Bed bug covers must ALWAYS remain on the bed and box spring. Every Friday all houses spray for bed bugs. If this isn't happening, please call (513) 813-2787 and let us know.

H. PROBATION/PAROLE: If you're on probation or parole, we must have your officer's contact info before you will be allowed entry. If unknown, county and court info is sufficient until details are known. It is the participants responsibility to inform the staff, not the other way around. We should not have to seek someone out for information. **I. RELEASE OF INFORMATION:** All participants must have a **ROI (Release of Information)** on file for case management, probation, emergency contact, etc.

J. RECOVERY GOALS: Must be completed either by Intake Coordinator or Assistant/House Manager, or Phase 4 Senior Program Participant. New Foundation's approach to recovery begins with GOALS, no matter how big or small. This is how we help measure success in our program.

K. Intake Package must be complete which contains application, and other necessary documents needed prior to bed assignment.

L. SCHEDULE APPOINTMENT W/PROGRAM MANAGER

This will help ensure everyone gets all the resources available for their situation, sometimes we are able to help with areas one did not think about. **Call 513-401-2621 ask for BETH.**



2. GRIEVANCE PROCESS

Contact information (organizational chart) for house managers, supervisors and upper management will be posted with contact numbers in each home. We ask everyone to follow the chain of command. However, if it's something more severe, you may call the main number and ask to speak to the Director. If it's an issue within the house, report it to your HOUSE MANAGER, including maintenance issues. If issue with your House Manager, call Operations Manager to discuss. You may also submit a [Grievance Form](#) online, anonymously, by visiting [www.NFTL.org/Program Participants/Grievance Form](http://www.NFTL.org/Program%20Participants/Grievance%20Form). This will go directly to upper management.

3. AFTERCARE PROGRAM INSTRUCTIONS

Coming from an institution such as jail, treatment center, ADAPT, COR12, drug court, or other programs, please provide us with your discharge instructions during the intake process, not after. We will work closely with providers like CAT, Drug Court, Talbert House, Kenton County Jail, Hamilton County Jail, Life Learning Center, BrightView, and others to ensure discharge criteria are met. We must always have your Probation or Parole officer's number and a signed ROI.

4. ALCOHOL AND DRUG POLICY

We have a **zero-tolerance** policy concerning alcohol and drug use. All program participants must remain substance free. However, violations don't necessarily mean removal from your home or discharged from the program.

If you are asked to leave, we do not allow lingering of any participant whom is no longer active in our program. You will be escorted off the premises immediately with or without belongings depending on situation. Management will either pack up for you or you may be escorted into the home to pack up if it's supervised. Otherwise, you will have 7 days to contact management and retrieve your things.

5. RETURNING FROM RELAPSE POLICY

A. If you relapse while in our program, you will be asked to leave and go someplace that offers a higher level of care such as residential treatment or detox. There are various options available to participants depending on the situation. If management approves your re-entry into the program, it may be a different house, or a behavior contract will be required. You will need to state why you relapsed and what can be done differently this time.

Any outstanding balances must be paid before re-entry will be considered along, with the re-entry fee of \$35. Complete an [EXIT FORM](#) with house manager or exit coordinator to help us better serve you in the future.

C. Drug screens must be negative for all illegal substances

D. We must report positive drug screens/exits from our home to any aftercare programs enrolled. Anyone enrolled with the ADAPT or COR12 Program must notify mchrisman@nftl.org ASAP.

6. DRUG SCREENS/ URINE ANALYSIS

A. All tests should be signed by management and program participant (both sides), then sent to admin@nftl.org to upload into permanent file conduct UAs (urine analysis) with the utmost respect and privacy allowable. Observed urinalysis may be necessary in which a member of management, of the same sex, is required to physically watch the specimen exit the body.

B. Any participant who becomes aware of someone using or is under the influence and does not bring it to the attention of management, is violating our ZERO TOLERANCE policy and may be asked to leave. Knowing



someone is using hurts the user, affect your recovery, and put the entire house at risk. Inevitably it changes the vibe and trust in the house.

C. NFTL, Inc. uses a specific panel of urinalysis and alcohol strips to detect use of drugs and/or alcohol. There may arise a time when a further, more in-depth, analysis is required due to participant disagreeing with results (false positives sometimes happen). This will occur at the expense of the participant. This includes sending specimen off to lab or having it done by a local, professional (hospital, doctor's office, etc.). If a false positive is identified, then participant will be allowed to stay.

D. If results show positive for illicit substances and participant disagrees with results, another test may be immediately given at the expense of participant. The cost of each test is \$20. The test must be paid for prior to taking for a second time. If negative, \$20 fee will be returned to participant and participant will continue with the program as normal.

E. If you're unable to provide specimen, water will be given, and participant is not allowed to leave the site of house management. A deadline of 1 hour is given to furnish an unadulterated specimen to management.

F. Non-compliance for any reason will result in immediate removal from the home and will follow the same ZERO TOLERANCE POLICY.

7. WORKING A PROGRAM

New Foundation's mission is to provide safe, affordable recovery housing to all who wish to live a life free of addiction and need a starting point. We do this by providing policies and procedures, rules and assignments, love and support, and demanding accountability and responsibility be shown as proof of progress. Working a good recovery program is key to your success at New Foundations and is defined below:

- A. Working a 12-step program and taking it seriously.
- B. Sponsor of the same sex, (or to whom you are not attracted).
- C. Must attend a minimum of 4 (FOUR) outside meetings a week, along with all house meetings.
- D. All financial responsibilities taken care of, meaning 0 balance.
- E. Contributing to the house in a meaningful way: doing chores, mentoring new PP, offering to take people to meetings, taking on more responsibility like curfew checks, showing PP around the house, how to do laundry, etc.
- F. Positive attitude, taking responsibility and correcting negative behavior immediately.
- G. GOALS. We ask everyone to identify goals upon entry and throughout the various phases. Doing the steps required to obtain each goal is critical to one's success. [Required: Weekly Schedule \(Phases 0-II\)](#) of your planned activities, including [Visitor Request \(Phases II-III\)](#) and [Overnight Pass Request \(Phases II-III\)](#), which increase as you progress.
- H. Must attend all scheduled house meetings and New Foundation outside activities. We have programs for you to attend that deal with different areas, including training for various job skills, resume writing, dressing for success, budgeting, opening bank accounts, legal assistance, etc. Some outside training programs are required depending on your [Recovery Program and Goals](#). Occasionally, NFTL, Inc. conducts events, fundraisers, and requires service/volunteer work. None of these events will override your work or legal obligations. Those obligations notwithstanding, all program participants will be required to attend these events in support of NFTL, Inc. and the community. Proof must be provided if not able to attend.

8. NO SMOKING INSIDE OF HOMES Designated areas will be provided. Violation of this strict policy will result in immediate termination from the program. Vaping is allowed if other house members are agreeable. Pick up your cigarette butts, do not throw them in the neighbor's yard, out on the street, or any other place besides designated smoking stations.



9. SIGNING IN AND OUT

You are required to sign in every time you enter the home and sign out every time you exit the home. House Management needs to know where you are always in the event of a fire or other type of emergency as well verify weekly schedule. Management will be conducting drills, and the [Sign In/Out](#) sheet will be used to see if managers are maintaining the proper sign in/out sheet. Phase I participants are not permitted to leave unless it's on their [Weekly Schedule](#), submitted on Sundays. Everyone must put their phase level when signing in/out.

10. FOOD

All program participants will provide their own food. If you are unable to purchase own food, you must apply for food stamps TODAY! In the meantime, do not take another participant's food. Advise your House Manager that you cannot supply food upon entry, and they will coordinate with staff to MAKE SURE you are fed. We will not let you go hungry -but again -do not eat another's food. There are many places to obtain food at Free Store Food Bank, pantries within walking distance, and ask our Program Manager whose job it is to help YOU!

11. PASSES

Passes are a privilege; not a right. Passes must be approved, and you must be in Phase II or above. Fill out a [PASS REQUEST FORM](#), indicating name, address and telephone number of where you are going, the recovery benefits and your activities. The pass request must be submitted on Sunday with your [Weekly Schedule](#). Any participant who does not return to the property by the time designated on the pass is in violation of "curfew" and will be placed on restriction. Our job is to hold you accountable, even if it seems unnecessary. If your way worked, you wouldn't need recovery housing. We help you by giving you practice in patience, sitting with uncomfortable feelings, learning you are not always going to get your way and it's OK. This too shall pass. There are to be no visitors outside of scheduled hours, including having a significant other stop by and hang out. Soon you will be on your own and can have whomever you wish, but for now, our program requires absolutely no visitors outside scheduled hours.

ELIGIBILITY REQUIREMENTS for PASSES:

- A. Successfully progressed to Phase II. This typically lasts 30 days, but not automatic.
- B. Not on restriction for rule violations or [Financial Restriction](#). If all program fees aren't paid, special privileges are not extended. Responsibility and accountability are part of recovery. If you can't afford needs, you should not be able to afford the wants. We require all participants to take a Budgeting Course if on Promise to Pay as well as mandatory appointment to see Program Manager badriacco@nftl.org.
- C. Consistently working a recovery program, working on your recovery goals, maintaining a positive attitude, completing chores, maintaining [Weekly Schedule](#), and your commitment to the home and community.

12. CURFEW

- PHASE 0-72 hours of intake restriction. May only go to meetings with senior participants or previously scheduled doctor appointments that manager was notified of upon intake.
- PHASE 1-Work, school, TREATMENT, and recovery meetings ONLY. Must provide proof of whereabouts with photos, doctor appointment paperwork, counselor paperwork, time sheets, etc.
- PHASE 2-Week Days 8:30 PM, Weekends 10:30 PM
- PHASE 3-Week Days 10:30 PM, Weekends 12:30 AM
- PHASE 4-Week Days 12:30 AM, Weekends 1:30 AM



➤ If you work outside of the above hours, please let your manager know. If you provide proof, exceptions will be given. If a recovery meeting or event ends past curfew, exceptions will be given if proof is provided.

13. VISITORS

Due to our strict focus on real recovery, fraternization is discouraged. New Foundations is only your home for a very short period in the grand scheme of your life. Use this time to focus on you and love yourself, before trying to get into relationships. Management may become involved if fraternization occurs and causes issues with program participants. Any problems arising out of a fraternization may result in consequences resulting in removal from program. Male and female participants are not allowed in each other's house unless it is noted on your Weekly Schedule that will be turned into your house manager Sunday. Management that enters a relationship must put their house before their relationship. Managers are only allowed a few overnights which must be approved by executive director ON SUNDAY, along with planned time away from the home.

14. VISITORS

PHASE I-Visitation is not allowed except for children under the age of 18 with prior approval and is scheduled and approved person to drop children off.

Phases II - III-Visitors are welcome at the following times ONLY:

Friday 4:00 PM to 9:00 PM

Saturday 12:00 PM to 9:00 PM Sunday 12:00 AM to 6:00 PM

Visitors must always:

- A. Sign In and Out, Identifying them as visitors
- B. Stay with participant in common areas ONLY. Participant must accompany visitor everywhere.
- C. You must complete a [Visitors Request Form](#) (submitted with your Weekly Schedule on Sunday).
- D. Anyone caught on the property without a Visitor Request Form will be asked to leave immediately. Participant will be dropped down to Phase 1 for an undetermined time period and will lose Visitor privileges. This is recovery housing, not forever. This is doing something different than what you've done previously. You are in a PROGRAM to recover. Use this time wisely.

If a house is doing particularly well, extra visitation time with sponsors or others healthy to your recovery may be allowed if it's been approved by Executive Director.

15. WORK/VOLUNTEER/SCHOOL REQUIRED

All program participants must have a consistent job or verifiable legitimate income. Anyone who is not employed must schedule appointment with Program Manager within 7 days of intake to create plan for employment or schedule for service work.

Program participants who are unemployed and seeking employment have a variety of options. Library has free access to the internet, all homes have free internet access to complete online applications, taking the bus (if no transportation) to apply for jobs in person, going to the unemployment office, etc. We now have a deal with a local company to obtain **FREE BUS PASSES**. Get with Program Manager for further details please. We also we closely with companies that will hire our program participants, even with felony records. Again, these activities must be listed on your [Weekly Schedule](#) submitted on Sunday so we can help you obtain your recovery goals.



Those on disability are required to do community service work or volunteer at New Foundations or another organization or attend certain number of classes through our partnerships. See [Program Manager](#) for more details.

16. PERSONAL PROPERTY/MEDICATIONS/LOCKS

NFTL, Inc. is not responsible for lost or stolen personal articles. Please take responsibility to secure your own valuables and always know your surroundings.

- A. Program participants will respect each other and personal space. This means staying out of other participant's rooms and cleaning up after yourself.
- B. Additionally, while you stay at NFTL, Inc., other program participants will leave and move on - you are not to, in any circumstance, touch their belongings while we allow them the 7 days to retrieve their items. NO EXCEPTIONS. This is a general rule for life: if it is not yours, do not touch it.
- C. Certain medications must be locked in a cabinet/safe and each participant has their own locked bag to which they hold the key. [Medication Log Form](#) must always be current.
- D. If you have anything locked, including doors to bedrooms, management must have a key (not including medication locked bags). If not, locks will be cut and if maintenance gets involved, you will be charged \$20.

17. NEIGHBORS-Good Neighbor Policy

We should all respect our neighbors. We are recovering in a community and want to contribute to the peace and cleanliness of the neighborhoods. Any issues with a neighbor must be brought to the attention of the House Manager immediately. Please read and sign off on the [Good Neighbor Policy](#). Managers are required to complete an [Incident Form](#) and submit to the Director right away. Not reporting this immediately could result in severe consequences for the home and New Foundations in general.

18. MANDATORY MEETINGS, HOUSE CONTRIBUTION

Following the rules apply to everyone:

- A. Mandatory weekly house meetings are required. \$5-\$10 contributions are provided by each member for items such as toilet paper, cleaning supplies, copy paper, etc. Managers are to keep a financial log of how funds are spent (and keep receipts). A weekly House Meeting Log must be turned in each week during the manager's meeting and completed by the house members ONLY. No exceptions. This is an inspectable document which upper management checks weekly. All homes should have a House Money Log Sheet.
- B. There are other situations that will arise in the context of your personal progress in recovery that will require management involvement. You understand, as a participant, that we will "be in your business". NFTL, Inc. reserves the right to search through your personal belongings in event it deemed necessary. This will be done respectfully, in front of you and another witness. C. Please help us keep your homes' cost low by always turning off the lights, keeping windows closed when heat or air is on, not letting the water run and other courteous acts. Start the process of feeling good about the decisions you make verses feeling like you're getting over or getting something for nothing. If you have an issue in your home, please don't let it build up. Contact staff so we can work through it with you and not let resentment build. D. Program



participants will be given weekly assignments to correspond with their progress in recovery. Assignments should be completed by the due date. Non-compliance may result in reduction in Phase level, restriction, or even removal from the program.

E. Everyone participants in chores, including management. If chores aren't complete, we consider this a violation, therefore consequences are attached. It's your responsibility to have your chores covered while away on pass. This is part of the responsibility and accountability we are trying to help with. Chores are an important part of being a member in your home. You are responsible for maintaining the cleanliness of your home. A chore list will be assigned.

No dishes are to be left in the sink. Beds are to be made every day by 9:00 AM. No food in bedrooms. If food is discovered, you could lose privileges and be dropped a Phase. H. No incense of any kind. Candles are allowed in designated areas only- NOT in rooms. I. NO SMOKING inside. Immediate dismissal from program. J. Gambling and other illegal activities are not permitted. Also, no physical or verbal threats - EVER. Immediate dismissal will follow.

19. VEHICLES If you have a valid driver's license and an automobile-please provide proof of insurance before you can park your vehicle on or near NFTL, Inc property. Others should not ride with you (other participants living in your home) without proof of insurance. You may NOT leave a broken-down vehicle parked on the street or on property of NFTL. Do not block driveways of your house or your neighbors.

20. STATE ISSUED IDs Everyone must obtain a state issued ID within one week (7 days) of being admitted into program. We have resources to help you obtain ANYTHING and EVERYTHING. Ask!

21. NO WEAPONS EVER. If found, immediate dismissal.

22. HEALTH CARE/MEDICATIONS

Hospital and Doctor Visits: If a participant is ever required to obtain a prescription from a physician or a physician's assistant, the participant will provide full, related discharge and treatment instructions from the office of the doctor. Narcotic prescriptions of any kind are not allowed. We do accept MAT participants with the standard shots. Only certain homes are full MAT approved. Upon Intake, you must complete a [Medication Form](#). This form should always be up to date as prescriptions change. Medications must be presented when requested and counted in front of management or locked away according to our [Medication Policy](#).

23. PROGRESS

A. As you progress in our program, you will be allowed to move up in your Phases level, which may include perks such as room status, later curfew, more overnight passes. A [Change Form](#) must be completed by management and submitted to the office for final approval before a move can be complete.

B. If you must work hours outside of the established curfew, a written statement of employment may be required to remain in the house. New Foundations staff works as a team. Any member of staff can address your progress or violation of rules at any time. This Includes Directors, Operations Supervisors, House Managers, Assistant House Managers Admins, etc.

C. Everyone should submit their [Weekly Schedules](#) to house managers by Sunday evening and get approval for any visitors and [Overnight Pass Requests](#) as mentioned previously.



24. MANAGERS, ASSISTANT MANAGERS, SENIOR PROGRAM PARTICIPANT (PHASE III)

- A. We love to reward those who work very hard on their recovery. When promoted to management, you will receive free or discounted program fees. Managers may also receive bonuses based on how efficiently their homes are being ran.
- B. Managers will be required to go through a training and on-boarding process. We are now requiring everyone to become Peer Support Certified. We will help set up the certification. We only want the best managers possible and only want managers that are doing it for the right reasons.
- C. Being asked to become a member of management for your sober living home is a huge honor and responsibility. Trust is hard to obtain but is easily taken away. Trust and reliability are key when becoming part of management.
- D. Assistant managers will be assigned once the bed count reaches a certain threshold. If that threshold is not met for a period; the assistant manager will be placed on hold until the number of beds increase. Assistant managers are required to attend the weekly management meeting and month trainings.
- E. All management should continue to budget for program fees in the event circumstances change.
- F. If you reach Phase III, it is expected you're in a place to give back some of what you've learned along your journey. Phase III, or senior participant, comes with more privileges but also more responsibility. To be in Phase III, you must mentor new participants in lower phases, work with them on their recovery goals, and help guide them through the process. You may be assigned specific participants in other phases for various reasons.

25. EXIT

- A. Any participant leaving NFTL, Inc. for any reason must be supervised when they pack belongings to leave and when they return to collect anything they left behind.
- B. Any participant terminated, or voluntarily leaving NFTL, INC. will have no more than 7 days to remove all personal property from the house. We simply cannot store it.
- C. If you plan on returning to NFTL, Inc., please complete an [Exit Form](#) and pay your balance.
- D. Anything left after that time becomes house property or goes to trash. NO EXCEPTIONS.

26. REFUNDS

- A. Any participant TERMINATED from NFTL, Inc. for a violation of any of these rules will forfeit any monies already paid. NO REFUNDS/NO EXCEPTIONS. A credit balance left will be donated to New Foundation's donation fund.
- B. In addition, if a participant decides they would like to return to NFTL, Inc. they will be subject to the same entrance procedures, as well as, being required to pay any back fees owed when they left NFTL, Inc. Back fees will be due BEFORE access is granted into NFTL. There is a \$35 re- entry fee for "terminated" program participants.
- C. Drug Test costs are not refundable especially if FAILED.
- D. Again, program participants terminated from the program will forfeit all pre-paid monies. By



signing this form, you understand neither you NOR YOUR FAMILY/FRIENDS who may have paid for you will receive a refund. When you pre-pay, we hold and reserve that bed, turning other people away. As a result, we cannot refund money prepaid.

27. THEFT

We prosecute for the following:

A. No one can get into the rent box EXCEPT operations supervisors or other approved personnel. If you try to reach in the box to get your, or another person's money order, it is considered THEFT and will be prosecuted. B. If you were asked to leave and you come back to the premises through windows, breaking locks and doors, or by sneaking in. If you are asked to leave, you are not allowed back unless approved by management.

28. FINANCES & PAYMENTS

A. All program participants must **PAY TO STAY**, just like at any other living arrangement with rent or mortgage, even hotels. **NO EXCEPTIONS PLEASE.**

B. **Payment Plans** of any kind, must be approved by the Finance Department and signed off on, honored and followed. If not, program participants may be dropped a Phase level, placed on restriction, or asked to leave the program.

C. During the admission process, you must be able to state how you plan to pay your weekly fees. You will be required to turn in a **Weekly Schedule** on Sunday along with **Pass Requests & Visitor Requests**. If you're behind on program fees, you may be placed on Financial Restriction, meaning no visitors, Phase 1 curfew or overnight passes.

D. Everyone is required to have the correct amount of money to move in. Only exception is if it's approved by Finance Department. \$100 for 1st week's program fees (Due Friday by 8pm) and \$20 for drug test. There is also an additional pro-rated charge per day moved in prior to Friday. For our MAT homes, it is \$140 to move in and \$120/week.

E. Program participants may not be behind on their program fees or owe a balance week to week. We understand sometimes things happen in our lives and adjustments need to be made. If you must carry a balance, there is a \$10 WEEKLY LATE FEE that will continue to be added to your balance no matter how small the balance.

F. If you get paid bi-weekly, you may not carry a \$200 balance until paid. It must be paid in advance.

We understand this may be hard to do at first which is why we are always willing to work with you, if it's in good faith, that payments will be made and honored.

G. Fees are due every Friday by 8:00 PM. We allow a grace period of 48 hours if payment is received by finance dept. personally. Once fees are collected, anything after is considered late & will be assessed a \$10 LATE FEE.

H. Monthly payers must pay by the 1st of each month. If you receive disability payments or SSI, you have until the 1st since the payment date changed in 2019.

I. If you want to change the frequency of your payments, (weekly to monthly), you must complete a **CHANGE FORM 1 week prior to the beginning of the next month.**

29. LATE FEES

Late fees are assessed for any payments received after:

A. 1st of the Month for Monthly Payers

B. 1st of the Monthly for Disability/Social Security Payers unless it can be proven payments are made on a different date.

C. Late fees will be assessed for program participant carrying a balance week to week.

D. If you're on a **Payment Plan**, **YOU ARE AUTOMATICALLY ON FINANCIAL**



RESTRICTION UNTIL BALANCE IS PAID OFF. You will not be charged a late fee while on a Payment Plan. If you miss ONE payment, entire balance is DUE or you'll be asked to exit program.

E. We typically do not allow anyone to carry a balance over \$100 without being on a [Payment Plan](#). Only 1 payment plan per 3 months.

F. Program fees are due on Friday for weekly payers. Can only change to monthly during 3rd week of month.

****So, paying your balance in full is the most cost-effective way to stay****

30. COMPLYING WITH RULES

All program participants will comply with these rules. House Managers will give verbal warnings whenever possible. The House Manager may put a participant on restriction after a second offense. A third offense may result in removal from program. This rule does NOT override any broken rules which call for immediate dismissal. We are here to hold you accountable, teach you about doing things that are not fun, what you consider pointless, and even fair sometimes. New Foundations adheres to National Alliances for Recovery Residences (NARR) standards. Everything we do comes straight from Best Practices. This is RECOVERY HOUSING, NOT SOBER LIVING. You are entering a program, not just living with others trying not to use. Our program isn't for everyone and that's OK. We will refer people to places we feel would be a better fit.

Please sign stating you understand everything you read above, agree to abide by all the conditions of the program, understand you are not a resident nor a tenant, this is not a lease or guarantee of acceptance into our program. Also sign stating you know the consequences of not paying your program fees, doing chores, following curfew, working a recovery program, not attending required meetings Service Work/Volunteering or New Foundation community events:

Program Participant Signature:

Date:

INTAKE IS NOT COMPLETE UNLESS THE FOLLOWING HAS BEEN DONE by MANAGEMENT:

- Entire Intake Package Completed w/H.S Rules Signed & gone over. Email to Admin@nftl.org
- CAM Scan/Email Signed Drug Test Results, ID, Photo of Money Order or PayPal Slip Showing INTAKE PAYMENT
- Upload/Email INTAKE PACKET (ROL, Financial Agreement, Confidentiality, Rights, Good Neighbor
- Parole/Probation Officer Name & Number (if applicable)
- Put Name and Date in Slack's Intake and Exits Channel -Note if ADAPT/COR12 or any other program helping w/fees
- Update Bed Count on Slack
- Medication List Completed Whenever Meds Change
- Give Participant Handbook to read and sign while on 3 day intake restriction
- Explain Weekly Schedule, Phases, Pass Request, Visitor Request, Work/Meeting Requirement, & SERVICE WORK/VOLUNTEER
- Clothes in Dryer 15 min, Bed Bug Cover on Bed & Explain the Weekly Spray Process, SEARCH BELONGINGS!
- House Meeting-Mandatory, House Funds, Weekly Recovery Goals Sheet, Chores, Kids, No Smoking
- Go over Recovery Goals now & each phase-may not phase up if a bal is owed per Mikella.
- Introduce to House Mates, Meeting Schedules, Battle Buddies etc.
- Explain Phase Up requires house input during house meeting: love and compassion shown
- Phase O-III