



**New Foundations**  
Community Housing

# New Foundations Transitional Living Program Rules

Effective: 10/01/2019

NFTL (New Foundations Transitional Living) is a spiritually based, non-denominational, safe place designed to assist in the transition from a life of substance use to a life of recovery. Program participants are required to work a recovery program, pay program fees, and be a helpful and respectful member of the community.

NFTL is not a medical facility, drug rehab, 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 for your sober life. Recovery works! We have rules because we care about the development of every program participant and refuse to let anyone cheat themselves. We promise to always work diligently to help you help yourself.

Please read through the following pages outlining our most important rules for all New Foundation homes. See what we do and prepare to be challenged. NFTL stands out from the rest due to our approach to recovery and our long history in Cincinnati and NKY. 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! WELCOME HOME!

## **1. APPLICATION/INTAKE PROCESS/FEEES**

**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. PROGRAM REQUIREMENTS/PROHIBITIONS:** NFTL cannot accept individuals into the program who have convictions for arson or sex crimes. If you have any violent crime convictions, you must disclose the details of your convictions to the program manager or executive director, who will decide if you can be entered into the program. NFTL is not a medical facility and, as such, cannot work with participants who have uncontrolled seizures or are prescribed controlled substances. (Please note that while not federally controlled, both Ohio and Kentucky have classified gabapentin/Neurontin as a controlled substance.) In some **rare life-saving situations**, with proper documentation from medical personnel, participants may be allowed entrance into the program with specific controlled prescriptions. If this is allowed, you must go to a MAT home and store all medications in the safe. Please note that these situations are incredibly rare and approval is unlikely. **C. INTAKE FEES:** Intake fees are \$100, plus the drug test fee of \$20. The drug test fee must be paid prior to taking the drug screen and is non-refundable. If re-entering our program, there's a re-entry fee of \$35. Intake fees cover your participant fees until the following Friday, at which point fees are due at the standard rate. That is, if you move in on Thursday, fees will still be due Friday - the following day - for the week. We encourage you to schedule intake for a Friday in order to get the most benefit from your intake fees. Rates are subject to change at any time. Program fees for MAT participants are higher due to the increased liability insurance and additionally trained staff. **D. PROGRAM FEES:** Participant Program fees as follows: Non-MAT weekly pay \$100; MAT weekly pay \$120; Non-MAT monthly pay \$435; MAT monthly pay \$520. In order to encourage you to plan ahead, participants receive a discount on monthly fees. Participant-paid monthly fees are as such: Non-MAT monthly pay \$370; MAT monthly pay \$445. Please note that others' paying on behalf of participants, including organizations, do not receive this discount, as it is to encourage you to plan with your money. **E. HOW TO PAY:** Program fees may be paid via [www.NFTL.ORG/Program Participant/Program Fees](http://www.NFTL.ORG/ProgramParticipant/ProgramFees), Tenant Web Account (TWA), Money Order, or Check. NO Cash can be accepted, for any reason. All forms of payment must be made out to New Foundations, must clearly identify participant's full name, and must be

legible. Everyone receives discounts for giving an honest review of New Foundations on review platforms such as Google or Facebook. If a score of 3 or below is given, Executive Director must speak to PP to address any issues causing a less than positive experience. Discount will be given regardless, and is given for HONEST reviews, positive or negative. **F. PERSONAL BELONGINGS:** Program participant's personal belongings will be searched for everyone's safety. Prohibited items will be disposed of or asked to be removed from premises. You will share a room with other participants and we encourage you to bring no more belongings than may fit in a typical college dorm room. **G. PREVENTING SPREAD OF COMMUNAL BUGS:** All clothes and linens will be put through the dryer in order to prevent the spread of communal pests. 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 for this purpose. You are required to bring a bed bug cover (a zippered mattress encasement/cover) for your bed in the home. House management will spray the home every Friday for bed bugs. If this isn't happening, please call (513) 813-2787 and let us know. **H. BEDDING, HYGIENE ITEMS, AND FOOD:** We ask you provide your own linens and a "bed bug cover" for a twin mattress, personal hygiene items, and food. We work hard to find donations of these types of items, so inform your house management as soon as possible if you are missing items that you need. **I. PROBATION/PAROLE:** If you're on probation or parole, we must have your officer's contact information, and you must sign a Release of Information allowing us contact with your PO, before you will be allowed to complete intake. If you don't yet know your PO's name, or don't have it with you, county and court information 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 but it must be given to us prior to completion of intake. We encourage all PP in Ohio homes with a history of criminal offenses to contact the Hamilton County Office of Re-Entry at (513) 946-4304 as soon as possible to see what services you may qualify for. **J. RELEASE OF INFORMATION:** All participants must have a ROI (Release of Information) on file for current chemical dependency and/or mental health treatment providers, case managers, probation, emergency contact, etc. Please keep your ROI updated. It is also your responsibility to sign any needed ROIs with your treatment providers so that they may speak to NFTL about you. **K. RECOVERY GOALS:** Must be completed with either Program Manager, Assistant/House Manager, or Senior Program Participant. New Foundation's approach to recovery begins with GOALS, no matter how big or small. Setting your own realistic goals and meeting them will help you see your own progress. **L. INTAKE PACKAGE** must be complete which contains application and other necessary documents needed prior to bed assignment. **M. ORIENTATION** Orientation for new participants is held on Saturday mornings. You must attend this orientation, held at either Park Hills Men (KY) or Harris (OH) within two weeks of moving into NFTL. KY orientation is the 1st and 3rd Saturday of the month at 10am and OH orientation is the 2nd and 4th Saturdays at 10am. **Contact Beth, Program Manager, at 513-401-2621**, via text or call to schedule an appointment or ask any questions about orientation.

## **2. AFTERCARE PROGRAM INSTRUCTIONS**

If you are coming from incarceration or treatment, please provide us with your discharge instructions during the intake process. We will work closely with providers like PIER, Sun Behavioral, CAT, Drug Court, Talbert House, Kenton County Jail, Hamilton County Jail, Life Learning Center, BrightView, and others to ensure discharge criteria are met. You must keep an updated ROI on file with each provider/program allowing NFTL to contact them about you.

### **3. ALCOHOL AND DRUG POLICY**

All program participants must remain substance free and all drug screens must be absent from illicit substances. However, violations don't necessarily mean removal from your home or being discharged from the program. The best way to address a relapse is to inform your house management team as soon as you can so that we can assist you in creating a relapse prevention plan and contacting a detox facility, if needed. If you are found to have used alcohol or other drugs, and have not already discussed with your house management team, you will be discharged. If you are "caught", you will be discharged. If you come to management and "confess," your situation will be handled on a case-by-case basis, keeping the safety of all program participants in mind, which could still include being discharged from the program to enter treatment. It is always best to be open and honest with your house management team. We must report positive drug screens/exits from our home to any aftercare programs enrolled. If a participant is enrolled with the ADAPT or CORE 12 Program, house management must immediately notify the executive director of any discharge and/or relapse. If you are asked to leave for any reason, you will be escorted off the premises **immediately** with or without belongings, depending on the situation. See **EXIT** section for more details. If you leave due to a relapse and go directly to treatment, New Foundations will attempt to work with you to store your belongings and return you to a NFTL home at your discharge. For this to happen, you must keep in contact with us regarding your treatment.

### **4. RETURNING FROM RELAPSE POLICY**

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, you will be required to sign a behavior contract and you may be assigned to a different home. 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.

### **5. DRUG SCREENS/ URINALYSIS**

**A.** We conduct drug screens with the utmost respect and privacy allowable. Observed drug screens may be necessary in which a member of management is required to physically watch the specimen exit your body. All tests should be signed by management and you (both sides), then attached to the participant's file in rent manager.

**B.** Any participant who becomes aware of someone using or that is under the influence is required to inform management immediately. Hiding that someone else is using hurts the user, affects your recovery, and puts the entire house at risk. The consequences of knowing that someone is using substances and not reporting can be the same as if you were using substances yourself, up to being discharged from the program.

**C.** NFTL uses a specific panel of drug and alcohol screening strips to detect use of drugs and/or alcohol. There may arise a time when a further, more in-depth, urinalysis is required if you disagree with results (false positives sometimes happen). If drug screen results show positive for illicit substances and you disagree with the results, you have the option to have a second screen completed at your own expense. The cost of each test is \$20. The test must be paid for prior to taking for a second time. If negative, the fee will be returned.

**D.** If you choose to have further urinalysis completed, it is at your own expense. 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 the participant will be allowed to stay. If you are currently in treatment at a treatment facility such as BrightView, CAT, Sun Behavioral, Beckett Springs, or any other medical provider for substance use disorder, you may be able to contact your treatment facility in order to obtain a urinalysis covered by your insurance.

**E.** If you're unable to provide specimen, you will need to stay within sight of house management. A deadline of 1 hour is given to furnish an unadulterated specimen to management.

## **6. WORKING A PROGRAM**

New Foundation's mission is to provide spiritually-based safe and affordable recovery housing to all who wish to live a life free of addiction. Working a good recovery program is key to your success at New Foundations and is defined as: **A.** Working a 12-step program and taking it seriously. If you feel that a non-12 step program such as SMART recovery is a better fit for you, you must discuss this with the program manager and create a plan that includes a mentor who takes the role of sponsor. Group therapy will not be an approved replacement for 12 Step groups, as peer-led social support is an important part of recovery. **B.** Sponsor of the same sex, (or to whom you are not attracted) that you meet with regularly. Your sponsor cannot be a member of your house management, but can be a member of the management of another NFTL home. **C.** Attending 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.** Keeping a positive attitude and correcting negative behavior immediately. **F.** GOALS. We ask everyone to identify goals upon entry and throughout the various phases. Taking steps to reach goals is critical to your recovery. **G.** Service work. You are expected to complete 2 hours per week of service work, regardless of whether or not you are working. One hour per week should be for New Foundations or your fellowship of choice. Your household chores are not service work. Offering to take a new participant and show them around the neighborhood (bus stop, stores, etc) or going to another NFTL home to help repair their lawnmower can be service work. Acceptable fellowship service work includes helping out with coffee, being a greeter at meetings, chairing a meeting, etc. The second hour of service work per week must be in the greater community. This can include volunteering for any non-profit organization, such as a food pantry, animal shelter, hospital, etc. Service work plans that include one large block of time per month (instead of smaller times each week) can be appropriate with approval (for example, volunteering for four hours on a single day may be acceptable for the full month, if approved prior to the volunteer shift). **H.** Healthy spirituality. We expect all participants to be actively engaged in a personal spiritual program that supports your recovery, in addition to any spirituality-based recovery programs. This may be church, bible study, synagogue, temple, yoga, meditation, or any other group that supports your personal spirituality. 12 Step and other spirituality-based recovery programs are important but do not fulfill this requirement - you must have participating in spiritual programs NOT specifically tied to recovery.

## **7. 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. You are permitted to be in the designated smoking area (usually the porch of the home) after curfew IF you maintain appropriate volume levels and do not disturb neighbors or other participants in your home. Some homes have multiple balconies, including ones accessible through bedrooms. You may not walk through a participant's room to get to a smoking area without their permission EVER.

## **8. 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 in the event of a fire or other emergency. This is very important. If you do not sign out and there is a fire, we risk the lives of emergency personnel who would enter the burning building to save you. Management conducts random safety drills, and the Sign In/Out sheet will be used to check who is home at the time. Remember, Phase 1 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.

## **9. FOOD**

All program participants will provide their own food. If you are unable to purchase your own food, apply for SNAP/"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 including pantries within walking distance of most NFTL locations. Contact the program manager if you need assistance finding resources. Food is not permitted in bedrooms unless in sealed containers. Eating is not allowed in bedrooms.

## **10. OVERNIGHT 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 what you will be doing. House management may choose not to approve passes if it involves people or places from your time in active use. Please understand that this is for your own safety. 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. House managers may choose to have a visitor stay with them instead of taking their overnights away from the home. Managers may have a total of two overnights per week, regardless of if their visitor stays with them in the home or they go to visit away from the home. Manager overnight passes are to be approved by the Executive Director by Sunday for the following week.

**ELIGIBILITY REQUIREMENTS for PASSES:** **A.** Successfully progressed to Phase II. **B.** Not on restriction for rule violations or Financial Restriction. **C.** Consistently working a recovery program, working on your recovery goals, maintaining a positive attitude, and completing chores. A manager may remove a previously scheduled overnight pass if you are not following rules in the home.

## **11. CURFEW**

Exceptions to curfew can be approved for work and recovery meetings.

**PHASE 0:** No curfew, can only go to meetings with a member of house management and can go to doctor's appointments, treatment, and work. These obligations must be disclosed to house management when you complete 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. When going to meetings during Phase 1, you cannot out to eat before or after - you must go directly to the meeting and come directly back.

**PHASE 2-**Week Days 9:30 PM, Weekends 11:30 PM

**PHASE 3-**Week Days 11:30 PM, Weekends 1:30 AM

## **12. DATING/BECOMING SEXUALLY INVOLVED OTHER PARTICIPANTS IN OUR PROGRAM**

Due to our strict focus on recovery, dating/having ANY sexual contact with other participants is NOT ALLOWED. If you have any type of personal relationship (family member, romantic/sexual partner, etc) with someone already living in NFTL, this must be disclosed to management BEFORE intake. Management may become involved if fraternization occurs and causes issues of any kind. Any problems arising out of a fraternization may result in consequences resulting in removal from the program. Participants are not allowed in each other's house unless it is noted on your Weekly Schedule, turned in during your meeting. Participants may not ever have overnight guests over the age of 18, regardless of relationship or gender. Management may not date, or have any sexual contact of any kind with anyone in any NFTL house. If a member of management has a partner or family member interested in coming to New Foundations, it must be disclosed prior to intake, so that management can address on a case-by-case basis.

## **13. CONFLICTS OF INTEREST**

Members of management or staff with personal relationships to participants must immediately inform the program manager of this conflict of interest. This includes family members (even family "by marriage"), current or past romantic/sexual partners, past "using" partners of note, or any long-term friendships. Members of management or staff may not access any information on family members or past or current sexual partners, nor may they discuss the individual with any other members of staff or participants. **There are absolutely no exceptions to this, for any reason.** Members of staff or house management may not act as emergency contact for any participants. Other relationships (including long time friends or that those in management have a history of using with) will be addressed on an individual basis taking into account ethical guidelines for chemical dependency professionals. Due to NFTL's small staff size, there may be times where a participant is deemed not appropriate for New Foundations due to their relationships with management or staff. In these cases, NFTL will work to help you find appropriate sober living.

## **14. VISITORS**

**Phase 1:** You can have visits from your children under the age of 18, if scheduled ahead of time and someone drops the children off. Your children's ride to your home is not an approved visitor during phase 1 and they must drop the children off and come back to pick them up. They are not allowed to stay. Children under the age of one year can be accompanied by their other parent or guardian during visits, with prior approval. In general, if you are not allowed unsupervised visits with your child, you must have your visits at a location outside the home, as your visit supervisor is not an approved visitor. Sponsors are also allowed to visit, for the purpose of completing step work, with the approval of your house manager. **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; Sunday 12:00 AM to 6:00 PM. Visitors must always sign in and out, identifying themselves as visitors, and stay with participant in common areas ONLY. Participant must accompany visitors everywhere. If a house is doing particularly well, extra visitation time may be allowed with Executive Director approval. **Approval:** You must complete a Visitors Request Form (submitted with your Weekly Schedule on Sunday), and receive prior approval for your guest. Anyone caught on the property without a Visitor Request Form will be asked to leave immediately and there will be consequences for the participants who allowed them to enter/brought them in.

## 15. WORK/VOLUNTEER/SCHOOL REQUIRED

All program participants must have a consistent job or verifiable legitimate income. If you do not have employment, you must schedule an appointment with the Program Manager within 7 days of intake to create plan for employment or school or to schedule service work. Program participants who are unemployed and seeking employment must provide proof of their employment search or participation in an employment program. Again, these activities must be listed on your Weekly Schedule submitted on Sunday. Those on disability are required to be providing service work in the community or be in school. This is IN ADDITION to the service work required of all participants. See Program Manager for more details and assistance finding a service opportunity. As NFTL is a spiritually-based program, we encourage you to actively engage with a spiritual community of your choice. Your church, synagogue, or other spiritual community is a great place to provide service.

## 16. PERSONAL PROPERTY/MEDICATIONS/LOCKS

NFTL 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 participants' rooms and cleaning up after yourself. You may not ever enter another participant's bedroom without their permission, for any reason. **B.** When program participants leave, do not 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. This includes all MAT medications. Medication Log Form must always be current. **D.** If you have anything locked, including doors to bedrooms, management must have the combination. If non-combination locks are placed on doors, the locks will be cut and you will be charged \$20. Medication bags are the only allowable non-combination locks in the home. **D. YOU ARE OUR BUSINESS:** 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 reserves the right to search through your personal belongings in the event management deems necessary.** This will be done respectfully, in front of you and another witness, in normal operating procedures. There may be urgent situations where your belongings are searched while you are not present. This will only happen in the presence of an operations manager, the program manager, or the executive director.

## 17. NEIGHBORS-Good Neighbor Policy

Please read and sign off on the Good Neighbor Policy. We are recovering in a community and want to contribute to the peace and cleanliness of the neighborhoods. It is the responsibility of all participants in a home to ensure that no garbage is left around the home (including on sidewalks, even if someone walking by dropped it), the grass is kept cut, garden beds are neat and weed-free, and porches are kept looking nice. Any issues with a neighbor must be brought to the attention of house management immediately. Managers are required to complete an Incident Form and submit to the program manager and executive director anytime there is a negative experience with a neighbor. New Foundations has homes in three cities and strives to maintain positive relationships with police and city governments in each of these cities. You can help this by being friendly and polite to neighbors and businesspeople around your home. Do not litter in the neighborhood or loiter in front of any businesses. We recognize that members of the community may see NFTL participants/those in recovery as "criminals" and, not knowing you as an individual, may say disrespectful things to you in the community. Do not respond or engage in any way. Show them that you are better than that. NFTL expects our participants to walk away from conflict in the community and not engage in any way, no matter what. Take a breath and call your sponsor, spiritual mentor, and/ or house manager.

## **18. MANDATORY MEETINGS, HOUSE CONTRIBUTIONS, DAILY CHORES**

**A. Mandatory Weekly House Meetings:** Weekly house meetings are required for ALL program participants. At the time of your intake, confirm your meeting day and time with your house manager, as you will need to ensure your work, school, and treatment schedule allow you to be free at the time of your house meeting. **B. House financial contributions:** \$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). The details of how this money is spent is decided by each individual home based on their needs. A weekly House Meeting Log must be **completed by the house members ONLY (not the house manager)** during this weekly meeting. All homes should have a House Money Log Sheet. You have a right to ask to see the current information about your home's house money, such as the current balance and what has been purchased with the funds. If you have any concerns about how your house money is being spent, please contact your regional operations manager. **C. Utilities:** Please help us keep your homes' costs low by always turning off the lights, keeping windows closed when heat or air is on, not letting the water run, etc. Each home's utilities are tracked and homes can lose privileges or receive extra privileges based on utility bills. **D. Chores:** Everyone must be assigned a chore, including members of house management. If chores aren't complete and signed off on correctly, consequences are attached. It's your responsibility to have your chores covered while away on pass. You must clean your own dishes immediately after you finish eating. You should never place a dish in the sink and walk away, for any reason. Beds are to be made every day by 9:00 AM. **E. Being a family:** Everyone is responsible for their own chores. However, it is good to be helpful to your housemates in general. Do not keep track of what you do versus what other people do, as this leads to resentment. Do what needs to be done in the home.

## **19. VEHICLES**

If you have a valid driver's license and a car, you must provide proof of insurance before you can park your vehicle on or near any New Foundations homes. Without proof of insurance and a current license with driving privileges, you may not park on property or drive any other participants in your car. You may not leave a broken-down vehicle parked on the street or in your house driveway. Do not block driveways of your house or your neighbors' houses.

## **20. STATE ISSUED IDs**

Everyone must obtain a state issued ID within one week (7 days) of being admitted into our program. If you do not have resources for a new ID, speak to your house manager and/or the program manager for resources.

## **21. NO WEAPONS**

You may not have any weapons in New Foundations homes. This includes unloaded or non-working firearms. You will be immediately escorted off property and dismissed from the program if you are found on property with weapons. You will not be allowed to return to any NFTL program and will be banned from all NFTL properties forever, with no exceptions.

## **22. HEALTH CARE/MEDICATIONS**

Hospital and Doctor Visits: If a participant is ever required to obtain a prescription, the participant will provide full, related discharge and treatment instructions from the office of the doctor. Controlled substances are not permitted with the exception of medications FDA-approved for opiate use disorder treatment, such as suboxone. Those prescribed oral/sublingual MAT must live in the MAT homes. If you are prescribed an injectable form of MAT, you may live in any home. 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**

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, or more overnight passes. A Change Form must be completed by management and submitted to the office for final approval before a move can be completed. All participants must meet with the program manager before their new phase is official.

## **24. MANAGERS, ASSISTANT MANAGERS, SENIOR PROGRAM PARTICIPANTS**

**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. In some situations, members of house management may receive bonuses related to job performance. **B.** Managers will be required to go through a training and on-boarding process and commit to the process of becoming a Peer Recovery Supporter. Due to State/Commonwealth requirements for PRS certification, members of house management must have a GED or HS diploma. Those who were members of house management before this requirement will be “grandfathered” in. NFTL encourages those who are grandfathered in to work towards earning your GED/HS diploma and to complete PRS training even if you cannot be fully certified. **C.** Being asked to become a member of management for your recovery home is a huge honor and responsibility. We choose participants to become members of management when they have showed us they can be trustworthy. We take this trust in you very seriously. Any incidents that affect our ability to trust you may result in removal from your position in management. NFTL will allow you to remain as a regular program participant unless removal from your position was due to unethical or illegal behaviors. **D.** Assistant managers will be assigned once the bed count reaches 14 program participants. If that threshold is not met for a period; the assistant manager will be placed on hold until the number of beds increases. Assistant managers are required to attend all management meetings. Those who miss management meetings without executive director approval will not receive the discount on their program fees that week or month. **E.** Sr. Program Participant may be assigned at any time as long as they meet the requirements. Only one Senior Program Participant per house can be compensated with discounted fees. This will be the senior PP who has taken on additional program responsibilities and is training to become management. **F.** All management should continue to budget for program fees in the event circumstances change. **G.** Being a senior participant comes with more privileges but also more responsibility. To be a Senior PP, 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 to assist by mentoring them.

## **25. EXIT**

**A.** New Foundations is transitional living and most participants stay with us for approximately one year. We are excited for you and happy when you decide that you are ready to move out on your own, or back in with your family. **B.** All participants leaving New Foundations, regardless of reason for leaving, will have no more than 7

days to remove all personal property from the house. Anything not claimed by the 7th day becomes a donation and will be placed in the donation box to be used by participants. We encourage you to consider donating any items in good condition that you will not need in your new home. **C.** Please complete an Exit Form and pay any remaining balance at your time of departure. **D.** Those who leave NFTL on positive terms with no owed balance are encouraged to continue to mentor those in their previous home. If you leave NFTL with an owed balance or leave under negative circumstances (not coming home before curfew, leaving in the night without notice, getting into a verbal or physical argument and leaving, etc), house management may choose not to approve you as a future visitor. This is due to your own behaviors. If you wish to be able to come to NFTL to sponsor or mentor others in the future, please ensure you leave under positive circumstances and without a balance. **E.** Those who are asked to leave NFTL are not permitted on any NFTL property without an escort from management.

## **26. REFUNDS**

**A.** Any participant leaving NFTL will forfeit any fees already paid. NO REFUNDS/NO EXCEPTIONS. Any balance left will be donated to New Foundation's donation fund. **B.** If a previous participant decides they would like to return to NFTL, they will be required to pay any back fees owed when they left NFTL. Back fees will be due BEFORE access is granted into NFTL. There is a \$35 re- entry fee for prior program participants. This is also non-refundable. **C.** Drug Test costs are not refundable. **D.** By signing this, 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. Beds can be held for 7 days through prepayment.

## **27. THEFT**

**A.** NFTL will prosecute any theft to the fullest extent of the law. Theft is something we do in active addiction, not active recovery. **B.** 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. **C.** We have cameras throughout the homes. If you're caught stealing, you will be prosecuted. House cameras are not to be unplugged/disconnected or moved. If you accidentally bump or unplug a camera, please return it to its original state and let you house manager know.

## **28. FINANCES & PAYMENTS**

**A.** All program participants must pay their program fees to stay in the home and in the New Foundations program. **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. **D.** 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. **E.** Regardless of how often you get paid, you may not carry a balance. We understand this may be hard to do at first when you change to a new job with a different pay schedule, which is why we are always willing to work with you, as long as you hold up your end of any agreement made. **F.** 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 weekly

late fee. **G.** Monthly payers must pay by the 1st of each month. **H.** If you want to change the frequency of your payments, you must complete a CHANGE FORM 1 week prior to the beginning of the next month.

### **29. GAMBLING AND OTHER HIGH RISK BEHAVIORS**

**A.** Program participants are not to participate in any gambling while a NFTL participant.. Gambling and other high risk addictive behaviors do not promote recovery. Just as drinking alcohol is not permitted by any participants regardless of their history with alcohol, gambling is not permitted by any participants, regardless of your personal history with gambling. **B.** Do not “hustle.” If you are unsure of what this means, speak to your house management team.

### **30. CONFIDENTIALITY AND SOCIAL MEDIA**

**A.** That fact that you are a participant of NFTL is confidential. This is also true of your housemates. You may not disclose anything that happens in the home to anyone outside of the home. You may not tell anyone the names of who lives in your home. We know this is hard since this is your home and other participants will become your family. As a rule of thumb, do not post on other participants’ “walls” on social media, or post pictures taken inside your home. **B.** Keep your messages to other participants on social media as private/direct messages. Only post pictures of events outside of the home and with permission of everyone in the picture. **C.** Please remember to follow similar confidentiality rules that you may have for your support groups or treatment environments. **D.** Exceptions to confidentiality. NFTL will disclose information about you in the following situations: if you have signed a release of information allowing the disclosure; if there is an emergency situation (you are unconscious and we are telling emergency medical staff your information); if we receive a court order or subpoena to testify; if you commit a crime against NFTL, it’s staff, or other participants; or if we have direct information concerning abuse/neglect of a vulnerable individual (children, elderly, those with disabilities). Please be aware that all people over the age of 18 in the Commonwealth of KY (and those licensed by the State of Ohio to work in chemical dependency) are mandated reporters and required by law to disclose any suspected abuse. NFTL expects all participants and staff to report any/all abuse or neglect of which you are aware, regardless of where it happens.

### **31. COMPLYING WITH RULES**

All program participants will comply with these rules. These rules are not comprehensive and NFTL reserves the right to dismiss you from the program for any legal reason, including negative attitude and/or unwillingness to work the program. We are here to hold you accountable.

### **32. 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 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/ProgramParticipants/GrievanceForm). This will go directly to upper management.

I have read, and been provided with, a copy of the rules of NFTL. I agree to abide by all rules and understand that my ability to stay in the home is determined by my behavior and the payment of my program fees.