



NEW FOUNDATIONS
RECOVERY HOUSING
save a life, change a family, impact a community

New Foundations Transitional Living Program Rules

Effective: 08/19/20

NEW FOUNDATIONS TRANSITIONAL LIVING PROGRAM RULES

Version 3-08192020

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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 Northern Kentucky. 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 the PP is returning, we will review previous stays, reasons for leaving, and address any 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:

i. All criminal charges must be disclosed during intake; if charges are discovered later, PP will be immediately removed from NFTL.

1. NFTL cannot accept individuals into the program who have been convicted of arson or sexual crimes. All PPs will be checked against the Sex Offender Registry.

2. NFTL must prioritize the safety of all PPs, therefore all PPs with violent crime convictions will be handled on a case-by-case basis.

ii. NFTL is not a medical facility, therefore cannot work with participants who have uncontrolled seizures or are prescribed controlled substances. (NOTE: While not federally controlled, both Ohio and Kentucky have classified Gabapentin/Neurontin as a controlled substance.)

1. In some *rare life-saving situations*, with proper documentation from medical personnel, PPs may be allowed entrance into the program with specific controlled prescriptions. If this is allowed, PP must go to a MAT (Medication-Assisted Treatment) 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 test and is non-refundable. If re-entering our program, there is an additional re-entry fee of \$35. Intake fees cover participant fees until the following Friday, at which point fees are due at the standard rate.

i. Example: If PP moves in on Thursday, fees will still be due Friday - the following day - for the week. We encourage prospective PPs to schedule intake for a Friday to get the most benefit

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from their intake fees.

- ii. Rates are subject to change at any time. Program fees for MAT participants are higher due to the increased additional staff training and oversight required.
- iii. Intake fees are waived on Friday. The PP will instead pay their program fees, along with drug test and re-entry fees.
 - 1. Example: MAT PP enters on a Friday; they will owe \$120 for program fees and \$20 for drug test fee.

D. PROGRAM FEES: To encourage financial planning, PPs receive a discount on monthly fees provided the appropriate notice is given and program fees are paid on time. Please note that others' paying on behalf of participants, including organizations and subsidies, do not receive this discount, as it is to encourage the PP to plan with their money.

- i. Participant Program Fees Weekly:
 - 1. Non-MAT weekly pay \$100
 - 2. MAT weekly pay \$120
- ii. Participant Program Fees Monthly:
 - 1. Non-MAT monthly pay \$435
 - 2. MAT monthly pay \$520
- iii. Participant Program Fees with Monthly Concession – contingent on PP paying their own fees and paying on time:
 - 1. Non-MAT monthly pay \$370
 - 2. MAT monthly pay \$445
- iv. **FEES DUE FRIDAY 11:59 PM-NO EXCEPTIONS:** Fees are due every Friday by 11:59 PM. Once fees are collected, any late payments will be assessed a \$10 weekly late fee.

E. HOW TO PAY: Program fees may be paid via 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.

- i. The preferred payment method is through TWA. All PPs are given a TWA upon intake and should write down their password. Access TWA through nfl.twa.rentmanager.com. Make sure to select existing account and use ACH transaction instead of a credit/debit card. The ACH requires a routing and account number; this will only charge a \$2.95 transaction fee instead of the \$2.95 plus 3% processing.
- ii. Everyone can receive a one-time fee concession 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 or Director of Operations 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.

- 1. Total program fee concession can equal \$20. \$10 for Facebook and \$10 for Google.

F. PERSONAL BELONGINGS: PP's personal belongings will be searched for everyone's safety. Prohibited items will be disposed of or asked to be removed from premises. PPs will share a room with other participants, and we encourage PPs to bring no more belongings than may fit in a typical college dorm room. PPs will be sharing a closet space; do not bring more than is absolutely necessary.

G. PREVENTING SPREAD OF COMMUNAL BUGS: All clothes and linens will be put through the dryer to prevent the spread of communal pests. Items only need to be dried for 15 minutes each, so there is plenty of time to dry multiple loads. Please bring \$1.50 in quarters for this purpose. PPs are required

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to bring a bed bug cover (a twin-sized zippered mattress encasement/cover) for their bed in the home. House management will spray the home every Friday for bed bugs.

i. If this is not happening, please call (513) 813-2787 and let us know.

H. BEDDING, HYGIENE ITEMS, AND FOOD: We ask PPs to provide their 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, house managers should be informed immediately if a PP needs help with any necessities.

I. PROBATION/PAROLE: If a PP is on probation or parole, we need their officer’s contact information. They must sign a Release of Information allowing NFTL to contact with their PO before the PP will be allowed to complete intake. If the PP does not yet know their PO’s name, or does not have it with them, county and court information is sufficient until details are known. It is the PP’s responsibility to inform the staff; it must be given to us prior to completion of intake.

i. We encourage all Program Participants 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 they may qualify for.

ii. OH and KY have programs to expunge certain amount of charges permanently. Please inquire.

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, etc. Please keep PP’s ROI updated. It is also PP’s responsibility to sign any needed ROIs with their treatment providers so that they may speak to NFTL.

K. RECOVERY GOALS: Recover goals must be completed with House Manager, Assistant Manager, or Senior Program Participant. New Foundation’s approach to recovery begins with GOALS, no matter how big or small. Setting your own SMART goals and meeting them will help you see your own progress.

i. SMART – Specific, Measurable, Attainable, Relevant, and Time-Bound

L. INTAKE PACKAGE: Intake package must be complete within 24 hours of entering NFTL - contains application and other necessary documents needed prior to bed assignment.

i. Rules must be signed within 3 hours; these can be signed on paper if TWA is not accessible.

M. ORIENTATION: Orientation for new participants is held on Saturday mornings. PPs must attend this orientation, held at McMillan (OH) within two weeks of moving into NFTL.

i. Orientation is every Saturday at 11am. If the location or time is changed, managers will notify PPs and work with them to attend orientation.

ii. **Contact the Intake Department at 513-813-2787**, via text or call to schedule an appointment or ask any questions about orientation.

N. AFTERCARE PROGRAM INSTRUCTIONS: If PP is coming from incarceration or treatment, please provide us with their 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, KAV, BrightView, Engagement Center and others to ensure discharge criteria are met. PPs must keep an updated ROI on file with each provider/program allowing NFTL to contact them; ROIs must also be filled out with provider/program to allow them to communicate with NFTL.

2. ALCOHOL AND DRUG POLICY All PPs must remain substance free; all drug screens must be absent from illicit substances. Violations do not necessarily mean removal from house or being discharged from the program. The best way to address a relapse is to inform the house management team as soon as possible so that we can assist in creating a relapse prevention plan and contacting a detox facility, if needed.

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- A. If a PP is found to have used alcohol or other drugs and has not already discussed their relapse with their house management team, they will be discharged. If the PP is “caught”, they will be discharged.
- i. Caught means failing a drug test or “admitting” use right before a drug test is administered.
- B. If a relapsed PP seeks out help from house management, “confesses”, house management will handle each situation on a case-by-case bases. House management is responsible for the safety of all PPs and may still choose to discharge the PP, however other resolutions can be considered if the PP is honest with house management. It is always best to be open and honest with the house management team.
- C. We must report positive drug screens/exits from our home to any aftercare programs the PP is enrolled in. House management must immediately notify the Director of Operations of any discharge and/or relapse. The relapse should be noted in PP notes followed by a call to the Director of Operations.
- D. If PP is asked to leave for any reason, they will be escorted off the premises **immediately** with or without belongings, depending on the situation. See **EXIT** section for more details. If PP leaves due to a relapse and goes directly to treatment, New Foundations will attempt to work with the PP to store their belongings and return them to a NFTL home after discharge. For this to happen, PP must keep in contact with us regarding their treatment.
- E. **RETURNING FROM RELAPSE POLICY:** If a PP relapses while in our program, they may 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 PPs depending on the situation. If management approves their re-entry into the program, they will be required to sign a behavior contract and may be assigned to a different home.
- i. **COMMITMENT TO RECOVERY:** The PP will need to state why they relapsed and what can be done differently moving forward.
 - ii. **FINANCIAL REQUIREMENTS:** Before re-entry, PP must pay at least half of their outstanding balance, pay a \$35 re-entry fee, and create a payment plan for the remaining value. Failure to abide by payment plan will be treated as non-payment of fees and may result in exiting the program.
- F. **DRUG SCREENS/ URINALYSIS**
- i. **OBSERVED:** We conduct drug screens with the utmost respect and privacy allowable. Observed drug screens are necessary, a member of management is required to physically watch the specimen exit the PP’s body. All tests must be signed by management and PP (both sides), then attached to the PP’s file in rent manager.
 - ii. **ACCOUNTABILITY TO EACH OTHER:** Any PP 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 their own 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 the PP were using substances themselves, up to being discharged from the program.
 - iii. **DISAGREE WITH RESULTS:** 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 the PP disagree with results (false positives sometimes happen). If drug screen results show positive for illicit substances and the PP disagree with the results, they have the option to have a second screen completed at their 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.
 1. **FURTHER URINALYSIS:** If PPs choose to have further urinalysis completed, it is at

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- i. One hour per week should be for New Foundations. 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 with coffee, being a greeter at meetings, chairing a meeting, etc.
- ii. The second hour and a half 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 ten hours on a single day may be acceptable for four weeks, if approved prior to the volunteer shift).
- iii. PPs must track their service hours and turn in during weekly house meetings on weekly check in sheets.

H. HEALTHY SPIRITUALITY: We expect all participants to be actively engaged in a personal spiritual program that supports their 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 their personal spirituality. 12 Step and other spirituality-based recovery programs are important but do not fulfill this requirement - PPs must have participation in spiritual programs NOT specifically tied to recovery.

4. HOUSE RULES AND EXPECTATIONS:

A. NO SMOKING INSIDE OF HOMES: Do NOT smoke inside the home, including PP's bedrooms.

Designated areas will be provided. PPs are permitted to be in the designated smoking area (usually yard or porch behind the homes) after curfew IF they maintain appropriate volume levels and do not disturb neighbors or other participants in their home. Some homes have multiple balconies, including ones accessible through bedrooms. PPs may not walk through another PP's room to get to a smoking area without their permission EVER. Violation of this strict policy will result in immediate dismissal from the program.

- i. Vaping is allowed if other house members are agreeable. NOTE: Vaping is still smoking; many companies are moving towards not allowing it indoors. Limiting usage to outside and less frequent will be beneficial to future employment.
- ii. Pick up cigarette butts; do not throw them in the neighbor's yard, out on the street, or any other place besides designated smoking stations

B. SIGNING IN AND OUT: PPs are required to sign in every time they enter the home and sign out every time they exit the home. House Management needs to know where every PP is. This ensures accountability and in the event of a fire or other emergency we can make sure everyone is safe.

- i. If someone does not sign out and there is a fire, we risk the lives of emergency personnel who would enter the burning building to save them.
- ii. 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 is on their Weekly Schedule, submitted on Sundays. Everyone must put their phase level when signing in/out.

C. FOOD: All PPs will provide their own food. If a PP is unable to purchase their own food, apply for SNAP/" food stamps" TODAY! In the meantime, do not take another PP's food. House Manager should be notified if a PP cannot supply their own food upon entry and they will coordinate with staff to MAKE SURE the PP is fed. We will not let anyone go hungry -but again -do not eat another's food. There are

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many places to obtain food including pantries within walking distance of most NFTL locations. House Managers should contact the Director of Operations if they need assistance finding resources. Food is not permitted in bedrooms unless in sealed containers. Eating is not allowed in bedrooms.

D. OVERNIGHT PASSES: Passes are a privilege; not a right. Passes must be approved, and the PP must be in Phase II or above with 30 days in the program. Fill out a PASS REQUEST FORM, indicating name, address, and telephone number of where the PP is going, the recovery benefits, and what you will be doing on Sunday during house meeting. House management may choose not to approve passes if it involves people or places from the PP's time in active use. Please understand that this is for the PP's own safety.

i. The pass request must be submitted on Sunday with their Weekly Schedule. Any PP 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.

ii. 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.

1. Manager overnight passes are to be approved by the Executive Director or Director of Operations by Sunday for the following week.

iii. ELIGIBILITY REQUIREMENTS for PASSES:

1. Successfully progressed to Phase II.

2. Minimum of 30 days in NFTL Recovery Program

3. Not on restriction for rule violations or Financial Restriction.

4. Consistently working a recovery program, working on their recovery goals, maintaining a positive attitude, and completing chores. A House Manager may remove a previously scheduled overnight pass if the PP is not following rules in the home.

E. CURFEW: Exceptions to curfew can be approved for work and recovery meetings. Any exceptions must be approved by House Manager in advance.

i. PHASE 0: No curfew; can only leave the house to attend meetings with Phase III or higher, go to doctor's appointments, court mandated appearances, treatment, and work. These obligations must be disclosed to house management during intake and documentation provided.

1. PPs in phase 0 may not go to the store, out to eat, or other not approved locations alone. They should always have a "battle buddy" with them, a phase III or above PP.

ii. PHASE I: Work, school, treatment, and recovery meetings ONLY. Must provide proof of whereabouts with photos, doctor appointment paperwork, counselor paperwork, time sheets, etc.

1. When going to meetings during Phase 1, PP can go out to eat before or after if part of a fellowshiping opportunity approved by house manager. Otherwise, PP must go directly to the meeting and come directly back and show proof by having their recovery meeting sheets signed and other proof may be necessary.

2. PPs can go to the store, out to eat, and other recreational activities with manager approval and showing proof of whereabouts. Sponsors, family, and friends can pickup the PP, but are not approved visitors on the property.

3. "Battle Buddies" are no longer required for leaving the house.

iii. PHASE II-Week Days 9:30 PM, Weekends 11:30 PM

iv. PHASE III- (INCLUDES HOUSE MGT) Week Days 11:30 PM, Weekends 1:30 AM

F. DATING/BECOMING SEXUALLY INVOLVED WITH OTHER PARTICIPANTS IN OUR

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PROGRAM: Due to our strict focus on recovery, dating/having ANY sexual contact with other PPs 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. House Managers will become involved if fraternization occurs.

- i. Any problems arising out of a fraternization may result in consequences including removal from the program. PPs are not allowed in each other's house unless it is noted on your Weekly Schedule, turned in during your meeting.
- ii. PPs may not ever have overnight guests over the age of 14, regardless of relationship or gender.
- iii. 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 Executive Director and Director of Operations can address it on a case-by-case basis.

G. VISITORS

- i. **PHASE 1:** PPs can have visits from their children under the age of 14, if scheduled ahead of time and someone drops the children off. For children over the age of 1, the children's ride to NFTL is not an approved visitor during phase 1 and they must drop the children off and come back to pick them up. The children's transportation is not allowed to stay.
 1. Children under the age of one year can be accompanied by their other parent or guardian during visits, with prior approval.
 2. If the PP is not allowed unsupervised visits with their children, the PP must have their visits at a location outside the home. The visit supervisor is not an approved visitor.
 3. Sponsors can visit, for the purpose of completing step work, with the approval of the house manager. They must sign in and out to account for being on the property.
 4. Peer Recovery Supports and counselors holding groups or private counseling sessions are also allowed in the home during their scheduled appointments.
- ii. **PHASES II - III:** 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 or Director of Operations approval.
 1. **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.
 2. Visitors are welcome at the following times ONLY:
 - a. Friday 4:00 PM to 9:00 PM;
 - b. Saturday 12:00 PM to 9:00 PM;
 - c. Sunday 12:00 PM to 6:00 PM.

H. WORK/VOLUNTEER/SCHOOL REQUIRED: All program participants must have a consistent job or verifiable legitimate income.

- i. If PP do not have employment, they must schedule an appointment with the Operations Department within 7 days of intake to create a plan for employment, school, or to schedule service work. There are many resources to assist with employment, program fees, and other resources. PP can complete a needs assessment with any NFTL staff.

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- ii. PPs who are unemployed and seeking employment must provide proof of their employment search or participation in an employment program.
 - 1. These activities must be listed on your Weekly Schedule submitted on Sunday.
 - iii. 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 Operations Department for more details and assistance finding a service opportunity.
 - 1. As NFTL is a spiritually based program, we encourage PPs to actively engage with a spiritual community of their choice. A church, synagogue, yoga/meditation routine, or other spiritual communities are great places to provide service.
- I. PERSONAL PROPERTY/MEDICATIONS/LOCKS:** NFTL is not responsible for lost or stolen personal articles. PPs are responsible for securing their own valuables and being aware of their surroundings.
- i. **RESPECT:** PPs will respect each other and personal space. This means staying out of PPs' rooms and cleaning up after themselves. PPs may not ever enter another PP's bedroom without their permission, for any reason. If a common area must be accessed via a bedroom, go directly to the common area and do not touch anything, disturb the participant residing in the room, sit on their bed, etc.
 - ii. **NOT YOURS, DON'T TOUCH:** When PPs leave, do not touch their belongings while we allow them the 7 days to retrieve their items. NO EXCEPTIONS.
 - 1. This is a general rule for life: If it is not yours, do not touch it.
 - iii. **LOCKED BAGS:** Certain medications must be locked in a cabinet/safe and each PP has their own locked bag to which they hold the key. This includes all MAT medications. Medication Log Form must always be current.
 - iv. **COMBO-LOCKS ONLY:** If PPs have anything locked, including doors to bedrooms, management and operations must have the combination. If non-combination locks are placed on doors, the locks will be cut, and the PP will be charged \$20.
 - 1. Medication bags are the only allowable non-combination locks in the home.
- J. MANDATORY MEETINGS, HOUSE CONTRIBUTIONS, DAILY CHORES**
- i. **MANDATORY WEEKLY HOUSE MEETINGS:** Weekly house meetings are required for ALL PPs. At the time of intake, confirm house meeting day and time with the house manager. PP will need to ensure their work, school, and treatment schedule allow them to attend their house meeting.
 - ii. **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. All homes should have a House Money Log Sheet.
 - 1. PPs have a right to ask to see the current information about their house money, such as the current balance and what has been purchased with the funds. If anyone has concerns about how the house money is being spent, please contact the Operations Department.
 - iii. **UTILITIES:** Please help NFTL keep 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.
 - iv. **CHORES:** Everyone must be assigned a chore, including members of house management. If

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chores are not complete and signed off on correctly, consequences are attached. It is the PP's responsibility to have their chores covered while away on pass. Each PP must clean their own dishes immediately after they finish eating. No one should ever place a dish in the sink and walk away, for any reason. Beds are to be made every day by 9:00 AM.

- v. **WE ARE FAMILY:** Everyone is responsible for their own chores. However, it is good to be helpful to housemates. Do not keep score, as this leads to resentment. Do what must be done in the home.
- K. VEHICLES:** If the PP has a valid driver's license and a car, they must provide proof of insurance before parking their vehicle on or near any New Foundations' homes. Without proof of insurance and a current license with driving privileges, PPs may not park on property or drive any other participants in their car. PPs may not leave a broken-down vehicle parked on the street or in the house driveway. Do not block driveways of the houses or neighbors' houses.
- L. STATE ISSUED IDs:** Everyone must obtain a state issued ID within 7 days of being admitted into our program. PPs should speak to their House Manager if they do not have resources for an ID.
- M. NO WEAPONS:** PPs may not have any weapons in New Foundations' homes. This includes unloaded or non-working firearms. PPs will be immediately escorted off property and dismissed from the program if they are found on property with weapons. PPs found with weapons will not be allowed to return to any NFTL program and will be banned from all NFTL properties forever, with no exceptions.
- N. GAMBLING AND OTHER HIGH-RISK BEHAVIORS**
 - i. **HIGH-RISK:** PPs are not to participate in any gambling while participating in the NFTL program. Gambling and other high-risk addictive behaviors do not promote recovery. Just as drinking alcohol is not permitted by any PPs, regardless of their history with alcohol, gambling is not permitted by any participants, regardless of their personal history with gambling.
 - ii. **HUSTLING:** Do not "hustle." This is earning a living through immoral or unethical means. Do not lie, cheat, or steal. If you are unsure of what this means, speak to your house management.
- O. HEALTH CARE/MEDICATIONS:** If a PP 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, except for FDA-approved medications for opiate use disorder treatment, such as suboxone. Those prescribed oral/sublingual MAT must live in the MAT homes. If prescribed an injectable form of MAT, PPs may live in any home. Upon intake, PPs 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.
- P. PROGRESS:** As PPs progress in our program, they will be allowed to move up in 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 Operations Department before their new phase is official.
- Q. YOU ARE OUR BUSINESS:** There are other situations that will arise in the context of personal progress in recovery that will require management involvement. PPs must understand that we will "be in your business".
 - i. **NFTL reserves the right to search through a PPs personal belongings in the event management deems necessary.** This will be done respectfully, in front of the PP and another witness, in normal operating procedures.

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phases, work with them on their recovery goals, and help guide them through the process. Senior PPs may be assigned specific participants in other phases to assist by mentoring them.

- ii. **PHASE III + MANAGER IN TRAINING SENIOR PARTICIPANTS:** The senior PP receiving concessions is expected to take on all the responsibilities of a senior PP in addition to participating in manager training. Phase III + Senior PPs will lose Program Fees concessions if they do not attend the Tuesday night manager meetings and are strongly encouraged to attend the Saturday training meetings.

E. MANAGEMENT FEES CONCESSION: All management should continue to budget for program fees in the event circumstances change.

F. CONFLICTS OF INTEREST: Members of management or staff with personal relationships to participants must immediately inform the Operations Department of this conflict of interest. This includes family members (including family “by marriage”), current or past romantic/sexual partners, past “using” partners of note, or any long-term friendships.

- i. Members of management or staff may not access any information on family members, past or current sexual partners, or any other relationship that may create a conflict of interest. They cannot discuss the individual with any other members of staff or participants. **There are absolutely no exceptions to this rule, for any reason.**
- ii. Members of staff or house management may not act as emergency contact for any participants.
- iii. Other relationships (including longtime friends or those that management have a history of using with) will be addressed on an individual basis while considering ethical guidelines for chemical dependency professionals.
- iv. Due to NFTL’s small staff size, there may be times where a prospective PP is deemed not appropriate for New Foundations due to their relationships with management or staff. In these cases, NFTL will work to help the prospective PP to find another appropriate sober living option.

7. EXIT REVIEW BOARD: The Exit Review Board exists to provide managers with support and accountability for all PPs exited from the NFTL Recovery Program. Members of the Review Board are tasked with applying the rules of NFTL Recovery Program fairly and in the best interest of all PPs.

A. MEMBERS: The review board members will consist of 4 (FOUR) individuals. The Executive Director can add or remove members from the board based on organizational needs. The structure of the board is as follows:

- i. The Executive Director
- ii. The Director of Operations
- iii. The Operations Manager
- iv. A house manager uninvolved with the PP in question

B. TIMELINE: The Exit Review Board will have 12 hours to review a PPs ability to stay within the program. This timeline starts upon the submission for review from the house manager responsible for the PP in question.

- i. Official Requests should be sent in Email to the Review Board. Additionally, a note should be made in the PPs profile.
- ii. House Manager should call the Director of Operations immediately upon submission of request.
- iii. If the Exit Review Board does not respond to the request for review within 12 hours, the manager can proceed using their best judgement to protect the safety and wellbeing of all house participants.

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- C. AUTHORITY:** The Exit Review Board should be consulted for all PP exits. Exceptions can be made in the interest of the safety of other PPs in the house. Examples of qualifying exceptions:
- i. PP brings a weapon into the house.
 - ii. PP is a danger to themselves or others.
 - iii. Police are called to control and remove PP from NFTL property.
- D. GUIDELINES:** The Exit Review Board will determine if a participant can remain in the NFTL recovery program on a case-by-case basis. The result of the Exit Review Board may be any of the following:
- i. Removal of PP from NFTL Recovery Program
 - ii. Transfer of PP between rooms within the recovery house
 - iii. Transfer of PP between NFTL houses
 - iv. Referring PP to a detox program
 - v. Referring PP to a more intense health or recovery program
 - vi. Placing PP on a Behavior Contract
 - vii. Placing PP on a Relapse Prevention Contract
 - viii. Other: Some situations may require a more creative solution.

8. EXIT

- A.** New Foundations is transitional living and most participants stay with us for approximately one year. We are excited for successful PPs and happy when they decide that they are ready to move out on their own or back in with family.
- B. RETRIEVING BELONGINGS:** All PPs leaving NFTL, regardless of reason, will have no more than 7 days to collect all personal belongings. PP are encouraged to take all belongings with them at time of exit. If PP owes a balance, their belongings cannot be collected until this balance is addressed with the finance department.
- i. Belongings not collected after 7 days are considered donations and will be put in the donation box to be used with future PPs.
 - ii. We encourage all exiting PPs to consider donating any items in good condition that they will not need in their new home.
- C. EXIT FORM:** Please complete an Exit Form and pay any remaining balance at time of departure.
- D. RETURNING TO MENTOR/SPONSOR PARTICIPANTS:** Those who leave NFTL on positive terms with no owed balance are encouraged to continue to mentor those in their previous home.
- i. If a PP leaves NFTL with an owed balance or leaves 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 them as a future visitor. If PPs wish to be able to come to NFTL as a sponsor or mentor for others in the future, they must leave under positive circumstances and without a balance.
- E. BANNED FROM ALL NFTL PROPERTIES:** Those who are asked to leave NFTL are not permitted on any NFTL property without an escort from management.

9. REFUNDS

- A.** Any participant leaving NFTL will forfeit any fees already paid. NO REFUNDS/NO EXCEPTIONS.
- B.** If a previous PP 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 an additional \$35 re-entry fee for prior program participants. This is also non-refundable.
- C.** Drug Test costs are not refundable and must ALWAYS be paid prior to entry into NFTL. If PP does not

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separate their drug test cost from intake fee, then we cannot return any portion of the fee. For this reason, we always encourage new participants to bring two separate money orders (\$20 for drug test and \$100 for intake fee).

- i.** Returning PP will owe an additional \$35 for re-entry fee. This can be combined with the \$100 intake fee.
- D.** By signing this, the PP understands the PP (NOR THEIR FAMILY/FRIENDS who may have paid for them) will receive a refund. When the PP pre-pays, 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.

10. THEFT

- A.** NFTL will fully prosecute any theft. Theft is something we do in active addiction, not active recovery.
- B.** No one can get into the Program Fees box except approved personnel. Approval must be granted by the Executive Director. If any unapproved person tries to reach in the box to get their own or another person's money order it is considered theft and will be prosecuted.
- C.** We have cameras throughout the homes. If anyone is caught stealing, they will be prosecuted. House cameras are not to be unplugged/disconnected or moved. If a PP accidentally bumps or unplugs a camera, they must return it to its original state and let the house manager know.

11. FINANCES & PAYMENTS: All program participants must pay their program fees to stay in the home and in the New Foundations program.

- A. PAYMENT PLANS:** 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.
- B. FINANCIAL RESTRICTION:** During the admission process, the PP must be able to state how they plan to pay weekly fees. PPs will be required to turn in a Weekly Schedule on Sunday along with Pass Requests & Visitor Requests. If the PP is behind on program fees, they may be placed on Financial Restriction.
- C.** PPs 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 a PP must carry a balance, there is a \$10 WEEKLY LATE FEE that will continue to be added to their balance, no matter how small the balance.
- D. NO BALANCE POLICY:** Regardless of how often a PP gets paid, they may not carry a balance. We understand this may be hard to do at first when changing to a new job with a different pay schedule, which is why we are always willing to work with PPs, as long as PPs hold up their end of any agreement made.
- E. FEES DUE FRIDAY 11:59 PM-NO EXCEPTIONS:** Fees are due every Friday by 11:59 PM. Once fees are collected, any late payments will be assessed a \$10 weekly late fee.
 - i.** Monthly payers must pay by the 1st of each month.
- F. FREQUENCY CHANGES MADE AT THE END OF THE MONTH ONLY:** If a PP wants to change the frequency of their payments, they must complete a CHANGE FORM 1 week prior to the beginning of the next month and may not continue changing based on weeks in the month.

12. CONFIDENTIALITY AND SOCIAL MEDIA

- A.** Participants in NFTL's recovering program are confidential. This includes the PP and their housemates. PPs may not disclose anything that happens in the home to anyone outside of the home. PPs may not tell anyone the names of who lives in their house. We know this is hard since this is a large part of the PP's life and other participants will become your family. As a rule of thumb, do not post on other participants' social media, or post pictures taken inside the houses.

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- B. Keep 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 are expected in all support groups and treatment environments.
 - D. **EXCEPTIONS TO CONFIDENTIALITY:** NFTL will disclose information about PPs in the following situations:
 - i. The PP has signed a release of information allowing the disclosure.
 - ii. There is an emergency situation (PP is unconscious, and we are communicating with emergency personnel);
 - iii. We receive a court order or subpoena to testify;
 - iv. PP commits 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).
 - 1. 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 they are aware, regardless of where it happens.
13. **NO SOLICITATION POLICY:** NFTL does not allow any solicitation on their properties without prior approval from the Executive Director. While NFTL supports the efforts of many organizations, the Executive Director needs to make the affiliation decision on behalf of NFTL and all PPs. Any unapproved solicitation will be considered trespassing and the offenders will be removed from NFTL property.
14. **COMPLYING WITH RULES** All PPs will comply with these rules. These rules are not comprehensive and NFTL reserves the right to dismiss PPs from the program for any legal reason, including negative attitude and/or unwillingness to work the program. We are here to hold you accountable.
15. **GRIEVANCE PROCESS** Contact information (organizational chart) for house managers, supervisors and upper management will be posted with contact numbers in each home. We encourage problems to be solved within the houses, but feel free to contact the Operations Department to resolve more severe issues. Maintenance issues should be resolved with the House Manager. 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.

ACKNOWLEDGEMENT OF THE RULES-

PARTICIPANT's COPY

I have read and been provided with a copy of the Program Rules for New Foundations Transitional Living Recovery Housing Program, Version 3-081020. I agree to abide by all rules and understand that my ability to stay in the program is determined by my ability to follow these rules which include behavior, recovery effort, & payment of my program fees. I agree to respect and follow all these rules and understand they can be modified as needed, and I will be given new rules to review when they are changed.

Any failure to adhere to the rules or additional behavior contracts signed with NFTL will result in my immediate removal from the NFTL Recovery Housing Program. This is not my permanent place of residence; I am a participant in a program and once the program ends, I understand I must leave the program's location.

Participant Signature: _____ Date: _____

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Participant Signature: _____ Date: _____

Participant Name: _____

Please initial next to each section below, certifying you've READ, UNDERSTOOD, ASKED QUESTIONS, and have AGREED to the program rules as they pertain to each section:

1. _____ APPLICATION/INTAKE PROCESS/FEES, Page 3
2. _____ ALCOHOL AND DRUG POLICY, Page 5
3. _____ WORKING A PROGRAM, Page 7
4. _____ HOUSE RULES AND EXPECTATIONS, Page 8
5. _____ NEIGHBORS-GOOD NEIGHBOR POLICY, Page 12
6. _____ MANAGERS, ASSISTANT MANAGERS, SENIOR PROGRAM PARTICIPANTS, Page 13
7. _____ EXIT REVIEW BOARD Page 14
8. _____ EXIT, Page 15
9. _____ REFUNDS, Page 15
10. _____ THEFT, Page 15
11. _____ FINANCES & PAYMENTS, Page 16
12. _____ CONFIDENTIALITY AND SOCIAL MEDIA, Page 16
13. _____ NO SOLICITATION POLICY, Page 17
14. _____ COMPLYING WITH RULES, Page 17
15. _____ GRIEVANCE PROCESS, Page 17

OFFICIAL USE ONLY: Please remove ONLY THIS page from the rule's booklet. Have the program participant sign this page, remove, upload into participant's official records. Management may keep this page in house file for participant. They are encouraged to keep their booklet to refer, as necessary.