



Independence Again Policy and Procedure Directive

Title: Financial Assistance for Rent
Standard: Admit File
Effective Date: 4/12/2019

Policy#: FA-001
Service Area: Residents File
Revised: 1/15/2020

If at any time a resident falls behind on their rent more than \$25; they will be held to this policy. This is to help them maintain their residence and accountable to a healthy program of recovery.

Independence Again is committed to ensuring that all residents are aware of what is needed to be successful in life. A significant part of relapse behavior is inability to prioritize life needs versus wants. Residents are not expected to be perfect but we do at times have to understand that the natural consequence of risky decision making is they relate to long-term or lasting negative consequences. Residents are required to obtain legal employment and maintain consistent employment for no less than 90 days while in our program; unless entering the program on disability.

Any resident who is being held to this policy must complete the following each Sunday no later than 4:00pm in order to maintain in the Independence Again Program.

1. Produce a signed meeting sheet with no less than one (1) meeting each day since the previous Sunday; unless the resident worked/therapy/treatment more than eight (8) hours on specific date.
2. If not employed full time; you must attend the In-Ployment meeting daily Monday - Friday. Job search must be treated like a job beginning with the In-employment meeting at 8:00AM - 5:00 PM. Each session you will complete all applicable tasks:
 - a. Schedule your day for tomorrow
 - b. Arrange all known transportation for off property needs
 - c. Schedule medical, mental health or other important appointments
 - d. Complete/Update a resume
 - e. Exhaust all community resources available
 - f. Obtain legal ID, a Birth Certificate, Social Security Card, etc.
 - g. Comply with legal requirements
 - h. Complete a full day of employment search

3. Produce a copy of your work schedule, for the next seven (7) days; or daily In-employment To Do Task Sheet; (this will go into your file)
4. Produce a copy of your hours worked since the previous Sunday; service work must be scheduled at 6.5 hours a week or more based on your weekly budget.
 - a. Store Trips and Social Visits can not be approved till hours work exceed full time or service work exceeds 6.5 hours
 - b. Visitation can be approved on a case-by-case basis weekly
5. Produce your uncashed pay stub. (IF direct deposit, do not spend money until you have completed your weekly budget.)
6. Complete a working budget to include the following:
 - a. Income (work, friends, family, other)
 - b. Expenses (*in order of importance*: Rent, legal cost/Probation/Court Fines/etc, Food, transportation, Household supplies, toiletries, Phone, Debt, Misc wants, getting license back, Savings, other)
 - c. Estimate back rent on a ten (10) week repayment plan or less -
 - i. If Back rent reaches \$300 or more, residents must pay the max amount budget allows till back rent is paid in full.
7. Adjust budget needs according to income limitations.
8. Pay rent and back pay, distribute bills according to budget.

Unsuccessful interventions to comply with this policy could include: Written agreement, Adjusted Phase (formerly known as Restriction), transfer to another location, restriction from all store visits, spending money, smoking or a combination of these or other interventions. Unsuccessful compliance with this policy or interventions will result in discharge from the Independence Again Program.

- ❖ If a resident is unemployed, the housing location will be Independence Again North.
- ❖ If a resident loses their job due to fault or no fault of their own for fourteen days they must transfer to the Independence Again North location.
- ❖ If rent exceeds \$300 residents can be required to transfer to the Independence Again North location.
- ❖ If a resident is unemployed 14 days in a row they must physically be present at the employment agencies no less than one day a week and obtain documentation they are seeking employment
- ❖ Make daily phone call(s) documenting your work follow up

Residents Signature

Date



In-Ployment Meeting

8:00am - 5:00pm

Today's Date: _____

Monday through Friday

What to bring with you to In-Ployment Meeting:

- | | | |
|-------------------|-------------------|---------------------------|
| Positive Attitude | Ink Pen or Pencil | Employment Resource Sheet |
| Budget | Resume | Ideas on employment |

Notes for today's Meeting: _____

8:00am _____

8:30am _____

9:00am _____

9:30am _____

10:00am _____

10:30am _____

11:00am _____

11:30am _____

12:00pm _____

12:30pm _____

1:00pm _____

1:30pm _____

2:00pm _____

2:30pm _____

3:00pm _____

3:30pm _____

4:00pm _____

4:30pm _____

5:00pm _____

I have: Scheduled my day for tomorrow. Arranged all transportation for all off property events. Scheduled doctor's appointments. Completed/updated my resume. Identified a good interview outfit. #_____ viable interviews this week. Exhausted all community resources available to me. Obtained all ID's. Complied with all legal requirements. Completed a full day of employment search.

I have not completed these mandatory tasks and understand that I am going to go on Adjusted Phase to help remove distractions from my life in order to get them done.

I have employment and worked my first full shift.



Meeting Attendance Verification

| Date | Meeting/Location | Time | Type NA/AA | Verifying Signature | Phone Number |
|------|------------------|------|------------|------------------------|-----------------|
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Independence Again

2435 Oak Park Drive Cookeville, TN 38506 - Independence Again North
224 Garrett Ave. Cookeville, TN 38501- Independence Again West
255 Kacie Ave. Cookeville, TN 38501 - Independence Again Central
Phone: 931-510-9775
E-Mail: Lynda@IndependenceAgain.org
Web: IndependenceAgain.org

As our policy (FS-001) states, working is a mandatory requirement in our program; you have been in our program for _____ days. At this time you have \$_____ in back rent and a repayment of \$_____ or more each week. To keep this manageable Independence Again wants to encourage you to work towards community services hours no less than _____ hours each week. If you feel this is not practical then we have options. We can find you another program that is fully funded and does not charge a weekly fee or we can help encourage you to seek out resources to help you pay towards your back rent.

Policy allows us to work with you up to \$300.00 or two week equivalent and we want to be lenient as we know that employment is not always easy. However; we do not want to be part of an enabling system.

Once you reach \$25.00 behind you **must** engage in service work hours in order to remain in our program or be paying back no less than 10% of your back rent each week.

Optional:

Communicate Concern _____ Date _____

Communicate Concern _____ Date _____

Communicate Concern _____ Date _____

Risk of Discharge:

Week one warning _____ Date _____

Week two warning _____ Date _____