



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
Web: IndependenceAgain.org

Independence Again Policy and Procedure Directive

Title: Financial Stability through Employment **Policy#:** FS-001
Standard: Admit File **Service Area:** Residents File
Effective Date: 4/03/2017 **Revised:** 1/18/2020

All residents are required to seek legal gainful employment within the first 24 business hours after starting Independence Again. Employment can be obtained from private employers and/or employment agencies. Residents are allowed to work any shift as long as their shift does not interfere with program recommendations, requirements or obligations. With that being said, admit and phase I residents are strongly encouraged to obtain employment with easily obtained transportation from UCHRA (931-372-8000). UCHRA's Job Access is obtainable with proof of employment, Job Access Application and your photo ID.

Residents are not allowed to work at any location that is not accessible by transportation (i.e. distance, hours), employers that manufacture or package any form of control or narcotic medication, employers that offer the sale of liquor by the drink or require any employee to remove their clothing to be employed there. *Please note that some companies will have a department with this requirement limitation that your employment will not be accessible to and these are appropriate (i.e. grocery stores with pharmacies)

Residents will remain in the Admit Phase until they have demonstrated motivation to obtain legal gainful employment. - This looks like completing reasonable employment milestones, working with multiple employment agencies, obtaining job interviews and completing no less than five (5) In-employment meetings.

Definition:

Legal Gainful Employment - Employed at a company that contributes to federal, income, social security tax.

Employed - Has completed no less than one full shift at a place of employment, orientation does not count towards shifts.

Unemployed - Any time prior to completion of your first full shift at work.

Unemployment Risk - Any time you are at risk of unemployment due to poor performance, inappropriate behavior at work, tardiness, leaving early or missing work due to any reason in the first 90 days.

Residents who are not working will have specialized interventions to help remove barriers and set limits within their program to help reduce risk. Some of these include but are not limited to: House location to be Independence Again North, limited visitation, restriction from smoking, or restriction on store trips. We may require increased documentation of job seeking tasks as well as an increase in accountability for employment phone calls.

Upon the fourteenth (14) consecutive days of unemployment a resident may be required to begin seeking support from resources. This is to help reduce the stress of having a large back rent bill. Unemployment is extremely low in Cookeville and there are more jobs than people. Employment should not be a concern for someone motivated to work.

Resident(s) who are behind on rent and receive support for luxury items: Tobacco, Clothing, Shoes, Cellular Phone(s), ect. Must provide 50% cash equivalent of that contribution towards your rent. (i.e. your support person sends you \$50 for tobacco and a cellular phone; you would need to advise them that you must contribute \$25 towards your rent and either have them send additional money to obtain the phone and tobacco or decide which you will not purchase.) This is due to the fact that luxury items are wants and when your needs are not being met (i.e. housing) your luxury items need to be suspended. Gifted items are equivalent to cash contributions. (i.e. if a parent is willing to send you a phone card and a carton of cigarettes they must also send rent money assistance.) If someone chooses they can contribute directly to Independence Again via credit card or money order.

Compliance to this policy is expected and if a resident is found to be non-compliant Independence Again reserves the right to deny visitation with contributors till they sign a document stating they understand if they continue to contribute to luxury want items they must also be a supporter to their needs. Anything less is enabling and is damaging to the residents program.

If at any time a resident falls behind on their rent more than \$25; they will be held to the FA-001 policy. This is to help them maintain their residence and accountable to a healthy program of recovery.

Residents Signature

Date



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Giftng Items / Financial Contribution

I _____ am a supporter of _____

and would like to contribute to the support of their program by providing them with the following items. (Definition: Any item not needed to sustain life or maintain recovery). At this time I am contributing the following items:

- \$_____ Rent
- \$_____ Toiletries
- \$_____ Transportation Pass (Day \$3, Month \$25)
- \$_____ Work Clothing
- \$_____ Work Shoes
- \$_____ Recovery Literature
- \$_____ Other (explain)

-
- \$_____ *Tobacco
 - \$_____ *Cellular Phone or Service
 - \$_____ *Clothing (not work attire)
 - \$_____ *Shoes (not work attire)
 - \$_____ *Creature comforts (Plush pillows, designer handbags, etc)
 - \$_____ *Other (explain) _____



*Luxury Items are not approvable unless 50% of the value is contributed to rent assistance. For example; \$20 towards a luxury items must accomy \$10 for rent assistance. - In order to contribute this must be adhered to.

Name: _____

	Weekly	Monthly	Notes	Paystub earnings	
Income	Paycheck	_____	_____	hourly wage	0
	\$ from Family/Friends	_____	_____	hours worked	0
	Other Income	_____	_____		0
	TOTAL	_____	_____		
Housing	Rent:	_____	_____	OT	\$0.00
	Household Items:	_____	_____	hours worked	0
	Toiletries:	_____	_____		\$0.00
	Laundry:	_____	_____	Income	8.00%
	Cellular Phone:	_____	_____		\$0.00
	Back Rent	_____	_____	Medicare	1.45%
Food	Grocery:	_____	_____		\$0.00
	Meals Out:	_____	_____	Social	6.20%
	Other Food:	_____	_____	Medicare	1.45%
					\$0.00
Transportation	Public Transportation:	_____	_____	Social	6.20%
	Gasoline:	_____	_____	Total	\$0.00
	Car Maintenance:	_____	_____	15.65%	\$0.00
	Car Insurance:	_____	_____		
	Car Loan:	_____	_____	401K	0.00%
	Other Transportation:	_____	_____	Ded	\$0.00
Legal	Probation:	_____	_____	Match	\$0.00
	Court Fees:	_____	_____		\$0.00
	Legal Fees:	_____	_____		
	Misc. Fees:	_____	_____		
Medical	Dr. Visits:	_____	_____		
	Rx Medication:	_____	_____		
	Health Insurance	_____	_____		
Family	Child Care:	_____	_____		
	Child Support:	_____	_____		
	\$ for Family/Friends:	_____	_____		
Finance	\$/Cashier's Checks:	_____	_____		
	Bank/Credit Cards	_____	_____		
	Misc. Fees	_____	_____		
	Savings (+ extra \$)	_____	_____		
Elective Items	Tobacco, Vape & Supplies:	_____	_____		
	Beauty, Clothing & Shoes:	_____	_____		
	Luxury/Online Shopping:	_____	_____		
	Entertainment:	_____	_____		
	TOTAL	_____	_____		
	Income	-	Expenses	=	Total
Weekly	_____		_____		_____
Monthly	_____		_____		_____
	Per Hr.				Hr per week
Break Even			hrs. per week		

Employment Agencies

- DP Personnel Service - 257 S. Willow Ave. #2 Cookeville, TN 38501(9310 372-8882 - *Across from El Tap*
- @Work Personnel Services - 821 W. Jackson St. Cookeville, TN 38501 (931) 520-7516 - *Near Kohls/Scott Herman*
- Express Employment Professionals - 1459 Interstates Drive #E Cookeville, TN 38501 (931) 854-1900 - *On Restaurant Row*
- Malone Staffing - 1105A Walnut Ave. Cookeville, TN 38501 (931) 372-0970 - *Behind Outback*
- Excel Temporary Service - 1435 S. Jefferson Ave. #F Cookeville, TN 38501 (931) 372-8222 - *Near Movie Theater*
- Wise Staffing Services - 773 S. Jefferson Ave. Cookeville, TN 38501 (931) 520-6005 - *Across from Walmart*
- Staffing Solutions &/or ResourceMFG - 728 S. Jefferson Ave. Cookeville, TN 38501 (931) 528-4061 - *In Front of Walmart*
- Manpower - 768 S. Jefferson Ave. Q Cookeville, TN 38501 (931) 526-9040 - *Beside Walmart*
- Qualified Staffing - 599 Vickers PL. C Cookeville, TN 38501 (931) 303-0026 - *Beside Big Lots*
- Cookeville Career Solutions Center - 575 S. Jefferson Ave. Cookeville, TN 38501 (931) 520-8789 - *Beside Goodwill*
- Labor & Work Force Development - 580 S. Jefferson Ave. Cookeville, TN 38501 (931) 520-8733 - *In UCHRA Building*
- Prospect Inc. - 1000 England Drive #G Cookeville, TN 38501 (931) 520-3034 - *DHS Office*

Local Factories:

Ficosa

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