**House of Hope**

**Resident Handbook**



*Providing housing and teaching life-skills*

*to those in need*

*Last updated 8-29-21*

Welcome to House of Hope, Inc.

We are a faith-based non-profit organization that provides affordable, secure housing and living resources for adults who are homeless or at-risk of homelessness. Every adult in the program will have an individualized growth plan to promote self-sufficiency by concentrating on living skills, relationship building, educational assistance, career goals, and health services assistance. We focus on the individual and know that everyone has different stories, needs, and dreams. At House of Hope, we believe everyone has value and we are committed to providing a safe environment, teaching basic living skills, and promoting educational and career success.

A sincere and genuine opportunity for change is a requirement to be admitted to the program. Acceptance into the program will be given only if residents demonstrate that they are motivated enough to work toward a life change. Our program provides structure and support to empower residents to implement changes that support a substance-free lifestyle and to develop living skills necessary to maintain an emotional, vocations, social, physical, and spiritual balance. Residents in the program will be required to set goals and work toward self-improvement while in the program resulting in increased self-awareness, emotional growth, and a healthy sense of self. Residents are strongly encouraged to participate in other community outreach projects, as it is important to give back.

House of Hope offers:

• A safe, drug and alcohol-free living environment

• Relationship and community building

• Living skills assistance

• Educational & Career goal assistance

• House leader living on site

This handbook includes rules, policies, and procedures that are in place to ensure resident’s safety, health and overall well-being. It is provided to help you better understand the program so you can make an informed decision about your participation with the organization. Living in a transitional house requires willingness and cooperation on the part of everyone living there. If for any reason you cannot or will not follow these rules, you will need to find another place to live. We are here to help you; we will do our part, please do yours.

Residents are expected to behave as a responsible adult. This means working for a living, paying rent on time, following all house rules, getting along well with others, and generally taking care of your responsibilities.

Residents are required to follow the House Rules at all times. Disciplinary action will be taken by the House leader for any resident who does not abide by the rules and a written record will be entered into the house member’s file. Multiple written warnings can jeopardize the resident’s stay in the program and some actions will result in immediate removal from the program. All residents must read these rules and refer to them when in doubt about an issue. Any further questions should be discussed with the house leader.

House of Hope also encourages residents to participate in a local recovery group. AA, NA, Arrow, Mirrors are a few local groups. The house leader has more information on meeting times and days.

**House Rules**

***Once a resident has accumulated 3 points, they will be evicted from the house***

**Level 1 – immediate eviction from the house (3 points per violation)**

1. Failing a U.A. test. Failure to comply or having a diluted sample will be considered a guilty confession.
2. Use or possession of alcohol, drugs, or abuse/misuse of medicine while in the program
3. Pornography or partially nude images
4. Sexual relations at all on house property
5. Police involvement based on violence or illegal substances
6. Overnight guests
7. Possession of weapons, such as, but not limited to: guns, unapproved knife
8. Threatening, aggressive, or intimidating behavior

**Level 2 – One warning given before eviction (1.5 points per violation)**

1. Use of tobacco inside the house
2. Sexual harassment
3. Stealing or borrowing without permission
4. Any unapproved over-night stays away from the house
5. Failure to continually supervise your guests while in the house. Destruction of property by the guest is considered your responsibility to repair or replace.
6. Entering someone else’s personal space without permission
7. Failure to complete chores by the end of the week
8. Failure to maintain at least 30 hours of employment per week or at least 20 hours of community service, if not employed (only exception is a doctor’s note).
9. Failure to maintain one-on-one meetings with House Leader or to complete goals in a timely manner

**Level 3 – Two warnings given before eviction (1 point per violation)**

1. Failure to pick up after yourself or cleaning personal living spaces
2. Starting or encouraging controversy or being disrespectful
3. Failure to sign in and out for the 1st two weeks (probationary period for new clients)
4. Failure to be in by curfew (10 pm weekdays & 12 am on weekends) unless approved by House Leader
5. Projecting loud noises before 10 am or after 10 pm in any part of the house
6. Failure to make a payment for the program by Saturday at 11:59 pm of each week

**Alcohol, Drugs, Tobacco**

It is critical to the success of any recovery house that each resident remains clean and sober at all times. Any use of alcohol or drugs jeopardizes the sobriety of everyone in the house. All residents before beginning the program must be drug and alcohol free and are expected to remain 100% clean and sober during their stay here. Any relapse will result in immediate eviction. Drug tests will be conducted frequently and randomly. In order to be in the program, you must be able to take urine drug tests in the presence of the house leader and remain under observation and not leave the house until the test is complete. Failure to comply with drug testing or having a diluted sample will be considered a relapse and will result in eviction. Any suspicion that another resident is under the influence or has relapsed must be brought to the house leader’s attention. A resident who fails to report another resident’s drug use will be evicted. No alcohol, drugs or paraphernalia are allowed on the property at any time.

Smoking, vaping and using tobacco products are not permitted in the house. All use of these products must be done outside, with no cigarette butts thrown on the ground.

**Prescription Medications, Valuables**

All prescription medications must be reported to the house leader as soon as they are prescribed, and all medications must be taken exactly as prescribed. Taking more or less than prescribed can be considered a relapse. All medications should be kept in your room and out of sight in a lockbox. If your doctor prescribes mood altering or addictive medication the house leader needs to be informed within 24 hours, failure to notify them will be grounds for eviction.

No alcohol-based over the counter medications, prescriptions, cooking additives, or mouthwash are permitted.

House of Hope will not be responsible for any lost or stolen property of individuals. Each person is responsible for his/her own belongings and valuables, including money

**Spirituality**

House of Hope believes in treating the “whole” person, including spiritual needs. We provide opportunities for residents to explore and discuss their own spirituality and the role a healthy spiritual component plays in achieving and maintaining recovery. There is a growing body of evidence indicating that spiritual practices are associated with better health and well-being for many reasons. Spirituality can improve your life by helping you overcome hardships, make healthier choices, and helping you to live longer. House of Hope encourages attending a Christ-based church and going to bible studies. The house leader can assist you with this.

**Probation Period/Written Warnings**

Each new resident will be given a two-week probation period to get adjusted and become accustomed to the rules and procedures of the house. During this time the new resident will check in daily with the House leader to ensure the transition is going smoothly. They will also be required to sign in and out of the house during this period.

The list of House Rules shows what is expected while living in the house. Each rule has a point value assigned to it; an accumulation of 3 points due to written warning violations will be cause for removal from the program. Residents who receive Level 1 violations will be evicted immediately from the house, violations of Levels 2 and/or 3 will be given written warnings following a discussion with the House Leader. We understand that learning new skills can be a challenge so we can give you a verbal warning once for any Level 2 or Level 3 violation and then if it is not corrected and/or continues to occur, a written warning will be given with a discussion with the house leader. A written warning can be removed from the resident’s record 6 months after the offense, if submitted to the board of directors.

**Safety, Contraband Items, Confidentiality**

The safety of residents and the house leader are of upmost importance. The house leader will educate residents on emergency procedures within a week of moving in and will participate in fire safety training annually. House of Hope is not able to accommodate all medical accommodations; people with disabilities will not be admitted to the program if they are not able to properly take their medicine, cannot dress themselves, maintain personal hygiene, enter and exit the house without assistance, or are on a life-supporting device. We also are not equipped to help people with a transgender identity. If you have any information that another resident’s plans to harm themself or others, please report this immediately to a staff person. This helps to protect program residents and represents an act of responsible care and concern for others on your part.

All residents have a right to a safe and healthy house environment, free from dangerous or potentially dangerous items as well as items that may be offensive. Potentially dangerous items and contraband will be confiscated. Potentially dangerous items and contraband are defined as any items that can be used as weapons, instruments of self-harm, or that pose threats of injury. Staff reserves the right to determine what is classified as potentially dangerous items or contraband. Guns are not allowed on the property and all knives must be approved by the House leader. Any weapons that are not disclosed will be confiscated. Other contraband items such as: pornographic or partially nude material, illegal drugs or drugs not prescribed to you, alcohol, prescription and/or non-prescription medication not safely secured, sex toys and bondage items. The consequence for such possession will result in termination from the program.

The staff of House of Hope, Inc. will respect the privacy of residents and hold in confidence all information regarding residents as indicated in the Residents Bill of Rights. Video cameras are located in the communal areas of the house to monitor and record activity. This information can be released to outside authorities if deemed necessary by House of Hope, Inc. Confidentiality may be broken without resident consent in situations in which the safety of the resident or other individuals are at risk, child abuse is suspected, or other compelling professional reasons exists. House of Hope, Inc. will ensure the safety of resident records against loss, theft, defacement, tampering, or use by unauthorized persons. Any documents containing identifying information regarding residents will be locked at all times when unattended by staff. House of Hope, Inc. has the right to inform law enforcement, parole officers, and social service agencies of the resident’s entry and exit from the program. Program residents also have a responsibility for keeping confidentiality of others in the program. This includes not confirming or denying another resident’s participation in the program to outside persons or agencies via telephone, face to-face, or written requests.

HIPPA- House of Hope has adopted a policy that protects the privacy and confidentiality of protected health information (PHI) whenever it is used. PHI refers to individually identifiable health information received by House of Hope from a healthcare provider, health plan, or health care that relates to past or present health of an individual or to the payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information, and evidence of disability. These policies and procedures apply to protected health information created, acquitted, or maintained by House of Hope. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring PHI in the course of their stay. The board of directors is designated as the contact for any questions or issues regarding PHI compliance.

**Payments**

The program deposit is $100 to move in. Payments of $100.00 per week are due by 11:59 pm on Saturdays and a $15 late fee will be added on Sunday. The house leader will mark the day and amount of rent paid in the pocket calendar you received upon moving in. If for any reason you cannot make a payment on time, you must inform the house leader in advance to arrange an extension. Failure to pay on time without informing the house leader will result in a written warning. Money orders and checks need to be made out to House of Hope; cash is accepted and a receipt will be given.

If you move in mid-week, you will pay $15 per day thru Saturday, then start paying the $100 a week. (Ex: If you move in on a Thursday, you would pay $45, then $100 on Sat for the upcoming week).

Financial Hardships- A financial hardship is defined as the loss of a job; major, emergency car repairs (+$500); and/or extended sickness. If a resident has a financial hardship which causes them not to be able to make a payment, they must notify the House Leader within 2 days. The resident can file a Financial Hardship Form explaining their circumstances. To qualify for the Program, the resident must have resided in the house a minimum of 2 months and it has been a minimum of 2 months since the last Pay Agreement was paid off. If the resident does not qualify for the Program, they can still file a Financial Hardship Form, but must write why they are requesting an exception. The House Leader will submit the Form to the Board for review.

Pay Ahead Program- To help residents plan ahead for financial hardships, they can enroll in the Pay Ahead Program. This program will allow the resident to pay any amount over the amount of the regular program cost. The extra money will be applied if a Financial Hardship occurs. The resident can sign up for and exit the Pay Ahead Program at any time; any amount in the Pay Ahead program will be applied to the program’s cost and not reimbursed as cash. Any money accumulated in the Pay Ahead Program will be reimbursed upon moving out of the house.

**Employment, Technology Rules:**

Every resident is required to have a full-time job (30+ hours/week) within 15 days after moving into the house. Residents are expected to be actively searching for a job every day until they are employed. An individual who has legal disability status and is unable to work must do 20 hours of documented community service work per week. Failure to comply with this rule is grounds for termination from the program.

Residents are not permitted to work in any of the following situations:

• Bars, liquor stores or serving drinks

• Casinos/gambling establishments

• Sex shops, strip joints, pornography stores

• Any place that sells drug paraphernalia

House of Hope has a computer with internet access for residents’ use located in the living room. The computer is to be used exclusively for employment searches or authorized academic work only. Social networking, listening to music, accessing pornographic or dating sites is strictly prohibited and can result in immediate eviction. Only one TV is permitted in the house and will located in the living room. Screen time on any device will not contain material that glorifies drug or sexual content. Music played in the house should not contain violence, vulgar language, or sexual content.

**Curfew, Guests and Overnights**

Every resident must be home by curfew. Curfew is 10:00 pm Sun-Thurs and 11:59 pm Fri & Sat. If you are unable to make it home by curfew due to work or some other legitimate reason, you must notify the house leader in advance. Residents who work evenings/nights can speak to the house leader to have their curfew adjusted accordingly.

*Guests*: You are responsible for your guests and their actions. Guest must abide by all house rules. Do not leave guests unattended in the house. Guests are only allowed in public areas which does not include bedrooms. No active alcoholics or addicts are allowed in the house at any time. Guests must leave by curfew, no overnight guests. When your guest arrives, you should meet them at the door. The house washer & dryer are for house use only, not for guest use. Any damage your guest causes will be your responsibility. In the event, there is a temporary house leader, no guests will be allowed in the house.

Overnight stays away from the house must be approved by the house leader on a case-by-case basis. Request Form, available from the House Leader, must be filled out and submitted one week in advance to the house leader. A U.A. will be completed upon returning to the house.

**Quiet hours are 10:00 pm to 10:00 am.**

**Personal Space, Cleanliness, Chores, Meals**

No resident will enter someone else’s bedroom without permission, unless accompanied by the house leader. The house leader may enter any room at any time, and may conduct a search if they feel there is good reason to do so. Theft of property or food will result in a written warning and possible termination from the program. Always knock before entering a room that isn’t yours. All maintenance issues or damage to the house must be reported to the house leader as soon as possible. Do not try to repair it yourself or throw anything out unless you have permission. The house leader will inspect rooms randomly during the week and any violations will result in a meeting with the House Leader and a written warning. The staff will also look for any health or safety hazards which require immediate action by residents.

Each resident is expected to clean up after himself, to always leave a room as they found it, and to do their fair share to help keep the house clean. This includes cleaning up the kitchen (stove, sink, counter, table, etc) after preparing food or eating, clean your dirty dishes, putting things away after use, moving furniture back the way you found it, and throwing away all trash. You have one hour to clean the kitchen after use. Everyone in the house is expected to contribute to keeping the house clean and kept up. If you are not able to perform a chore, please let the house leader know upon moving in.

The following examples are not acceptable:

• Leaving dirty dishes in the sink

• Leaving shoes, coat, or other personal items in a public area of the house or yard

• Leaving clothes, towels, etc on the bathroom floor

• Leaving the stove dirty after cooking

• Leaving clothes in the washer/dryer/ laundry area or leaving the lint filter dirty

• Littering the yard with cigarette butts or other trash

• Placing trash on the floor next to a full trash can. If it’s full, take it out.

Each resident will be assigned chores on a rotating monthly schedule. All residents are required to complete their assigned chores on time. Weekly chores must be completed each Sunday before midnight. (Vacuuming should be done between 10:00 am and 10:00 pm). If a chore is honestly attempted, but unsatisfactory, the house leader will discuss how to finish it and resident will be given a 24-hour notice to complete it. Failure to complete the chore within that time will result in a written warning. If you know you will be unable to complete your chore, you may ask another resident to complete it for you. Appliances such as stove, coffee maker, etc should be turned off when not in use to reduce fire hazard.

*Meals/Food*… Each resident is responsible for their own meal preparation and purchasing food. Basic toiletries and cleaning supplies such as cleaning products, trash bags, toilet paper and paper towels are provided by the house. Contact the house leader if more is needed.

**House Meetings, Goal Setting**

Each resident is required to meet once a week with the person helping them set their goals. If the resident is not able to meet, they must inform the person in advance. This person could be the House Leader, a board member, or volunteer.  The House Leader can also set up group meetings with residents on an as needed basis. The day and time of the meeting will be determined by the house leader and the resident should notify them in advance if they cannot attend.

Residents are expected to be striving toward the goal of self-sufficiency. The maximum length of stay is 24 months in the house. Residents will be actively involved in making and setting achievable goals. The resident will have a weekly progress sheet to fill out and also meet weekly with the person helping them set their goals to discuss successes and struggles. Goals will be focused on living skills, relationship building, educational assistance, career goals, and health services assistance. Residents that are not completing their goals can be removed from the program.

**Conflicts, Grievances**

Residents are encouraged to resolve issues with other residents first before taking the concern to the House leader. Conflicts between individuals should not be allowed to fester and affect the whole house. It is important to solve problems in a healthy and constructive way. If the dispute cannot be resolved between the two program residents, a grievance form can be obtained from and returned to the house leader. The house leader will meet with the residents involved and respond to the concern as soon as possible. If the concern is not resolved to the resident’s satisfaction after talking with the House leader, the resident can appeal to the board of directors for review. The grievance form will be reviewed and voted on by the board of directors within 7 days of the appeal. In the instance where the house leader is the subject of a grievance, decision making authority shall be delegated to the Board of Directors. Once resolved, the grievance form will be filed in the resident’s folder and a copy given to the resident.

**Behavior, Dress**

Residents are expected to go out of their way to help others and to be considerate and respectful of others, whether at home or out in public. Everyone is expected to participate in house business and activities. Warnings will be given for any behavior which interferes with the normal flow of the house or creates an atmosphere which can be considered disruptive behavior. Examples of unacceptable behavior include:

• Repetitive conflicts or uncooperative behavior, Excessive use of profanity while in a dispute with another person

• Lying, stealing, manipulation, bullying, aggression, intimidation, name calling, threats of physical harm or violence

• Interfering in the personal life of another house member

• Not doing chores, not attending weekly meetings with House Leader, breaking house rules

• Arguing/fighting with the house leader

• Eating someone else’s food or using their personal items without permission

DRESS CODE

• No clothing glorifying drugs, alcohol, or sex permitted; no gang related attire

• No sleeping in the nude

• Residents must wear a shirt and shorts or pants at all times in house communal areas

* No apparel of a cut or design that is overly revealing; no sagging pants

**Program Discharge**

The maximum length of stay in the Transitional Living Program is 24 months. Program discharge occurs for a variety of reasons: completion of program, inappropriate placement, and leaving the program without notice, and eviction. Please be advised that House of Hope, Inc. is not a “Landlord.” This is an educational program and thus, not subject to your standard landlord/tenant rights. If you are found to be non- compliant; we can terminate your placement immediately.

*Successful Completion* A resident is considered to have successfully completed the program when they are able to maintain independent living with reduced dependence on social service programs. Residents will have met their individualized growth plans and developed a system of social and community support.

*Inappropriate Placement* When a resident’s level of functioning, physical condition, at risk behavior, or noncompliance with the program preclude them from taking full advantage of the transitional living program they are referred to placements more compatible with their needs.

*Non-Compliance* If the resident is out of compliance with the expectations of the program and/or occupancy agreement, a Notice of Dismissal from the transitional living program will be issued along with information for the Appeals Process.

*Immediate Termination from Program-* If offenses total 3 points from level 2 & 3 offenses, the resident has up to 24 hours to exit the house. If staff determines that the resident’s behavior puts them or others at risk, dismissal will be immediate. If a resident is removed from the program for a level 1 offense, he will be given 30 minutes to pack his belongings and leave the premises. If that individual becomes disruptive, they will be asked to leave immediately and return at a later time to pack his belongings. If the house leader feels the resident might be a danger to himself or others upon or after leaving, the house leader is required to notify the police and/or paramedics for a medical evaluation. The individual’s emergency contact person will also be notified. Any personal belongings left behind will be kept for 3 days and if not claimed, then donated to charity.

The board of directors reserves the right to terminate any resident at any time from the program.

**House of Hope’s Organization Structure**

*Board of Directors*- this group of individuals meets regularly to ensure the structure and goals of the organization are in line with the organization’s mission. They oversee the House leader

*House leader*- this individual is responsible for the activities of daily living within each house. They provide guidance, wisdom, and encouragement to residents and also enforce rules within the house. The house leader is responsible for handling any complaints and answers to the board of directors.

*Resident*- individual enrolled in House of Hope’s program to promote self-sufficiency

**Resident’s Bill of Rights**

1. Each resident has the right to be treated with respect and dignity. This shall be construed to protect and promote human dignity and respect for individual dignity.

2. Each resident has the right to a safe, sanitary, and humane living environment.

3. Each resident has the right to a humane psychological environment protecting them from harm, abuse, and neglect.

4. Each resident has the right to an environment which provides reasonable privacy, promotes personal dignity, and provides opportunity for self-empowerment.

5. Each resident has the right to receive services suited to their needs without regard to their race, religion, sex, ethnic origin, age, or legal issues.

6. Each resident has the right to participate in the development of their individualized growth plan.

7. Each resident, on admission, has the absolute right to communicate their change of address with a relative, friend, clergy, or attorney, by telephone or mail.

8. Residents shall not deprive any participant of civil or political rights.

9. Each resident shall have and retain the right to confidential communication with an attorney, personal physician or clergy.

10. Each resident has the right, without fear of reprisal, to present grievances on behalf of themself to House of Hope, Inc. staff and or governing board of directors, for additional information *see Conflict, Grievance Policy*

11. Each resident has the right to access adequate medical care; however, House of Hope, Inc. does not accept responsibility for any debts incurred by participants.

12. Each resident has the right to receive a written statement of the services provided by House of Hope, Inc.

13. Each resident shall have an orientation to the transitional living program during which time regulations, resident’s responsibility to obey all reasonable regulations of the house and to respect personal rights and private property of other residents and staff are explained.

14. Each resident has a right to have their privacy protected and for House of Hope to hold in confidence all information obtained in the course of professional services. Only for compelling professional reasons may confidentiality be broken without consent. This involves situations in which safety of the resident or other individuals are at risk.

**RESIDENT RULES ACKNOWLEDGEMENT FORM**

The resident handbook describes important information about the House of Hope, Inc. transitional living program. Since the information and rules described here may be subject to change, I acknowledge that revisions to the handbook and rules may occur. I understand that House of Hope, Inc. may supersede, modify, add to, or eliminate existing rules. I have received these rules and reviewed them with the house leader. I acknowledge that I understand them, and that it is my responsibility to comply with the rules contained in this handbook, including any revisions made to it. By signing this handbook; you hereby agree and understand the rules of this program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Resident Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Resident Case Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_Date

*(If applicable)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_House Leader Signature \_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**NOTICE OF PRIVACY POLICIES INFORMATION**

Protected Health Information may be used and disclosed to carry out treatment, payment, or healthcare operations. Please refer to the Notice of Privacy Practices in the House of Hope Handbook under the confidentiality section for a complete description of uses and disclosures. I acknowledge that I have received a written Notice of Privacy Practices in the Handbook.

By signing below, I acknowledge that I have received a copy of the House of Hope Notice of Privacy Practices and that I agree to its uses and disclosures described in the Notice of Privacy Practices.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Name Resident Signature Date

Signature of House of Hope representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date acknowledgement received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Or

Reason acknowledgement was not obtained (declined to sign)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EDUCATION AGREEMENT

This agreement made by and between House of Hope, Inc., and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Resident, is as follows:

1. Resident has been provided with a copy of the Resident Handbook and has signed a copy together with the Case Manager, if applicable, and the House Leader with an effective date of \_\_\_\_\_\_\_\_\_\_\_\_.

2. Resident understands and agrees that use of the facilities and programs of House of Hope, Inc is contingent upon resident’s active engagement in the program as set out in the Resident Handbook. Resident agrees to comply with the terms and conditions of the Resident Handbook.

3. Resident has paid a deposit of $100.00 to House of Hope which is non-refundable.

4. Resident understands and agrees that a part of the program offered by House of Hope includes a set weekly payment of $100 for resident’s occupancy in space provided by House of Hope.

5. Resident understands that House of Hope is itself a tenant in the building provided by the owner and that resident is therefore bound by the terms and conditions of that lease agreement as well as the resident requirements set out in the Resident Handbook. Should House of Hope lose its rights to this space or otherwise be found to be noncompliant with the underlying lease, then resident understands that the program and resident’s rights for occupancy will be terminated in accordance with House of Hope’s loss of rights to the property.

6. Resident understands that pursuant to the terms of the Resident Handbook, resident’s ability to utilized space and programs offered by House of Hope may be terminated upon notice as set forth in the Resident Handbook.

7. Resident understands that this is not a lease and the resident and House of Hope are not covered by the Kansas Residential Landlord Tenant Act or any other law related to occupants of space for residential purposes. All of Participant’s rights are set out in the Resident Handbook and no written or oral representation to the contrary will be binding.

8. Resident understands that House of Hope, Inc. has the right to inform law enforcement, parole officers, social service agencies, and other appropriate agencies of the resident’s entry and exit from the program.

9. This agreement will be binding upon the resident and House of Hope in accordance with its exact terms and pursuant to the laws of the State of Kansas. There are no agreements between the parties except those as set forth herein.

House of Hope Authorized Agent Resident

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case Manager*, if applicable*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_