
Sober Living Regulations

New Creation, Inc. is a Non-Profit, Christ-Centered, Substance Abuse Recovery Program and Sober Living Community, working in Kansas to provide clean, safe, stable homes, with opportunities for change, along with education and support for men who are committed to overcoming their addiction. In this regard, New Creation, Inc. defends the civil rights of every New Creation, Inc. program participant in recovery and are a protected class under the Federal Fair Housing Act [FFHA] and the American Disabilities Act [ADA].

Program participants must acknowledge and abide by the policies and procedures listed herein. Violation of any policy, procedure, or any action jeopardizing the safety, well-being, and security of the shared living arrangements at this facility may result in a formal write-up or immediate discharge. Failure to correct behavior may also result in immediate discharge from the New Creation, Inc. program. All disciplinary actions are subject to the discretion of the New Creation, Inc. Program Director and/or Executive Director. The Executive Director will have the final say in all matters affecting the safety and health of the program at New Creation, Inc. If the Program Director and/or Executive Director deems it fit for you to be discharged, you must vacate premises immediately. There will be no refunds provided. Program participants who have been discharged may appeal the decision by following the Grievance Procedure provided as part of this Intake Packet. If any program participant should use alcohol and/or drugs they must leave the premises as required by the Anti-Drug Abuse Act [P.L. 100-690]. As noted above, that law has a specific provision for sober recovery homes. Below is the codified version of 2036 of PL 100-690.

Our sober living homes operate in accordance with state and local laws, which outline specific requirements and regulations. They are as follows:

1. The use of alcohol or any illegal drug/substance in the housing provided by the program will be prohibited.
 2. Any program participant of the housing who violates such prohibition will be expelled from the housing.
 3. Housing costs and program fees will be paid by the program participants of the housing
- Kansas Law KSA 58-2541 exempts our non-profit, Christ-Centered, Substance Abuse Recovery Program and Sober Living Homes from the Landlord Tenant Law. I understand that if I am discharged from the New Creation, Inc. program for any reason, I must vacate the premises immediately.
 - If a program participant vacates New Creation, Inc. property willfully or unwilfully, the program participant or the program participant's designated representative must make an appointment to collect all personal items within seven (7) business days. After seven (7) business days, all the program participant's abandoned property will be considered a donated to our program or will be donated to another local charity by New Creation, Inc. staff. Abandoned food items and personal hygiene products will be discarded immediately.
 - All mail and packages belonging to program participants who have been discharged from the New Creation, Inc. program will be returned to sender immediately.
 - Abandoned medications will be returned to the program participant or designated representative or disposed of in accordance with state and local regulations per our drug/medication policy.

- Shared living expenses are \$186 per week to be paid on the day of move in and every Sunday thereafter at 5:00pm.
- Internet and Wi-Fi service is provided at the house primarily for the purposes of New Creation, Inc. related business, (i.e. recovery app usage and program administration). Misuse of the internet or Wi-Fi, including but not limited to, access of pornographic material, illegal downloading/streaming of copyrighted material, inappropriate or unauthorized use of social media, etc., may result in loss of Wi-Fi access, or discharge from the program.
- To ensure safety and property preservation, program participants must obtain permission from the Program Director and/or Executive Director before making any adjustments to internal or external house systems or performing any maintenance tasks.
- No vehicle repairs or maintenance are allowed on premises including, but not limited to:
 - Oil changes
 - Washing or waxing vehicles
 - Changing batteries or replacing parts

(These activities can create messes, permanent damage, safety hazards, or environmental concerns and will result in immediate discharge)

- Program participant vehicles parked on property must be legal. Program participants must provide a copy of their driver's license and insurance information to the Program Director. If a vehicle parked on our property is found to be illegal or does not belong to a New Creation, Inc. program participant, the vehicle may be towed at the expense of the program participant per the discretion of the Program Director.
- New Creation, Inc. vehicles shall ONLY be used for ministry/business purposes unless otherwise approved by the Program Director and/or Executive Director. Only approved and licensed drivers may drive New Creation, Inc. vehicles.
- Engaging in illegal activity of any kind is prohibited and will be reported to the proper authorities.
- Personal items and belongings accompanying the program participant into any New Creation, Inc. property may be examined and approved by the Program Director
- Mandatory 12:00 AM curfew, all program participants must be indoors before the 12:00 AM curfew. Smoking is allowed after 12:00AM, providing it is not a disturbance to other program participants and is confined to the designated smoking areas
- All activities are quieted by 11pm so as not to interfere with other participants' sleep. We ask that you keep TV, radio, and phone conversations volume down to a minimum.

- No one is allowed to be absent from the house overnight unless they have an overnight pass or have been approved by the Program Director due to their job, (work schedule must be provided to the Program Director first).
- Overnight passes will not be granted while you are on structure, when your program fees are overdue, or when you have been issued a exit, excluding emergency situations.
- If the program participant is on supervision, the overnight stay must first be approved by the program participant's supervision officer.
- Once approval has been given by the supervision officer and New Creation, Inc.'s Program Director, the program participant is responsible for informing the House Disciple.
- Prior to taking an approved overnight stay, your house chores must be completed, and the participant must prepay a \$20 fee to New Creation, Inc. for a Urine Analysis Test subsequent to return. Upon return, it is the program participant's responsibility to text the House Disciple or Case Manager to schedule a UA.
- Use of cigarettes, tobacco products, Vapes, and e-cigarettes are allowed in designated areas ONLY. All program participants are encouraged to stop all tobacco use as one of the goals of this program is to help participants overcome addictions.

The designated smoking areas are as follows:

- Courtyard between Townhomes (MEN ONLY)
- Behind Sunshine A and B (WOMEN ONLY)
- Along the East side of the Community Center where there are butt cans provided. (MEN & WOMEN)

All butts must be extinguished in the provided tins. Do not put paper or any other trash in butt cans – this is a fire hazard. Violation of the smoking policy may result in fines and/or immediate discharge.

- No use and/or possession of alcohol, drugs or any mood-altering chemicals are allowed with the exception of prescription medications approved by the Executive Director on a case by case basis. This also includes any substance (such as non-alcoholic beer) that may result in a positive UA. Violation will result in immediate discharge. No refunds.
- Random drug/alcohol tests will be administered by New Creation, Inc. House Disciples and staff. Failure to submit to a drug test is treated as a positive test and will result in immediate discharge.
- NO weapons of any type are allowed in or on any New Creation, Inc. property.
- Periodic room searches and searches of my belongings (including my person) can and will be done as deemed necessary and appropriate.

- All bicycles are to be stored along the fence between the Firehouse (548 E Spruce St) and the Cornerstone apartments (550 E Spruce St) on the side closest to Cornerstone . electric bikes and scooters may be stored in the basement of the Cornerstone Apts.
 - Visitors are NOT permitted on property or in any of the New Creation, Inc. houses unless specifically approved by the Program Director or Program Director and/or Executive Director. Requests must be made at least 48 hours in advance. All approved visitors are required to be drug and alcohol free and must sign a liability waiver upon entry. If a suspicion of substance use exists, New Creation, Inc. reserves the right to ask the visitor(s) to leave the property. Approved visitors are only allowed to visit program participants at the Community Center during visiting hours (Sat & Sun 10am-5pm) unless permission is given by the Program Director or Program Director and/or Executive Director otherwise. If agreed upon by the House Disciple, program participants from other houses may visit common areas only (kitchen, living area, porch/deck). Only House Disciples, New Creation Staff Members/Volunteers, the Program Director and/or Executive Director, and emergency personnel are allowed in all rooms.
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Standard Program Protocol

- All program participants are expected to maintain sobriety and have satisfactory UAs for the duration of their New Creation, Inc. program participation.
- All program participants are required to attend the MANDATORY House Meetings on Sundays at 6:30pm. All House Disciples are required to attend the MANDATORY House Disciple Meetings on Sundays at 5:30pm. The day and time is subject to change at the discretion of the Program Director and does NOT excuse mandatory attendance unless approved by Program Director. Program participants will be subject to immediate discharge if absent or tardy without prior approval from the Program Director. Exceptions to this policy will be made only in cases of emergency medical hospitalization or the discretion of the Program Director and/or Executive Director.
- New Creation, Inc. reserves the right to require program participants to attend and/or participate in additional resources/activities outside of New Creation, Inc. This may include, but is not limited to, volunteer activities, community service projects, basic educational classes, substance abuse groups, financial literacy classes, etc.
- All program participants are required to attend meetings and participate in activities in accordance with the New Creation, Inc. schedule. This schedule is subject to change at the discretion of the Program Director or Program Director and/or Executive Director and does not excuse program participants from attendance and participation.
- All incoming program participants will be subject to the Structure Policy for a **MINIMUM of Eight Weeks**.
- Upon completion of structure, program participants are required to attend TWO New Creation, Inc. meetings per week. House Disciple Meetings and House Meetings are mandatory and cannot be used to fulfil this requirement.

- No cell phone use during program meetings/activities.
 - Except when dwelling in the bedroom and bathroom areas, program participants must be fully clothed and dressed appropriately at all times. No bare chests acceptable. If clothing is deemed unacceptable by the Program Director, program participants will be asked to change clothes or remove the clothing item(s) from New Creation, Inc. property. This includes clothing that suggests or contains images of violence, vulgar content, and/or substance use.
 - Pornographic material of any kind is prohibited. This also includes any material with strong sexual content.
 - No earbuds/headphones, sunglasses, or face coverings are permitted while attending any New Creation, Inc. meeting, activity, or outside function.
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Employment and Other Expectations

- All program participants are expected to maintain full-time employment (unless an exception is made for disability by the Program Director and/or Executive Director).
- Upon entering, unemployed program participants will be given two weeks to find employment providing their initial two weeks are paid for in full. If you are not successful, you will be referred to another program (with the exception of disability). Once successfully employed, you may change jobs, but your new job must be actively in place before submitting notice to your current job.
- Participants on disability who can only work a certain number of hours legally, must attend New Creation, Inc. groups, volunteer at an approved location, and/or go to school during the hours of 9:00 AM to 3:00 PM M-F. All hours must be documented and submitted to the Program Director and/or Executive Director upon request.
- All work schedules MUST be given to the House Disciple and Program Director and/or Executive Director. All unemployed program participants are required to be out of the house actively seeking employment M-F 9:00 AM to 3:00 PM each day and are required to attend ALL New Creation, Inc. meetings until employment begins.
- Program participants are expected to be ready for their day no later than 9:00 AM Monday through Friday.
- Program participants are permitted to work morning/day shifts and evening shifts while in our program. Overnight shifts are NOT permitted.
- If the program participant is not actively attending school whereby the schooling conflicts with the New Creation, Inc. Meeting Schedule, attendance in all New Creation, Inc. meetings are mandatory.

- If employment assistance is needed, it's the program participant's responsibility to contact a New Creation, Inc. case manager for assistance.
- Program participants must complete the daily job search form while seeking employment.
- Program participants must leave the premises for work by 9:00 AM and return no earlier than 3:00 PM, unless otherwise pre-arranged and approved by the Program Director and/or Executive Director.
- Each program participant must provide their own transportation to and from work.

Personal & Communal Respect

Program participants are expected to demonstrate and abide by the New Creation, Inc. core values to the best of their ability. The following is a list of our core values:

Good Stewardship: We honor God and others by responsibly managing the resources, relationships, and opportunities entrusted to us, striving for excellence in all we do.

Perseverance: We press on in faith, trusting God's strength to help us endure challenges and finish the race of recovery with hope and purpose.

Spiritual Growth: We believe in learning and practicing the teachings of Jesus, pursuing an authentic relationship with Him, and seeking His guidance and help as the pathway to growth and recovery.

Love: We strive to create a community that embodies God's love through authentic relationships, inclusivity, and unconditional acceptance, where everyone can feel safe, supported, and valued.

Courage: Guided by faith, we believe in courageously pursuing freedom from addiction and embracing each challenge with boldness, resilience, hope, and gratitude.

Truth: We believe that truth is foundational to recovery and spiritual growth. Guided by the Word of God, we foster an environment of humility, vulnerability, and accountability. We strive to speak truth in love and encourage our staff and program participants to do the same, as we build trust and strong relationships. By embracing honesty and transparency, we create a safe space for healing, growth, and transformation.

Authenticity: We commit to being real – with God, with ourselves, and with others – fostering a culture where honesty and vulnerability are welcomed and honored.

Unity: We cultivate a Christ-centered brotherhood/sisterhood that honors our differences and fosters a community of genuine acceptance, connection, and belonging.

Honor: We treat every person as made in the image of God, with dignity, respect, and grace – building a culture where everyone feels seen, valued, and safe.

Integrity: We live with honesty, accountability, and consistency – choosing to do what is right even when it's hard and striving to live the same in private as we do in public.

Faith: We trust in God's power to heal, transform, and lead us through the steps of recovery as we surrender daily to His presence and purpose.

Gratitude: We choose thankfulness in all circumstances, recognizing God's grace in every part of our journey. We express our gratitude to God and others and serve from a place of joyful humility.

Service: Following Christ's example, we serve others with humility, compassion, and love – putting others first and using our time, gifts, and actions to build each other up and grow a healthy community.

Forgiveness: With humility, we extend forgiveness to others, recognizing that we all fall short and have made mistakes. We also receive God's forgiveness for our own past, trusting that in Christ, we are no longer bound by who we were, but transformed into a new creation through His redemptive power.

- Disrespect, negative attitudes and failure to comply with New Creation, Inc. policies and procedures will not be tolerated
- Stealing/Theft of any kind is prohibited.
- Gossip, slander, division and lying is prohibited.
- Profanity and vulgar language are prohibited.
- Locker room banter or sexual harassment is prohibited.
- Unwanted physical contact, physical or verbal abuse, bullying, harassment, violence, hostility or aggression of any kind is strictly prohibited.
- Verbal or physical abuse of facility pets is prohibited.
- Do not feed New Creation, Inc. pets and communicate any concerns or observations about the pets to the Program Director and/or Executive Director.
- Program participants are expected to respect their roommate's space and keep personal belongings to a minimum. If additional space is needed to store personal belongings, it is the program participant's responsibility to purchase a storage unit at his own expense. Storing program participants' personal belongings in New Creation, Inc.'s garages, community center, sheds, closets, vehicles, etc. is prohibited.

- Program participants are not permitted to access garages without prior approval from the Program Director and/or Executive Director.
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Gender-Specific Residency Policy

Gender-Specific Residency Policy To maintain a safe and respectful environment, residents are expected to respect the gender-specific boundaries of our facilities. Men are not permitted to enter areas designated for women, and women are not permitted to enter areas designated for men.

Exception: The community center is a shared space where men and women can gather, but prior approval is required. Men and women are not permitted to dwell in the community center alone together outside of meetings. When attending meetings together, women must leave the premises first, and there should be no socializing together afterwards.

VIOLATION OF THIS POLICY WILL RESULT IN IMMEDIATE DISCHARGE.

Facility Access Policy

Program participants will be assigned a unique access code for their residence and locker. This code is for individual use only and should not be shared with anyone else. Access to the community center requires prior approval from the Program Director and/or Executive Director. Unauthorized access will result in consequences.

Household Tasks & Responsibilities

Each New Creation, Inc. house must be clean and organized at all times. Chores will be assigned to each program participant by House Disciples and there will be weekly inspections by New Creation, Inc. staff. ALL program participants, including House Disciples, are required to participate in house chores. A list of house expectations including, but not limited to , cleaning, straightening, organizing, meal prep, cleanup after meals, gardening, lawn care and snow removal, will be provided to each House Disciple by New Creation, Inc. staff. This includes the stipulations that follow:

- *Rooms and closets must be kept neat & orderly, clothing items must be kept in dressers and/or hanging in the closet.
- *No personal items are to be left in the bathroom or common areas, including all toiletry items, shampoo/soap, etc.
- *No food, candy, or drinks are permitted in the bedrooms of the New Creation, Inc. houses except water bottles.
- *CLEAN UP AFTER YOURSELF IN ALL AREAS OF HOUSE.**

- Laundry hours begin at 7:00 AM and the last load of laundry must be started no later than 9:00 PM.
- Clean the dryer filter after every use to prevent fires.

- Do NOT wash or dry any shoes in New Creation, Inc. laundry machines.
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New Creation, Inc. Property

- Moving, adding, or removing wall hangings, furnishings, bedding, or any other property belonging to New Creation, Inc. without approval from the Program Director and/or Executive Director is strictly prohibited.
 - Program participants are prohibited from covering the blinds or placing anything on the windows or window seals. If approved by the Program Director and/or Executive Director, a curtain rod and curtain may be purchased at the program participant's expense and installed by New Creation, Inc. staff. Once installed, curtain rods and curtains will be considered donated property of New Creation, Inc. and cannot be removed upon discharge. New Creation, Inc. will provide a donation receipt to the program participant upon request for tax purposes.
 - All medical tests and devices including UAs, BAs, etc. are property of New Creation, Inc. Taking, using, or tampering with New Creation, Inc. medical tests/devices without prior approval from the Program Director and/or Executive Director may result in immediate discharge and felony charges.
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Personal Needs, Items & Belongings

- Borrowing or lending of personal property and/or money or exchanging services for money or property is prohibited. New Creation, Inc. is not responsible for the loss or damage of personal property and/or money. Furthermore, participants must provide for themselves and fulfil their own financial obligations. You cannot rely on New Creation, Inc. or its participants to make provisions for you. If you need something, please ask your House Disciple, Case Manager, or Program Director for further assistance. These practices are grounds for immediate discharge from our program.
- Borrowing anything without permission is considered stealing! Theft and stealing is prohibited and is grounds for immediate discharge.
- Program participants may take food from designated refrigerators and tables in the Community Center. Program participants are prohibited from removing food or items from the Community Center that are NOT in the designated areas. This is considered theft and grounds for immediate discharge.
- Program participants are expected to consume only their own food items. We recommend you write your name on your own food items and store your food items in the designated areas assigned to you by your House Disciple.

Structure Policy

Upon entry, all program participants will be placed on structure for a minimum of eight weeks. Structure also applies to former program participants who have returned to New Creation, Inc.

PHASE ONE Structure Criteria

All program participants on structure must attend the New Creation, Inc. schedule of meetings as follows:

- Participants who work full-time, must attend one meeting per day (M-Sat).
- Participants who work part-time, you must attend both the morning and evening meetings daily on your days off and at least one meeting on the days you work (M-Sat) until you are working a full-time schedule. You will then be permitted to attend one meeting per day as listed above.
- Participants who are unemployed, you must attend two meetings per day (morning and evening) M-Sat until you are working full-time.
- Participants who are on disability, you must attend two meetings per day (morning and evening) M-Sat until you find a part-time volunteer opportunity.

EVERYONE MUST attend the MANDATORY HOUSE MEETING on Sunday evenings. MANDATORY HOUSE MEETINGS DO NOT COUNT AS STRUCTURE MEETINGS.

- You must complete one hour of volunteer time at New Creation per week. Hours must be completed at New Creation ONLY and must be signed off on your structure sheet by a staff member to receive credit.
- You **MUST SIGN IN** to each meeting and get the group leader's initials on your structure form each meeting you attend to receive credit.
- You must be no more than 10 minutes late to meeting or you will be deemed ABSENT.
- If you are late to a meeting and arrive within the grace period without a valid reason, you may be given a write up for disrupting the meeting.
- If you leave early from a meeting, you will be deemed ABSENT.
- If you are unable to attend a meeting, you may make up ONE meeting per week. Make-up meetings must be made-up before being released from structure. Only meetings on the New Creation, Inc. Meeting Schedule may be approved as make-up meetings. Those who must attend both meetings per day due to employment or disability status will not be given ONE make up meeting per week.
- No overnight stays away from New Creation, Inc. while on structure.
- You are required to remain awake for the duration of each meeting or you will be deemed ABSENT.

- If you are seen wearing sunglasses or ear buds/headphones or your face is covered during a meeting, you will be deemed ABSENT.
- You must put your phone away during meetings.
- You must use your structure accountability sheet and turn it in each week to your house disciple to review. If you misplace your accountability sheet you will be required to restart Phase One of Structure from the beginning.
- Noncompliance to ANY of our policies and procedures may result in an extension in days of structure or exit from program.

Criteria to be released from PHASE ONE of Structure

- Be a program participant for a minimum of eight weeks.
- You must maintain your sobriety and have satisfactory UAs within the last eight weeks.
- Program Fees must be current, paid in full.
- You must complete one hour of volunteer time at New Creation per week. Hours must be completed at New Creation ONLY and must be signed off on your structure sheet by a staff member to receive credit.
- You **MUST SIGN IN** to each meeting and get the group leader's initials on your structure form each meeting you attend to receive credit.
- You must be no more than 10 minutes late to meeting or you will be deemed ABSENT.
- If you are late to a meeting and arrive within the grace period without a valid reason, you may be given a write up for disrupting the meeting.
- If you leave early from a meeting, you will be deemed ABSENT.
- Meeting attendance and participation must be deemed satisfactory by the Program Director and/or Executive Director.
- You must be in compliance with all New Creation, Inc. policies and procedures and must not have any write-ups/policy violations in the last eight weeks.

- You must complete the structure assignment provided by the Executive Director.
- You must receive a satisfactory recommendation from your lead House Disciple.
- You must receive a satisfactory recommendation from at least one reputable outside source (supervision officer, case manager, therapist, sponsor/mentor, physician, employer, church pastor, community service coordinator)
- **If you are on supervision, you MUST receive a satisfactory recommendation from your supervision officer before being released from structure.**

Program participants may be placed back on Phase One of structure for the following reasons:

- Program fees are more than 7 days late
- The program participant has violated any of the New Creation, Inc. program policies and procedures
- The Program Director and/or Executive Director deems it appropriate for the benefit and wellbeing of the program participant and/or the New Creation, Inc. program

Criteria for PHASE TWO of Structure

- You must attend two meetings per week at New Creation, Inc. ONLY – Make up groups NOT permitted during phase two and missed groups may result in write ups or return to Phase One of structure.
- EVERYONE MUST attend the MANDATORY HOUSE MEETING on Sunday evenings. MANDATORY HOUSE MEETINGS DO NOT COUNT AS STRUCTURE MEETINGS.
- Program Fees must be current, paid in full.
- You must maintain your sobriety and have satisfactory UAs within the last eight weeks.
- Program Fees must be current, paid in full.
- You must complete one hour of volunteer time at New Creation per week. Hours must be completed at New Creation ONLY and must be signed off on your structure sheet by a staff member to receive credit.
- You **MUST SIGN IN** to each meeting and get the group leader's initials on your structure form each meeting you attend to receive credit.
- You must be no more than 10 minutes late to meeting or you will be deemed ABSENT.

- If you are late to a meeting and arrive within the grace period without a valid reason, you may be given a write up for disrupting the meeting.
 - If you leave early from a meeting, you will be deemed ABSENT.
 - Meeting attendance and participation must be deemed satisfactory by the Program Director and/or Executive Director.
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Hygiene and Safety

- All program participants are expected to report any hazards or safety concerns to staff IMMEDIATELY.
 - All program participants are expected to prioritize their physical and mental health for their own safety and wellbeing. This includes, but is not limited to, practicing self-care, attending medical and mental health appointments as deemed necessary by the participant's health care team, taking medications as prescribed, getting sufficient sleep, staying hydrated, etc. New Creation, Inc. is not liable for issues that arise from a participant's self-neglect or failure to follow recommendations provided by their health care team.
 - All program participants are expected to do their own laundry and keep their living space tidy.
 - All program participants are expected to maintain personal hygiene, including regular showers, brushing teeth, and wearing clean clothes.
 - All program participants are expected to keep their rooms and common areas free from clutter and tripping hazards.
 - Engaging in unsanitary practices, including but not limited to urinating or defecating outside of designated areas (e.g. toilet) or exposing others to bodily fluids, will result in immediate discharge.
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Substance Use, Absence, and Safety Policy

- Reporting Requirements: Any program participant who encounters another participant appearing to be under the influence of drugs or alcohol must immediately notify the Program Director and/or Executive Director. Failure to report promptly will result in consequences for non-compliance.
- Testing and Discharge: A program participant suspected of being under the influence may be offered a urine analysis (UA) and/or breathalyzer (BA) test. Refusal to submit to testing will result in immediate discharge. If

testing results are negative but signs of substance use persist, the same policy applies.

- Relapse or Absence: Any program participant who relapses or fails to return without prior approval for an overnight pass will be immediately discharged.
 - Safety Protocol: If a participant is under the influence of drugs and/or alcohol and poses a safety risk, non-impaired participants must remove themselves from the situation at hand and call the police. The Program Director and/or Executive Director must be notified immediately via phone (call or text).
 - Detox Option: If the impaired participant doesn't pose a safety risk, they may be offered detox. They must arrange transportation and report to the facility immediately.
 - Transportation Liability: Staff and participants can't transport impaired individuals. If a participant chooses to transport, New Creation assumes no liability.
 - Additional Care: If a participant needs higher care, the same policies apply.
 - Discharge and Reapplication: If a participant fails to report to detox or refuses services, they can't reapply for 30 days.
 - Belongings: A participant's belongings will be packed and held for 7 consecutive days. The program participant must schedule an appointment to retrieve them. After that time, all unclaimed items will be donated to New Creation or another charitable organization.
 - Property Access: Participants can't return to New Creation property without prior approval. Unauthorized return may result in law enforcement being contacted and trespassing charges filed.
 - Criminal Supervision: If a participant is under criminal supervision, their officer will be notified of the incident.
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Program Re-Eligibility and Re-Entry

To be eligible for re-entry in the future program participants must:

- Notify the Program Director and/or Executive Director of the intended departure date at least one week prior to leaving the premises.
- Wash the bedding for the next guest and leave the shared living space clean and organized.
- Pay all program fees in full
- Fulfill any outstanding obligations
- Successfully complete a discharge interview with a designated staff member
- Depart on good terms and in good standing

- Not have any new disqualifying offenses/charges
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Disciplinary Action

Participation in the New Creation, Inc. Substance Abuse Recovery Program and Sober Living Community is a privilege, NOT A RIGHT. As a private organization, we prioritize the safety and well-being of our program participants, staff, and volunteers. To maintain a supportive environment, we establish and enforce clear expectations.

Program participants are expected to comply with our policies and procedures. Failure to do so may result in disciplinary actions, which can include:

- Written warnings
- Counseling or additional support
- Return to structure
- Discharge from the program

The severity of the disciplinary action will depend on the situation. The Program Director and/or Executive Director will determine the most appropriate response to ensure the safety and well-being of all individuals involved.

By participating in our program, program participants acknowledge that they may be discharged at any time if their behavior is deemed inconsistent with the program's expectations or values. The Executive Director has the final authority on all disciplinary actions including discharges from the program.

Written warnings will be issued to program participants by the Program Director and/or Executive Director for major infractions, including, but not limited to:

- Refusal to participate in chores
- Failing to keep one's shared living space clean and organized
- Foul language
- Minor disagreements/quarrels amongst program participants that don't involve harm
- Leaving trash and messes at the Community Center
- Excessive foul language
- Disruptive Behavior or disrespect toward others
- Missed meetings
- Disputes amongst program participants that can be reconciled and don't involve harm
- Excessive password resets or misuse of the software or login information

Program participants will be subject to immediate discharge after receiving three written warnings have been issued.

Program participants will be subject to immediate discharge from New Creation, Inc by the Program Director and/or Executive Director for failure to correct behavior after receiving three written warnings, and for major infractions, including, but not limited to:

- Nonpayment
- Violation of confidentiality policy
- Illegal activity of any kind
- Borrowing or exchanging money, property, or services with other program participants
- Violation of the curfew policy/failure to come home

- Violation of the visitor's policy
- Blatant disrespect and refusal to abide by the New Creation, Inc. policies and procedures
- Excessive noncompliance with New Creation, Inc. program policies and procedures
- Demonstrating toxic behaviors such as gossip, slander, lying, divisiveness
- Failure to correct unruly behavior
- Substance use on or off property
- Refusal to take a UA or BA test
- Theft
- Harmful/threatening behavior
- Weapons found on property
- Any violation deemed appropriate by the Program Director and/or Executive Director

All payments to New Creation, Inc. are non-refundable, regardless of the reason for discharge.

Noncompliance with any of the policies and procedures listed herein may disqualify program participants from offsite overnight stays, other program privileges, and program participation.

In the case of excessive behavior, authorities may be contacted, and charges may be filed.

New Creation Payment Policy

- I have been informed upon admission that the program fee at New Creation, Inc is **\$186 per week**. To comply with this policy, I understand that **I MUST**:
 - Pay the program fee on a weekly or biweekly basis **ONLY**.
 - Pay my program fee by 5:30pm on Sundays to avoid penalty. I understand that if my program fees are more than 7 days late, I will be charged a \$15 penalty fee per week that I am late on my payment until the balance is paid in full. I also understand that I will be placed back on structure for non-compliance until the Program Director and/or Executive Director deems fit.
 - Pay a late fee of \$15 if New Creation, Inc. is unable to deposit my money order due to incomplete or inaccurate information on the money order as a result of the program participant's negligence.
 - Contact the Financial Assistant to request a payment plan if I am having difficulties paying my program fees. I understand that a payment plan may or may not be an option per the Program Director and/or Executive Director's discretion and that I am still subject to immediate discharge from New Creation, Inc if I do not comply with this payment policy.
 - Contact any funders to inform them of this payment policy and make arrangements for prompt payment. New Creation, Inc will continue working with funders to assist in the process, but I understand that it is ultimately my responsibility to comply with this payment policy regardless of payments being made to New Creation, Inc by outside agencies.

- Pay additional fees as part of my program expenses if the utility costs for my residence exceed the program's allotted expense amount.
 - Program participants will be charged for any internal and external damages to the property beyond normal wear and tear including, but not limited to:
 - Holes in walls or doors
 - Broken fixtures, appliances, furniture
 - Stains or burns on carpet or furniture
 - Unauthorized alterations or modifications
 - Misuse of housing systems such as HVAC, Plumbing, Electrical Systems, Etc.
 - Program participants will be required to pay service charges/maintenance fees charged to New Creation, Inc. resulting from program participant's misuse of internal or external housing systems. (Ex: Clogged sewage systems due to unauthorized or excessive use of toilet paper and flushable wipes)
 - Housing costs/fees/charges/fines/IOUs incurred by the program participant are classified as program fees and are subject to late charges and disciplinary action if not paid in a timely manner in accordance with this payment policy.
 - Pay my IOUs within 30 days. I understand that IOUs are a part of my program fees and are also subject to the guidelines of this policy.
 - Failure to settle outstanding debts with New Creation, Inc. constitutes consent for us to report delinquent accounts to collections agencies and utilize social security numbers for reporting purposes.
 - Although New Creation is happy to provide electronic payment receipts, it is the program participant's responsibility to keep their own payment records.
 - Be courteous and respectful towards the New Creation, Inc staff at all times. **NO EXCUSES and NO EXCEPTIONS.**
 - Comply with this policy or I will be subject to immediate discharge from New Creation, Inc per the Program Director and/or Executive Director's discretion.
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Drug/Medication Policy

- Use or possession of alcohol, street drugs, or medications unaccompanied by a prescription, is prohibited while participating on the New Creation, Inc. program.

- All program participants must submit to UAs (urinalysis) and BAs (breathalyzer) upon admission and upon request ANY time, for ANY reason.
- Use of controlled substance medications is prohibited without prior authorization from the Program Director and/or Executive Director.
- A list of all prescribed medications and supplements along with the necessary medical documentation must be presented to the Program Director and/or Executive Director upon intake. All documentation will be stored in a HIPAA Compliant database in the corresponding client's profile.
- Prescription medications must be kept secured in a New Creation, Inc. locker at all times. ONLY New Creation, Inc. locks may be used on lockers. Replacement locks will be issued at the expense of the program participant.
- If program participant has been seen by an M.D., ARNP, or at a hospital, clinic or emergency room, all documentation **MUST** be provided to the Program Director and/or Executive Director verifying times of arrival, admission, treatment, and discharge. Also required will be a description of treatment, and/or any medication administered, or prescribed during the visit.
- If the director believes that a prescribed medication is affecting the program participant's ability to actively participate in the New Creation, Inc. program, or there is a suspicion of medication abuse, or medication is creating an obstacle in the program participant's recovery goals, the director will engage with the program participant, and with a signed HIPAA Consent, will work collaboratively with prescribing physician/ARNP or clinic to address and resolve any issues. If physician/ARNP or clinic is unresponsive, a second opinion may be requested.
- In the event the use of any medication creates an unsafe atmosphere that is not conducive to recovery or is adversely affecting the New Creation, Inc. program or its participants, New Creation, Inc staff or volunteers, the program participant may be discharged from the program.
- Upon leaving New Creation, Inc. it is the program participant's responsibility to immediately remove all medication from New Creation, Inc.'s property.

If a program participant's medication is abandoned upon discharge, the New Creation, Inc. staff will abide by the following protocol:

1. The program participant's medication(s) will be given directly to the Program Director and/or Executive Director by the lead House Disciple for safekeeping at the Community Center for 15 calendar days.
2. The Program Director and/or Executive Director will attempt to contact the program participant and/or designated representative provided by the program participant via a HIPAA Consent form.
3. If the program participant or designated representative are unavailable for medication retrieval, the Program Director and/or Executive Director will return the medication to the issuing pharmacy (if possible).
4. If the issuing pharmacy is not located in the Johnson County area, the Program Director and/or Executive Director will contact a local law enforcement agency for further guidance to ensure safe disposal of the

medication(s) and compliance with federal, state, and local regulations.

Confidentiality

At New Creation, Inc., we prioritize confidentiality and strive to create a safe environment for all program participants. To ensure we can effectively collaborate with individuals vital to your recovery, we require program participants to sign a HIPAA consent form. This allows us to share information with key parties, such as supervision officers, court officials, case managers, and medical professionals, who play a crucial role in supporting your recovery. By signing the consent form, we can work together to provide the best possible care for you. Please note that we reserve the right to decline services if the HIPAA consent form is not completed or updated as necessary.

New Creation, Inc. maintains confidentiality whenever possible, but there are certain exceptions as required by law. We are mandated to report the following situations:

- Suspected child abuse or neglect
- Suspected elderly abuse or exploitation
- Threats of harm to yourself or others
- Court-ordered disclosure of records
- When you provide specific written consent to share information

In these circumstances, we will disclose only the necessary information to authorized parties.

Confidentiality is a cornerstone of our community. To maintain trust and safety, we expect program participants, staff, and volunteers to respect the confidentiality of all meetings and discussions. This means:

- No video or audio recordings are allowed during meetings or confidential discussions without prior approval and consent from the Program Director and/or Executive Director.
- Program participants, staff, and volunteers are responsible for not sharing information that could identify or harm others.

Please note that Kansas State law prohibits certain types of recordings without consent. Breaching confidentiality can have serious consequences, including felony charges and discharge from our program.

Let's work together to create a safe and respectful environment.

Grievance Policy

At New Creation, Inc., we value the well-being and safety of our program participants. We strive to maintain a supportive environment where program participants feel comfortable sharing concerns or complaints. This policy outlines the process for reporting and addressing grievances.

A. What is a Grievance?

A grievance is a concern or complaint related to:

- Program participant care and support
- House rules and policies
- Staff behavior or conduct
- Conflicts with other program participants
- Safety and security concerns

B. How to Report a Grievance

Discuss the event, or issue, with the house disciple or staff member immediately following the incident. If it is not possible to report the incident immediately, please do so within 7 calendar days.

1. Verbal Report: Program participants can report grievances verbally to a house disciple or a staff member.
2. Written Report: Program participants can submit a written grievance form

C. Grievance Process

1. Initial Response: Staff will acknowledge receipt of the grievance and initiate an investigation within 24 hours to 72 hours depending on the severity of the event.
2. Investigation: Staff will conduct a fair and thorough investigation, gathering relevant information and speaking with involved parties.
3. Resolution: The house disciple or designated staff member will communicate the resolution to the program participant who filed the grievance and implement any necessary actions.
4. Follow-up: Staff will follow up with the program participant to ensure the issue has been resolved.
5. If you're not satisfied with the resolution, you can request a meeting with the Program Director and/or Executive Director to discuss your concerns further. The Executive Director's decision will be final and binding.

D. Confidentiality

We will maintain confidentiality to the extent possible, respecting the privacy of all parties involved.

E. No Retaliation

We prohibit retaliation against program participants who report grievances in good faith.

F. Grievance Form Location

The grievance form can be accessed in the Resident Portal on the website at <https://newcreationinc.org/resident-portal>

G. Contact Information

If you have any questions or concerns about this policy, please contact the Program Director and/or Executive Director at (913) 437-6157.

New Creation Volunteer and Recreation Release

In signing this contract, I understand and agree to the following terms and conditions related to my volunteering and participation in activities at New Creation Inc.

I am aware that as a volunteer, or as a participant in recreational activities, I expose myself to potential hazards which include but are not limited to, cuts, burns, back injury from lifting, car accidents, falls, etc I am voluntarily

participating in the service or recreation with the knowledge of the potential hazards involved and hereby agree to accept any and all risk of injury.

Further, I release and agree to hold harmless New Creation, Inc. as well as any related agency, church member, New Creation Inc. employee or agent from any liability, injury, damages, loss, accidents, delay, or irregularity relating to my planned participation in New Creation Inc.

- This release covers all claims, demands, and rights of every kind that I have or may have, whether known or unknown.
- This release binds me and my heirs, representatives, and assignees.
- I have carefully read this agreement and fully understand its contents.
- I am aware that this is a release of liability and I sign it of my own free will

MEDIA CONSENT AND RELEASE FORM

1. **CONSENT.** I, the program participant executing this form, ("Consenter") hereby consent to participate in the production of media which may be used to show my image, likeness, voice, performance, story, and visual works which may be personally identifiable to the general public ("Media").

a.) Media Types. Consent is granted to publish the Media in any format, including photographs, video recordings, audio recordings, and digital recordings.

2. **RELEASE.** The Consenter hereby grants New Creation, Inc ("Released Party") and its affiliates, successors, and assigns the irrevocable, worldwide, and perpetual right to use of the Media for personal or commercial use.

a.) Right to Edit. The Released Party shall have the right to edit, alter, adapt, or modify the Media and any related or unrelated materials.

3. **COMPENSATION.**

I understand that there will be no compensation and waive my rights to any compensation. The consideration for the consent shall be the promotion of the Media by the Released Party.

4. **RELEASE & WAIVER.** I, the Consenter, hereby release, discharge, and hold harmless the Released Party and its representatives from any and all claims, demands, or causes of action that I may have, including, but not limited to, claims based upon defamation, invasion of privacy, or rights of publicity, arising from the use of the materials as described herein.

5. **REPRESENTATIONS & WARRANTIES.** I, the Consenter, represent and warrant that I am at least 18 years of age and have the full legal capacity to execute this release. The rights I am granting do not conflict with any existing commitments or agreements, and I have read and understand the contents of this release.

Document Availability

A copy of this Program Contract and additional New Creation, Inc. documents can be accessed in the client portal on our website at <https://newcreationinc.org/resident-portal>. In addition, electronic copies of completed documents will be automatically emailed to program participants for their records.