



Fresh Start Ministries Program Rules & Requirements

Please initial each item to show that you have read it and agree to follow these requirements as part of your acceptance into our program.

Initials	Rules & Requirements	
	General Program Rules	
	1.	Clients are required to attend three (3) meetings PLUS one (1) church service each week. Of the three meetings, one meeting must be recovery related (AA, NA, CR, etc.), one must be a Bible study, and the third is at the discretion of the client and can include the house meeting (a minimum of four programs each week). After Phases 1-3 are completed.
	2.	Fresh Start Ministries has a ZERO TOLERANCE substance abuse policy, including the use or possession of any type of drugs, alcohol, synthetics, or mind-altering substances. This is grounds for IMMEDIATE dismissal of the program. Included in this policy is the knowledge of any other clients' use or abuse without reporting such to the staff.
	3.	Clients are to seek and maintain employment after phases are completed. Unemployed clients must provide written proof of job searches until employed. <u>Clients are to discuss ending employment with their director before quitting a job.</u> Persons receiving disability income are expected to volunteer 20 hours in local community or church. <u>NO ONE is to sit around the house all day every day.</u>
	4.	There is to be NO VIOLENCE . This includes physical violence, threats of violence, intimidation, or theft. Any such behavior will result in immediate dismissal and police intervention, if staff determines it is warranted. We wish this to be a safe place for healing and violence has no place here.
	5.	Client rooms, possessions, and person are subject to random searches at any time with or without the client present and with or without cause or explanation. This includes any vehicles located on FSM property. Failure to comply will result in immediate dismissal.
	6.	Each client will be given a personal accountability form weekly. It is the CLIENT's responsibility to ensure all necessary documentation is correct and timely, and ensure that all necessary signatures are completed on the day they happened, NOT when the forms are turned in. These forms allow FSM to chart clients' progress in the program.
	7.	If a client is dismissed from the program, they are to leave quickly, quietly, and respectfully. Dismissal results from a client's choices, decisions, and actions, NOT due to the FSM staff. Dismissed clients are to be off the property and have all possessions off the property within one (1) hour. Any threats or violence will not be tolerated. Items left on premises will be considered donated to the program.
	8.	If a client does not comply with the rules of the program, clients will be assigned fines, extra chores, and/or volunteer work. This is at the complete discretion of the Fresh Start Ministries staff. All decisions made by FSM staff are final; there is no recourse or appeal.

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	9.	Any client knowing that a house rule is being violated and does not report it to the House Manager is considered guilty as well and subject to the same punishment as the offender.
	Drug Use / Substance Abuse Policy	
	10.	Clients are not allowed to take any controlled prescription medications. If a physician feels that controlled prescriptions are necessary for an individual, that person will be required to leave the program before the prescription is filled. THERE ARE NO EXCEPTIONS TO THIS RULE.
	11.	All over the counter and prescription medicines in client's possession will be reported to Fresh Start Ministries' staff, to ensure that they are appropriate and will not potentially cause false positive results during drug testing.
	12.	Clients are subject to random drug and alcohol screens without notice, cause, or explanation. Failure to comply will result in immediate dismissal. Once notified of a test, the client must remain in sight of FSM staff until a sample is provided. Failure to provide a sample will be considered a positive test result, and the client will be dismissed. All samples will be provided under the direct supervision of FSM staff. Results will be documented and reported to requesting agencies.
	Housing Fees & Fines	
	13.	Housing fees are to be paid IN ADVANCE for the week. If a client is behind on any fees, they must present the staff with written documentation of their plan to get current on housing fees. If paid ahead and leave or dismissed there is no refund.
	14.	Housing fees are due weekly, bi-weekly or monthly depending on pay period.
	15.	If a client is behind on any monies owed, they must pay 70% of all income they receive until they are current. This includes, but is not limited to, income, tips, gifts, and sale of personal items. Clients who are behind must provide paystubs with payment for verification.
	16.	Fines must be paid before housing fees. If a client has a fine that has not been paid, it will be deducted from housing payments. Then the balance will be applied to the housing fee, causing a client to get behind in housing fees.
	17.	Accountability sheets are to be turned in each week at the house meeting. To ensure the importance of these documents, clients will be fined \$25 if their accountability sheet is lost. Two (2) lost forms will result in dismissal from the program. Clients should keep their accountability sheets on their person and safe at all times.
	Curfew, Visitation, & Overnight Passes	
	18.	After successfully completing the third phased is completed, curfew 9:00 pm on Sunday through Thursday and 10:00 pm on Friday and Saturday. Curfew means that the client must be inside the property or in the smoking area on the property. <u>There will be NO contact with people dropping things off at the facilities.</u> There is a \$25 fine for being late the first time, \$50 the second, and dismissal the third.

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	19.	Clients working after curfew must provide proof of clock-out time upon returning home. They must wake up and present the House Manager with proof and return home in a reasonable amount of time based on location of work and mode of transportation home.
	20.	Guests, family, and service providers are welcome at our homes. <u>However, all guests must be pre-approved by the House Manager and must remain in the public areas of the house.</u> There will be NO visits in bedrooms. All visitors must be off premises one (1) hour before the client's curfew.
	21.	Clients are encouraged to have visitation with their children and families. FSM believes that through God's love, we can find family reunification. After successfully completing 45 days fully compliant with program rules, clients may have children under the age of ten (10) spend the night. Approval must be made in advance and is at staff's discretion.
	22.	After successfully completing 90 days in the program and being fully compliant, clients are eligible for one (1) overnight pass with family or a recovery-related event. After 120 days fully compliant, clients are eligible for two (2) non-consecutive overnight passes per month. After 150 days fully compliant, clients are eligible for one consecutive two-night pass per month. Holidays and special occasions will be managed on a case-by-case basis with management approval. <u>OVERNIGHT PASSES ARE A PRIVILEGE, NOT A RIGHT.</u> A client must be working a program of recovery and developing their relationship with God to earn this privilege. <u>Granting overnight passes is completely at the staff's discretion.</u>
	Attitude and Behavior	
	22.	Lies and/or omissions on intake paperwork are grounds for immediate dismissal.
	23.	There will be no loaning, borrowing, or solicitation of money or property between clients.
	24.	There are to be no outside relationships for the first 6 months. Clients are to work on themselves, their recovery, and their relationship with God.
	25.	No illegal or questionable activities will be tolerated. This includes, but is not limited to, pornography, gambling, or solicitation. There is to be NO sexual contact between residents. Clients are changing lives and the old must be left behind.
	26.	Clients are to shower daily. There are NO exceptions.
	27.	Clients are to keep all legal, mental health, & medical appointments. Missed appointments MUST be rescheduled & discussed with staff.
	28.	Any changes to Probation, Parole, or work must be reported to staff.
	29.	<u>EVERYONE</u> is to be always treated with complete respect. No ONE person deserves recovery over another. We believe in building each other up, NOT tearing each other down. As such, respectful behavior to each other and God is expected. Respectful behavior includes: <ul style="list-style-type: none"> - Watching one's language - Dressing modestly - Not listening to or watching offensive media - Keeping the noise level reasonable

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		- Picking up after oneself
	House Rules	
	30.	The weekly house meeting is MANDATORY for ALL clients. Employment, visitation, and all other commitments must be scheduled around the meeting.
	31.	Clients are expected to do chores around the house each week. Chores will be assigned at the weekly house meeting and should be addressed daily with deep cleaning once per week. <u>They must be completed before leaving the house on chore day.</u> Clients are expected to make arrangements with work, appointments, UAs, etc. to ensure the chore is taken care of FIRST.
	32.	Quiet time is 10:00 pm – 6:00 am daily . Clients are not to be in the common areas. The television should be off, and no cooking will be permitted. Clients may be in bed with night lights on with the agreement of their roommates.
	33.	Chores are to be completed between 8:00 am and 6:00 pm.
	34.	Showers are not allowed between 9:00 pm and 5:00 am unless work-related and prior permission is granted.
	35.	Clients are required to make their beds daily. All private areas are to be kept clean, tidy, and clutter free at all times. Clothing is not to be left out on public display.
	36.	Clients are to wash sheets once per week and comforters once per month. This must be verified and documented by staff.
	37.	Clients are allowed two loads of laundry per week. All laundry is to be washed on the COLD settings. Clients must provide their own laundry soap and dryer sheets.
	38.	Smoking is allowed in designated areas only. All trash and cigarette butts are to be properly disposed of. There is to be NO smoking in the front of the property by residents or guests. Failure to comply with this rule will result in a 24-hour ban on smoking.
	39.	<u>No clients are to be in bed between the hours of 8:00 am to 4:00 pm without the express permission of the staff..</u>
	40.	Each client will be assigned an area for dry food storage and refrigerator space. Taking or using another client's food is considered theft and is grounds for immediate dismissal. Each client is responsible for maintaining their area in neat and sanitary conditions at all times.
	41.	NO FOOD will be eaten or stored in the bedrooms. The only drinks allowed in bedrooms are water.
	42.	Food must be eaten on a plate. Clients are not to walk around the house with food in hands eating it.
	43.	Clients must clean the cooking area and all dishes within 20 minutes of completing a meal. No dishes are to be left soaking or remain in the drain rack. They must ALL be washed, dried, and put away in their proper place.
	44.	Clients are not to enter or visit in another client's room. Clients should use common areas to visit.

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	45.	All vehicles must have current tags, insurance, and be registered to the client in the program. The Client must have a current valid Missouri Driver's License (if from out of state, they must provide proof of application). Copies of all the above must be provided to staff. There will be no storage of vehicles and no working on vehicles on the property.
	46.	Clients are to sign out and sign back in whenever they leave or return to the premises. This must be written legibly on the paper provided. Vague destinations (e.g., "out" or "downtown") are not permitted.
	47.	There are to be NO PETS .
	48.	There are to be no weapons of any kind on the property.
	49.	Any medical conditions or injuries must be brought to the House Manager's attention.
	50.	Immediately notify the House Manager if 911 or other emergency services are required.