



# HANDBOOK

# OUR MISSION

*To provide a safe, structured, and comfortable environment, conducive to personal growth and a healthy way of life*

# CFR PHILOSOPHY

*Cornerstone for Recovery offers a safe and structured environment for those who struggle with addiction and/or mental health. We understand that being a resident at CFR is the final step for any of our residents moving on to have a clean and productive life while continuing their journey in recovery. Recovery encompasses a multitude of positive and productive approaches to have the opportunity for personal growth and the ability to create healthy bonds with other men and women in the community. A **unified** community is a necessity for sober housing.*

# Payment Policies

- All residents are required to pay first and last week's rent, including a \$20 fee for random urinalysis upon admission.
- Weekly rent is \$150 a week
- Total intake fee is \$320, with \$150/week due every Friday
- If any of our residents complete 6 months or more and give at least a 2-week notice, prior to moving out, there will be no payment required for he/she's last week. If there is a relapse and/or behavioral issue that results in a discharge, then a refund will not be approved.
- Rent is paid on Friday for the week in advance and NONREFUNDABLE once paid.
- If a resident cannot pay weekly fees, a financial agreement will be completed
- Each agreement will be individualized to that resident's situation.
- Monies owed can be paid in cash or online at [cornerstoneforrecovery.com](http://cornerstoneforrecovery.com)
- A receipt will be given for each payment.

# Housing Expectations

- All residents must attend weekly house meeting held by the House Manager **NO EXCEPTIONS.**
- All new residents will have a curfew of 10pm every night for their first 2 weeks.

- Curfew is at midnight after their initial 2 weeks is over unless there is overnight employment, which needs to be discussed with the HM.
- Overnights are granted after 30 days of being in the house and current on rent.
- An overnight pass must be filled out and approved by the HM.
- Each resident will get one overnight a week, being they are employed and are working on their recovery via 12 step recovery, therapy, etc.
- Each resident will be given a chore that must be completed daily. Once chore is completed, HM or Ass HM must approve.
- Failure to complete your chore regularly will result in a verbal warning. If this continues, resident will be put on a behavioral contract.
- A discharge will occur if a behavioral contract is breached.
- Meetings are required for residency. Seven meetings a week are expected until resident gains fulltime employment, then 4-5 meetings a week is acceptable.
- Residents are required to find a homegroup within their first 14 days, via AA, NA, or other fellowships of their liking.
- The weekly house meeting will count towards their required weekly meeting attendance.
- Weekly therapy will be considered regarding that requirement.
- If a resident agrees to any type of outpatient therapy prior to an admission into

CFR, they will be held accountable to that requirement.

- Building a fellowship of men and/women is required while residing at CFR. Accountability is important in early recovery.
- Food will be provided by residents, but there will be some food for any new resident that does not have any resources to buy their own.
- No TV in any room besides the living room and the HM's room
- Smoking and/or vaping must be done at the designated area outside. No hanging out or smoking in front of the house.
- Only non-alcohol mouthwash is allowed due to residents being given random breathalyzers.
- Any fighting or aggressive behavior will be an immediate discharge.
- Any weapons of any sort found in the house will result in an immediate discharge.
- Expectation from management is a positive atmosphere and a clean residence.
- If a resident is discharged for any reason and clothing and personal items are left behind, it will be removed from the property in 3 days. If there is a readmission to treatment, jail, etc, resident must communicate with the HM on their current situation. In that case, we will either reach out to family or get the belongings back to that individual.
- Be respectful to your neighbors.

# Employment/Community Service

- Employment must be obtained within their first 14 days of even if they are residing at CFR on a scholarship.
- If a resident obtains fulltime employment and looking to get a new job or switch careers, a resident cannot quit their job without obtaining employment elsewhere.
- If a resident cannot work due to disability, retirement, etc, he/she must complete community service or be more active in their fellowship. (Contact the owner for options as there are plenty of community service opportunities).
- If a resident is required to complete a PHP program, then he/she must get financial support from family, scholarship, etc.
- If a resident is in an IOP program, on a scholarship or receiving financial assistance from family/friends, etc., the 14-day employment rule still applies.

# Alcohol and Drug policy

- All residents are subjected to random drug testing, which also includes a breathalyzer.
- In the case of a positive drug test, the resident will be encouraged to go into treatment, then a readmission can occur based on a case-by-case basis.
- If there is a second positive test, then there will be no readmission into CFR.
- If there is any drug and/or alcohol use in any house, there will be an immediate discharge without the option to return.
- Refusing a drug test is treated like a positive drug test and you will be asked to leave.

# Supplies

- All cleaning supplies are provided by CFR.
- All drug testing is provided.
- Bed linens and pillows are provided.
- WIFI and streaming apps are provided.
- YMCA gym memberships are provided. Gym Memberships must be signed in and out for every use.
- An Affidavit of Residency form will be given for anyone needing medical assistance, legalities, food stamps, etc.
- Every house has a coded door for privacy and confidentiality. Code will be given upon intake. Code will change upon any discharge.
- Relationships with local treatment providers will assist with anyone wanting therapy of any level.
- CFR has scholarship resources from multiple non-profit organizations to access

# Hygiene Communicable Diseases

- Please be aware that other residents may have communicable diseases and have the right to privacy through HIPPA
- Female residents are required to inform their house manager and upper management if they become pregnant while residing at CFR.

- No sharing of razors or any other health care/personal hygiene products (facial scissors, nail clippers, tweezers, hair clippers)
- All bed linens must be washed weekly.
- Please see house manager if personal hygiene products (soap, toothpaste, etc.) are needed.

## Searching of Rooms

- House Managers and Upper Management of CFR reserve the right to search bedrooms, belongings, and persons at random. Searches may be based on suspicion of drug/alcohol use, stealing/illegal activity, or possession of paraphernalia/contraband. Cornerstone will comply with law enforcement agencies if a professional search and seizure is deemed necessary.



**By signing the Cornerstone for Recovery Handbook, resident agrees to the following:**

Residents agree that upon admission, he/she becomes guest of CFR, not a tenant, and is protected by any tenant and landlord laws. Resident agrees that any owner, manager, or any other related parties are not responsible for the health and well-being of the resident while residing at Cornerstone for Recovery. CFR is not responsible for any claims, suit, or other adverse action what-so-ever that may arise from bodily injury or damage to. CFR is also not responsible for any loss of property at any time with being a resident at CFR. Rules in the Cornerstone for Recovery handbook may be amended by the owner or any other type of management.

Name Printed \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_