



# Room in the Inn

## Bullitt County

A Heart of My City, Inc. Ministry

Where we offer "A Hand Up Rather than a Hand Out"



P O Box 508, Mt. Washington, KY 40047

Carl: 502-714-3742, Pam: 502-797-7700

## My RITI Guest Journey (First-time Guests)

By \_\_\_\_\_ Date \_\_\_\_\_

I acknowledge and agree that I have been accepted into the RITI-BC program on a trial basis. Information I have supplied is truthful and complete and I understand it will be verified. I will be evaluated for continuation no later than \_\_\_\_\_. As a participant in this program I agree to cooperate with all RITI "staff", to follow the policies and procedures aka "the Rules" and follow the guidelines established for completing the Journey.

### Employment

Included in the evaluation will be my successful job search, which is to culminate with me working a full-time, week-day job by (insert date). I agree to complete a minimum of five (5) applications with **verifiable** contacts each day. I will review those with a staff member at the end of each day.

### Transportation

I understand that transportation will be provided to and from work for the first two full weeks of my job. This will expire by (insert date) or two weeks from employment which ever occurs first. I also understand I am to be ready to depart with the van each day as instructed without making the van wait for me. After the transportation time frame expires, I will be expected to find my own rides to work. i.e. partnering and sharing costs with a co-worker or other driver.

### Security Deposit

There is a security deposit of \$50 per guest required. If I am not employed upon entrance in the program, I will be allowed to make this payment upon receipt of my first pay. The security deposit will be made in the form of a money order made to **Heart of My City, Inc.** This deposit will be refundable one week after departure if the following conditions are met:

1. 48 hour notice prior to departure
2. Completion of "My New Story"
3. All bedding and/or equipment or supplies have been returned
4. Guest is leaving in 'good standing'

5. Guests does not leave outstanding debts incurred with program participants
6. We have not heard that you are contacting any of our supporters, churches or groups for assistance; nor have we heard that you are making derogatory comments or posting them on social media.
7. You have left a valid forwarding address and phone number.

### **Weekly Fee**

If I am a new guest, I understand that each adult will be responsible for a weekly fee of \$35 (a low \$5/day) to help offset the costs of the program. If I am a returning guest, the weekly fee will be \$70 (still a low \$10 per day). This fee will commence with my first pay (whether a cash job or standard paycheck or any other type of income). The fee will be due and payable every Sunday for the upcoming week and is non-refundable. The fee is to be paid by money order made payable to Heart of My City Inc. If I am part of a couple I may combine our amounts and submit only one money order.

### **Personal Weekly Savings**

Each participant will calculate their personal savings based on net pay (gross less taxes) minus their program fees, minus personal spending (see below). The **balance** is to be 'saved' by purchasing a money order made payable to myself. You will be responsible for giving proof each week for the total amount you are saving. These are NOT to be cashed in until you have "graduated", or are using some of the funds for a housing deposit. ANY use of these funds must be pre-approved by RITI Senior Staff.

### **Personal Spending**

Each participant will agree to keep no more than \$100 in cash (or on a debit / bank / pay card) per week. You will need to budget any needs that occur monthly rather than weekly. i.e. cell phone bills etc. Food stamps should be included in the \$100 thereby allowing you to save an additional amount.

### **Weekly Check-in**

Guests are expected to check in each week with RITI staff to report job status, complete their fee payments, report housing prospects, etc.

### **The Benefits of successfully completing the program.**

- \$50 Deposit returned
- A Gift basket or a Walmart/Amazon card for \$100 toward start-up expenses
- "Re-start" furniture / housing supplies from the donations stored at several facilities. Contingent on guest having assisted other graduating guests with their moving needs.
- Potential vehicle at greatly reduced price; as cars are made available. (must be able to show license and insurance at transfer)



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## RITI GUEST JOURNEY AGREEMENT and

Schedule of Payments and Pay records\*

Guest Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

1*	\$ _____	<b>Security Deposit</b> by money order payable to Heart of My City Inc
2*	\$ _____	<b>Weekly Fee</b> payable in advance upon receipt of first pay, by money order payable to Heart of My City Inc
3*	\$ _____	<b>Allotted Personal Spending money</b> (per pay)
4*	\$ _____	<b>Weekly Savings</b> (per pay) by money order payable to self

**\*All payments are due on the Friday of your first pay.** (note: this includes 'cash' pay for temp jobs) **along with a copy of your pay stub.** For this you may 'show' your actual pay stub or provide a screen shot of your online stub.

\*1. The **Security Deposit** of \$50 per adult will be held by Heart of My City Staff until you fulfill the RITI journey criteria. If fulfilled, AND you've left a mailing address, your deposit will be sent to you within one week of departure. (or you may schedule a pickup) If not fulfilled, the deposit will be forfeited.

\*2. The **weekly fee** is \$5 per day per adult for **new** guests. It is due and payable as \$35 for the upcoming week. **Returning** guests will be \$10 per day (\$70 for the upcoming week) . The fee is to be a money order payable **to Heart of My City, Inc.** The **ONLY** time the fee might be pro-rated is when the guest gives adequate notice of departure and has complied with program stipulations. i.e. if a guest leaves without 48 hours notice in writing to senior staff there is no rebate on "unused" fees.

\*3. Your **personal spending amount** will be no more than \$100 per week. You may keep this on a paycard or in a bank account or in cash) You will be responsible for budgeting your expenses out of this amount, so be sure you have estimated your needs accurately. **NOTE:** If you have automatic deductions (other than taxes) they will count as part of your spending.

\*4 The **weekly savings amount** will be determined using the formula below. This savings amount is to be secured by a money order made payable to yourself. They will be accumulated each week and will be verified by senior staff.

\$\_\_\_\_\_ (net pay) - \$\_\_\_\_\_ (one time deposit) - \$\_\_\_\_\_ (weekly fee) - \$\_\_\_\_\_ (personal spending, not to exceed \$100) = \$\_\_\_\_\_ balance to be saved

**Example.** A Guest who earns \$10 an hour should 'gross' \$400 per week (if there's no OT) and net approx. \$350. (depending on your tax deductions)

\$350 - \$50 (deposit) - 35 (fee) - \$100 spending = \$165 in money order payable to himself for his personal savings. The remaining weeks would net \$215 for personal savings.

**Schedule of Payments and proof of pay**

Deposit \$\_\_\_\_\_ Date Paid \_\_\_\_\_

Date	Net pay per stub* \$	# hours worked per stub*	weekly Fee Paid \$	Cumulative weekly savings \$	reviewed & received by	Note (please make note of food stamp balances if appl.)

*\*All forms of pay must be considered. If working a "cash" job, you are still responsible for submitting some proof of pay as well as for the weekly schedule of payments. If paid in cash, guest is responsible for his own taxes and should plan accordingly...*

Guests will make themselves available for weekly meetings to verify the above requirements are being met and determine program continuation. Guest understands non-compliance with these stipulations will result in immediate loss of program participation. Should a guest leave and complete the requirements for re-entry, we will issue a NEW RITI Journey Agreement with the 'returning' guest fee structure.

In exchange for nightly shelter, initial transportation to jobs and shelter site and evening meals guest agrees to abide by the stipulations of this RITI Journey as well as the policies and procedures of the program:

Guest \_\_\_\_\_ Date Signed \_\_\_\_\_

RITI Staff \_\_\_\_\_ Date Signed \_\_\_\_\_

Staff initials: Date departing conditions met \_\_\_\_\_ Date: Deposit mailed \_\_\_\_\_