

Hope 2 Freedom

Recovery Homes Application

Hope 2 Freedom Recovery Homes is a 12 Step based home that encompasses the A.A. and N.A. Program. We strive to keep our homes a supportive, structured, loving environment. At Hope 2 Freedom we encourage people to work on their behaviors that brought them to this point in their lives, start the healing process from their past, achieve their goals, and sustain a healthy and happy life without the use of substances or unhealthy patterns of behavior. We believe in our homes, what we have created, and we also believe that we all can recover.

12 Step Program

- Your entire stay with us, you are required to adhere to our level system, by going to a certain amount of in person approved A.A. or N.A. meetings per week and have each meeting verified via the One Step app.
- Within your first 21 days you are to obtain a 12 Step sponsor, a home group, and service position, all within whichever 12 Step Program (A.A. or N.A.) you choose.
- Attend your home group weekly & home groups monthly business meeting.
- Carry out your service position until the term ends.
- In a specific situation if an online meeting is required then the virtual meeting rules must be followed. Virtual meetings rules are as follows:
 - Virtual meeting information must be sent to the Peer Leader before meeting starts (meeting ID, time, and name)
 - Verification via email must be sent after meeting (this is a virtual signature for meeting attendance).

Support system

[We suggest to do 90 meetings in your first 90 days]

Level 1 [30 days minimum on this level] 5 in person meetings

Level 2 [60 days minimum on this level] 4 in person meetings

Level 3 [90 days minimum on this level] 3 in person

***Levels are explained in detail on the levels document**

- Meet with peer leader weekly for 1 on 1's
- Attend weekly house meeting or group events. House meeting is a family style dinner, which each resident will take turns cooking for the house. House meeting is held on Sunday from 5-6:15pm. Missing or being late to a house meeting will result in being placed on a

Behavior Contract, repeat offense will result in discharge. If you “no call no show” it is an automatic discharge. All electronic devices are to be put away during house meetings. House meetings are subject to change and changes will be relayed as soon as possible.

Mind & body

Medication Policy

Hope 2 Freedom has strict policies when it comes to medication. This policy is for the safety of residents and everyone else that visits our home. All prescriptions will be discussed during phone screening and intake. Some medications are known to interfere with UA results. H2F will not compromise our policies and procedures. They are in place for the safety of everyone in the home and visitors.

- We do not allow our residents to possess any prescription or over-the-counter medications that can be abused and or might hinder someone's recovery process, without our direct consent.
- Upon entering H2F your belongings will be searched, and you will be required to present valid prescriptions. The prescription must have the exact dosage, date, provider, name of medication, number of refills and name of resident. We will dispose of old and outdated meds.
- We ask when you pick up a new prescription, you notify your peer leader and recovery homeowners within 2 hours.
- All medication with the risk of abuse will be kept secure to prevent diversion.
- On a case-by-case basis, upon recommendations of your provider, we will discuss all newly prescribed medications before you are to start that prescription.
- An ROI must be signed with your provider within 3 days of admittance to allow an open line of communication between H2F leadership team and the provider.
- Residents are required to adhere to leadership team-set schedules to get medication.
- A count of all medications will be done before and after you take it and will be signed off on by both resident and leadership team.
- Residents agree to obtain “confirmation labs” when owners deem necessary.
- All medication will be kept out of general sight in the prescription bottle then secured in provided med safe box.
- Residents are required to pay a \$20 refundable deposit for med safe box or medication bags. The lock box and key must be returned to obtain a refund. If the key is lost, at any time, residents must pay for a new med box.
- It is illegal and a dischargeable offense to divert your medication to anyone for any reason. You agree to produce your medication upon request, for leadership team to be able to confirm it is being taken at the appropriate time and accounted for.

- If any medical issues arise, residents need to communicate with owners before taking any medications. Residents on medication are required to adhere to our medication policy.
- All medications that are scheduled 1-4 or that can be abused are documented by peer leaders. Any overage of medications is locked in the med safe.
- Any medications that are not being used any longer are to be given to owner to be disposed of at the Police Station.

Funding / Employment

- The day of intake you can call 211 and make an appointment with the Doorway to apply for services and housing assistance. The housing assistance process can take up to 8 weeks to be completed and for funds to be sent to H2F's account. Housing assistance has a limit on how much is given, which is only determined by the funding source. Resident will not be given credit for housing assistance funds until we receive the check. Resident must pay what is owed.
- Residents are given up to 2 weeks to secure employment, and 3 weeks to start working. Employment needs to be verified by documentation or check stub.
- Residents are to be out of recovery homes from M-F 9am-3pm actively seeking employment until they are employed. Until residents are employed, they must attend all available in person meetings. Residents must provide verification of submitting applications. This must be done by sending a picture of at least 5 paper applications (if available) and 10 online applications per day. You must fill out a minimum of 15 applications per day.
- Once employment has been established, residents need to diligently be paying back what is owed in fees, along with current weekly fees. An amount will be established with owner and is determined by current income, what is owed and how much housing assistance you have been approved for.
- Residents must be employed full-time. Residents will not be able to work less than 32 hours or more than 50 hours per week.

Living space

- Residents are to complete daily chores, make their bed neatly daily, and always maintain a clean and organized bedroom / house. Chores and explanations of how to complete them are posted on the fridge and changed weekly.
- Residents are to take off their footwear before entering the home and place footwear neatly away.
- Residents are to clean up all their personal belongings when they leave the recovery home and each night maintain a clean and clear space for all residents.
- All residents are expected to maintain good personal hygiene.
- Shower daily-brush teeth daily-wash bed linens and clothing weekly

- Residents cannot hang anything on any walls, doors, windows, curtains, curtain rods, rearrange any furniture in rooms or recovery home. You cannot put holes in walls (this includes tacks/push pins), or doors etc. You are not allowed to bring any furniture or have too many belongings. This is community living and you have limited space.
- No food or open containers of liquid are allowed in bedrooms.
- Space heaters, candles, or wax melts, or drying hair are not allowed. Residents are to never touch or disengage smoke detectors, hang anything on sprinkler heads.
- If any resident breaks or damages property, they are financially responsible and must replace whatever is broken within 1 week.

Amenities & privileges

- All recovery homes come with free Wi-Fi internet, smart TV, in living room, coin operated washer and dryer, bedding, cookware, pantry space, trash, and snow removal.
- Residents may meet with their sponsor (if it is the same sex) in the home. This meeting needs to be scheduled and approved by owner.
- Residents who have been at H2F for longer than 2 weeks may have visitors, such as family or fellowship family at the home, which needs to be scheduled and approved by owner.
- Dogs may be approved for sleep overs if you have completed levels 1 & 2 and are progressing their recovery in a healthy manner. This needs to be scheduled and approved by owner.
- Children under 13 (Donna's Place) can stay over if space is appropriate and residents have completed levels 1, 2, and 3. This needs to be scheduled and approved by owner.

*Privileges are not automatic and are dependent on a variety of things. These can be discontinued at any given time.

Rules & recovery home procedures

- There is NO smoking, vaping, or dipping in the homes. Residents must smoke, vape, or dip in designated smoking section ONLY and keep smoking area clean., residents must be a minimum of 15 feet away from building.
- Residents must respect all other residents and their belongings, you are not allowed to touch anyone's belongings, even if they are no longer a resident.
- No stealing from another resident or anywhere in or out of the community you live in.
- Residents must agree to random urinalysis & breathalyzer testing. Failure to comply with urinalysis protocol will result in an immediate discharge. If a resident appears to be under the influence, they may and can be asked to leave. A 2-hour period is the maximum time limit to provide a sample.
- All resident rooms, belongings and vehicles are subject to search by H2F leadership without notice. Residents will always be present.

- No visitors of any kind are to be in residents' rooms and to only be in common areas.
- There are no overnights for the first 21 days. You can take two approved overnights per week. Residents must be working on a program of recovery, fulfilling all requirements, following rules and guidelines of H2F, working, or volunteering and caught up on all fees to be approved. There will be no approved overnights on Sunday.
- Residents that have or drive a vehicle must show proof of valid driver's license and registration of vehicle they are driving.
- If a resident leaves of their own accord, they must take all their belongings. If not, what is left behind will be donated to H2F residents.
- We do not accept any of the following: anyone that has been charged, investigated, or even questioned for arson or any type of sex crime. Any loud behavior, violence towards anyone especially our neighbors, exhibiting disruptive or dishonest behavior, use of any type of hate speech towards any sex, denomination, race, ethnicity, person or institution, behaving inappropriately to residents, neighbors and or visitors, getting into any type of romantic or sexual relationship with any H2F residents, and participating in gossip about anyone. Gossip destroys trust and divides a community. Unity is an integral part of recovery. Failure to abide by this will lead to discharge.
- Curfew is as follows. Monday- Saturday 10pm and Sunday 9pm. Missing curfew will result in being placed on a behavior contract. Repeat offense will result in discharge. If you "no call no show" it is an automatic discharge, and the door code will be changed.

Hope 2 Freedom Recovery Homes LLC reserves the right to expulsion without prior notice if any of these guidelines, policies and/or rules are broken.

I _____ have read, understand and agree to follow the above-mentioned guidelines, policies and rules.

Resident name: _____ Date: _____

Resident signature: _____ Date: _____

Leadership signature: _____ Date: _____

APPLICATION

Name _____

D.O.B. _____ Age _____

Phone Number _____ Email _____

Do you have an I.D. or Driver's license Y/N _____

Emergency Contact _____ Phone Number _____

Do you have children? _____ How many? _____

Do you have any pending legal matters? _____

Are you on Parole, Probation, Family Treatment Court, or a participant of Drug Court?
Y/N _____

PO name _____ PO email and or phone number _____

City/Town? _____

Do you have a vehicle? Y/N _____ Proof of registration and license? Y/N _____

Are you coming from a treatment center? Y/N _____

Name _____

How long have you been abstinent from drugs and alcohol? _____

What has been your longest period of complete abstinence and when? _____

Do you have health insurance? Y/N _____ Which provider? _____

Are you prescribed any medications? _____

What are they? (please use back if needed) _____

Resident signature _____ Date _____

Leader signature _____ Date _____

FINANCIAL AGREEMENT

Resident Fees are as follows:

- Residents must pay the \$300 nonrefundable admission fee. This does not go towards weekly fees.
- Residents are required to pay a weekly fee of \$180-\$250 depending on room and location of home, by Friday at 6 pm. Resident must communicate with peer leaders or owners if fee will be paid late. If residents do not communicate there will be a late fee of \$10.
- If a resident wants to move to another recovery home, sober living, halfway house or transitional living, the resident must provide 30 days' notice and be caught up on all program fees before they leave.
- If a resident is changing jobs, the resident must provide 2 weeks' notice to H2F recovery homes and employer. This is to ensure a smooth transition to your next phase and to figure out what is owed in program fees. Residents who collect SSI/SSDI are required to work part time, attend school or volunteer a minimum of 15 hours per week in our community and attend all in person meetings in our area.
- If a resident is behind on his/her program fees, they are required to show proof of income (paystubs, SSI, SSDI) or any other source of income upon request.
- Additional charges may apply during summer months for additional accommodations (air conditioner).
- I understand that the fee is to be paid ahead weekly. Funding will not be credited until we receive the funds.
- There is a no refund policy. Residents pay a week ahead. No funds will be returned if a resident is asked to leave or moves out for any reason.

In acceptance of this agreement with Hope 2 Freedom Recovery Homes LLC, I agree I must adhere to the above agreement and make my scheduled payments when they are due. I further understand that failure to make payments when due may result in discharge from Hope 2 Freedom Recovery Homes LLC. Any unpaid balance at time of departure will determine whether or not you may be allowed back into the Recovery Home and may be subject to collection.

I agree to stay up to date on fee payments while I am a resident at Hope 2 Freedom Recovery Homes, LLC.

Resident signature _____ Date _____

Search policy, prohibited items & property removal

H2FRH are drug, alcohol and crime free homes. We are committed to the safety and well-being of our residents and our community. We prohibit these items for the safety of the residents and the home in general. We search your belongings upon entry to our home and randomly. If we have concerns, we will search all your personal space, possessions, entire bedroom, vehicle, and anything else we deem necessary.

Hope 2 Freedom is a zero-tolerance recovery home. The consequences for possessing any of the prohibited items will range from warnings, loss of overnight privilege, immediate expulsion, notifying the local, state and or federal authorities. All prohibited items will be confiscated. What constitutes prohibited items are decided by owners/operator and not limited to the following.

- Prescription medications not approved by owners or are not prescribed to you
- Alcohol and Illegal drugs or substances
- Weapons or anything that owners conceive as a weapon
- Anything explosive or explosives including fireworks, candles or wax melts
- Illegal or any inappropriate materials or images of minors (We will call the authorities immediately)
- Stolen property (We will call the authorities immediately).

When a resident leaves Hope 2 Freedom, regardless of circumstances the door codes will be changed immediately.

When a resident is discharged because of refusal to pay program fees or abide by rules and guidelines departure will be ASAP. Positive urine screen or any type of aggressive behavior discharge is immediate. If a resident leaves on their own accord, they must take all their belongings. If not, what is left behind will be donated. Residents must respect all other residents and their belongings, you are not allowed to touch anyone's belongings, even if they are no longer a resident.

After 5 days, personal property left behind will be donated to local charities and/or current residents. Exceptions will be made, if agreed upon with owners. Residents must set up a time with our leadership team to retrieve their belongings. Current residents are not to give ex resident their belongings without owners or peer leader permission. This is for the safety of someone's personal property and or medications.

Any prescription medications left behind will be disposed of through the local Police Department med drop box within 24 hours of resident leaving.

Good neighbor policy

At Hope 2 Freedom Recovery Homes, we pride ourselves on being a family operated recovery home and giving back to the community that welcomes us. We are to treat all neighbors with respect. If a neighbor or anyone else has questions or concerns or complaints, please refer them to homeowners. Shawn Cannizzaro at 603-233-3753 or Melissa O'Brien 857-505-9084.

Please keep language appropriate and noise level respectful. Please keep all Hope 2 Freedom Recovery Homes locations clean and free from trash. You agree to not disclose any information about current or past residents. There will be no loitering or unapproved gatherings, loud music, idling vehicles, or visitors smoking outside designated sections.

Parking is allowed only on property by seniority. There will be no parking on the street at all. It could result in termination from the recovery home.

Confidentiality/liability

Resident records, files, information, contracts, etc. will be kept secure in a locked file and accessed only by the owner/operator and senior leadership team member.

Private resident files will be shared outside the residence only at the written request of the resident, by court order, or in case of emergency (when the release of private information would be essential to the safety of the resident(s) Residents are responsible for maintaining the privacy of other residents. Residents will not release or share identifying information about other residents in conversation, in writing, or on social media platforms without expressed permission.

No identifiable images of or information about a resident will be shared by the home on social media platforms without a written release by the resident.

_____ I give Hope 2 Freedom Recovery Homes LLC permission to use my identifiable image on social media platforms or in marketing materials.

_____ I do not give Hope 2 Freedom Recovery Homes LLC permission to use my identifiable image on social media platforms or in marketing materials.

On this _____ day of _____ 2024, intending to be legally bound hereby, the undersigned agrees and does release from liability and to indemnify and hold harmless Hope 2 Freedom Recovery Homes LLC, and any of its members, employees or agents representing or related to Hope 2 Freedom Recovery Homes LLC, as regards to sober living and recovery housing. This release is for all liability for personal property, personal injuries, (including death) or property losses or property damage occasioned by, or in connection with any activity or accommodations provided by Hope 2 Freedom Recovery Homes LLC. The undersigned hereby agrees to abide by all rules, requirements and guidelines promulgated by Hope 2 Freedom Homes LLC, and or its affiliate groups and vendors while living in and or visiting Hope 2 Freedom Recovery Homes

Resident Signature: _____

Date _____

Revised 3/17

LEVEL ONE starts the day you enter H2F it is a 30-day minimum

1. Attend a minimum of 5 in person 12-step AA or NA meetings per week (5 on 5 different days). We strongly suggest 90 meetings in your first 90 days.
2. Obtain verifiable sponsor
3. Obtain verifiable homegroup, show up weekly & attend monthly business meeting
4. Obtain verifiable service position & serve weekly
5. Be employed within 21 days
6. ROIs needed for providers/organizations
7. Complete daily chores
8. Attend weekly accountability/house meeting
9. Be caught up on all program fees and back fees.

Before transitioning to the next level, you ARE REQUIRED to meet with the House Leader and request to level up. Changing levels is NOT automatic. It is your responsibility to request this meeting.

E copy of Certificate upon completion of level

LEVEL TWO starts the day after you complete Level 1 it is a 60-day minimum

1. Attend a minimum of 4 in person 12-step AA or NA meetings per week (4 on 4 different days). We strongly suggest 90 meetings in your first 90 days.
2. Maintain 1-9 from Level 1

LEVEL THREE starts the day after you complete Level 2 it is a 90-day minimum

1. Attend a minimum of 4 in person 12-step AA or NA meetings per week
2. Maintain 1-9 from Levels 1 & 2

OG STATUS 6 months or more

1. Attend a minimum of 3 in person 12-step AA or NA meetings per week
2. Maintain 1-9 from Levels 1, 2 & 3

ALLOWED 3 OVERNIGHTS PER WEEK

M-Th curfew is 10, F & Sat 11

E copy of Certificate upon completion of level