

## *Hope 2 Freedom Recovery Homes Application*

Name

D.O.B. \_\_\_\_\_ Age

Emergency Contact \_\_\_\_\_ Phone

Do you have any children? \_\_\_\_\_ How many?

Do you have any pending legal matters?

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

PPO name \_\_\_\_\_ City/Town?

Have you ever been questioned, investigated, arrested and or convicted for any type of arson or sex crime? Y/N

How long have you been abstinent from drugs and alcohol?

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

Have you received a mental health diagnosis? If so, what is the diagnosis?

Are you prescribed any medications?

What are they?

What gender were you at birth?

Resident signature

Date

Meeting Attendance Requirements

Throughout your entire stay with us, you are required to follow our level system, which includes attending 4 in-person meetings per week. These may include 12-step meetings, All Recovery, SMART Recovery, other approved groups at a local peer support center, church services or Bible study.

Within your first 21 days you are to obtain a 12 Step sponsor, home group, and service position, all within the same 12 Step fellowship (A.A. or N.A.) you choose or find a church you will regularly attend and volunteer with. 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 meeting information must be sent to the Peer Leader before the meeting starts (meeting ID, time, and name of the meeting).
- Verification via email must be sent after meeting (this is a virtual signature for meeting attendance).
- Attend weekly house meetings or group events. House meetings are held every Sunday from 5-6:15pm. The house meeting is a house meeting, activity and sometimes family style dinner if residents pitch in to buy the food. H2F does not provide or force residents to buy food. We have multiple resources in the community that can give you food. Missing or being late to a house meeting will result in being placed on a Behavior Contract; repeat offense will result in discharge. If a resident is a “no call no show” that resident will be discharged. All electronic devices are to be put away during house meetings.

### **Mind and 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 within 2 hours by sending a picture of the entire label with all your information. You are then required to meet up with your Peer Leader and initial the medication log sheet.** 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 the H2F leadership team and the provider.
- All medications must be kept out of general sight and secured in the provided medication safe.
- Residents are required to pay a \$20 refundable deposit for med safe boxes or medication bags. The med safe 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 safe 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 the 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. All medications with the risk of abuse will be kept secure to prevent diversion.

• All medications that are scheduled 1-4 or that can be abused are documented by peer leaders. Any overage of medication will be locked in the medication box.

### **FINANCIAL AGREEMENT**

- Residents must pay a \$300 nonrefundable move in fee. This does not go towards weekly fees.
- Residents are required to pay a weekly fee of \$210 or \$240, depending on room and location of home, by Friday at 6 pm. The 2-and-3-person room rate is \$210 per week- The single room rate is \$240 per week. Residents must communicate with peer leaders if fee is 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 employers. 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 for a minimum of 15 hours per week in our community and attend all in person meetings in Claremont. Volunteering must start within 1 week of arrival at H2F.
- 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 \$10 per bedroom, per week will be applied for use of AC.
- There is a no refund policy. Residents pay a week ahead. No funds will be returned if a resident is asked to leave or choose to leave for any reason.
- I understand that the fee is to be paid weekly. Housing assistance will not be credited until we receive the funds. In acceptance of this agreement with Hope 2 Freedom Recovery Homes LLC, I agree that 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 you may be allowed back into the Recovery Home and will 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

### **Funding & Employment**

On the day of intake, you can call 211 and an appointment with the Doorway to apply for services and housing assistance. The housing assistance process can take up to 8 weeks to complete 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. Residents will not be given credit for housing assistance funds until we receive the funds from the funding source. Residents must pay towards the balance of what is owed after considering how much funding is approved for.

- Residents are given up to 2 weeks to secure employment, and 3 weeks to start working. Employment needs to be verified by documentation from employer.
- New, unemployed residents are to be out of their recovery home from 9am-3pm M-F actively seeking employment until they are employed and working with local community resources to put together a resume and until residents are employed, they must attend all available in person approved Claremont 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. When filling out applications, residents must apply within the local area if they do not have their own transportation. Due to limited transportation options in this area, we strongly suggest focusing on positions in the Claremont area and pursuing job opportunities that are realistic and attainable positions you genuinely believe you can secure. Applications should not be overly ambitious or far-fetched.
- 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 a leadership team and is determined by current income, what is owed and how much housing assistance resident have been approved for.
- Residents must be employed full-time or volunteering. Residents will not be able to work less than 32 hours or more than 50 hours per week. Residents are also encouraged to utilize local resources to help prepare for employment. Staff can assist residents in creating a resume and preparing for job opportunities. We can also help coordinate access to appropriate clothing for interviews and provide mock interview practice at the recovery home. Residents may also work with community partners such as New Hampshire Works or the Claremont Recovery Resource Center to receive additional employment support and job readiness services.

### **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 by showering, brushing teeth daily, washing 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, wax melts, or dying hair are not allowed. Residents are to never touch or disengage smoke detectors or hang anything on sprinkler heads.
- If any resident breaks or damages property, they are responsible and must replace it immediately.

### **Privileges**

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

**\*Privileges are not automatic; they must be earned. 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. A 2-hour period is the maximum time limit to provide a sample. Failure to comply with the urinalysis protocol will result in discharge. If a resident appears to be under the influence, they can be asked to leave.
- All resident rooms, belongings and vehicles are subject to search by H2F leadership without notice.
- No visitors of any kind are to be in residents' bedrooms.
- 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 overnight on Sunday.
- Residents that have or drive a vehicle must show proof of a valid driver's license.
- If a resident leaves on their own accord, they must take all their belongings. If not, what is left behind will be donated to H2F residents. We will hold belongings no longer than 5 days on a case-by-case basis upon request.
- 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.

An **Emergency Discharge** may occur immediately, at any time, when a resident's actions pose a risk to the safety, well-being, or stability of the recovery home, its residents or the surrounding community.

Emergency discharge situations include, but are not limited to:

- Use of illegal substances or confirmed relapse on-site
- Mismanagement, misuse, or diversion of prescribed medications
- Physical altercations or violence
- Threatening behavior toward any resident, peer leader, neighbor, or visitor

In emergency situations, H2F will contact emergency services or law enforcement when appropriate to ensure safety.

A **Non-Emergency Discharge** may occur when a resident violates house rules or program expectations but does not present an immediate safety threat.

Non-emergency discharge reasons include, but are not limited to:

- Stealing from another person or from a store
- Failure to pay program or housing fees as required
- Smoking, vaping, or using smokeless tobacco (dipping) inside the home

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

Resident name: \_\_\_\_\_ Date: \_\_\_\_\_

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 will search your belongings upon arrival to ensure there are no prohibited items. 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 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 that 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
- Illegal or any inappropriate materials or images of minors (We will call the authorities immediately)
- Stolen property.

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

- 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 current residents. Exceptions will be made, if agreed upon with owners. Prior residents must set up a time with our leadership team to retrieve their belongings. Current residents are not to give prior residents their belongings without the peer leader's permission. This is for the safety of someone's personal property and 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

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 being discharged 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 Signatare: \_\_\_\_\_

Date \_\_\_\_\_

Revised 1/1/2026

