



# Transitional Housing – Rules and Regulations

Program Participant \_\_\_\_\_

## 1. Drugs and Alcohol - \*\*\*\*ZERO TOLERANCE\*\*\*\*

There is a **ZERO TOLERANCE** policy regarding alcohol and drugs (including marijuana) in the HTL Housing Services. This includes being under the influence or intoxicated at any time. Random searches will be performed to ensure that the HTL Housing Services remains a safe, drug-free environment for all residents. Medication is allowed if it has been listed on the resident's medication listing and cleared in advance with your case manager.

## 2. Weapons / Violence / Threats - \*\*\*\* ZERO TOLERANCE\*\*\*\*

There is a **ZERO TOLERANCE** policy regarding possession of weapons (including knives and firearms) of any kind while residing in the housing program. Violence, threats of violence, fighting, stealing, or damage to property will result in immediate suspension and possibly termination from the program. ALL persons involved in a fight will be required to leave immediately and may face criminal prosecution. In addition, excessive profanity, and threatening or disrespectful statements to staff or other residents may also result in suspension from the program.

## 3. Visitation / Sexual Activity - \*\*\*\* ZERO TOLERANCE\*\*\*\*

Non-resident visitors are **NEVER** allowed on the premises or inside the residence under any circumstance for any reason. Anyone allowing entry to anyone not currently residing at the residence for any reason will be suspended from the housing program. This is a violation of client confidentiality and puts the safety of all residents at risk. Romantic relationships, inappropriate touching, and sexual activity are not allowed between residents. **ONE client per bedroom at all times. NO EXCEPTIONS.**

## 4. Illegal Activities - \*\*\*\*ZERO TOLERANCE\*\*\*\*

Any illegal activity (gambling, stealing, etc.) committed on the HTL Housing Services Housing will result in immediate discharge and may result in criminal charges. Clients should never touch, hold, or exchange items that belong to other residents (under any circumstance.) Accusations of theft will be handled by a member of the staff who has the authority to search the residence as necessary.

## 5. Vehicles - \*\*\*\*ZERO TOLERANCE POLICY\*\*\*\*

It is a violation of HTL's insurance policy for any client with a vehicle to transport another client. **Under no circumstances are clients with vehicles allowed to transport other housing clients in their vehicles for any reason.** If a client is found transporting another client, **BOTH** clients will be subject to discharge from the HTL Housing Services.

## 6. Curfew

**The curfew for the Transitional Housing Program is 11 pm EVERY DAY.** Any requests for exceptions to the curfew must be made to the Housing Manager or Program Director during business hours at least 24 hours in advance and will be subject to review. In a situation where a resident is unable to return by curfew, it is the resident's responsibility to contact the Housing Manager or Resident assistant immediately or they will not be allowed entry. Residents out past curfew without prior approval from the Housing staff will not be allowed entry until after they have met with the Program Director at the Here's To Life administrative office by 10:00 a.m. **the next business day. Note: In some cases, the next business day is the following week.**

## 7. Housing etiquette

Clients should be dressed appropriately in the shared common areas while residing in the HTL Housing Services. Beds should be made daily, and common areas should be kept neat and clean at all times. **Open food and drinks (other than water) are not allowed in the bedrooms under any circumstances**, and there is no sleeping in the common area. Clothing should be stored neatly in closets or dressers. Dishes should be washed after eating. Failure to comply with these guidelines will result in corrective measures.

## 8. Program Attendance

Transitional housing residents are required to meet with a Substance Abuse Counselor and/or Recovery Coach, attend a **minimum** of **TWO HTL groups** and **TWO verified outside support groups (In Person or In the Rooms)** each week, and are encouraged to develop an outside support system. Meet with a Substance Abuse Counselor once a week. Clients need to provide documentation of all outside support activities and are required to meet with their Substance Abuse Counselor weekly for ongoing support. Other groups or activities may be assigned by the program participant Case Manager or Program Director as needed.

## HTL Community House Meetings

- 90 days every week
- 91-120 days 1<sup>st</sup> and 3<sup>rd</sup> week
- 120+ days 1<sup>st</sup> week
- Appointment Sheet – Turned in during weekly in-house groups.
- Meeting Documentation – Turned in during weekly in-house groups.
- **Attend Community Advisory Board (CAB) meetings every 1<sup>st</sup> Saturday.**

## 9. Quiet Hours

Quiet Hours should be observed between 11:00 pm and 6:00 am. During this time, foot traffic through the house should be kept to a minimum and all guests should maintain a lower volume out of respect for other guests' ability to sleep.

## 10. Sign-In/Sign-Out

Clients are required to sign in and out of the HTL Housing Services whenever entering or exiting at the residence for any reason. Any resident who is off HTL Housing Services Housing property for 24 hours or longer will be considered to have abandoned the housing program and will be terminated unless the absence has been approved in advance by the Program Director.

## 11. Beds and Common Areas

Security/Health Checks will be performed randomly. It is the resident's responsibility to ensure that their bed is made and their area is kept neat and tidy daily. Clients are not permitted to sleep overnight in the common areas and **open food and drinks are not allowed in the bedrooms**. Clothing should be stored in closets or dressers, and failure to pass room inspection may be grounds for restriction or dismissal. Dishes should be washed by the end of each day. **Any items that are provided by the HTL Housing Services are the property of the program and must be returned to the staff upon exit from the program.** Damage or theft of HTL Housing Services housing property may result in criminal charges.

## 12. Storage

Due to a severe shortage of storage space in the units, clients are limited to two suitcases (or their equivalent) during their stay in the residence. Upon exit from the program, clients will need to plan with a staff member to pick up their belongings within 72 hours (three days). **ALL unclaimed items will be discarded after 72 hours.**

## 13. Smoking

The HTL Housing Services residence is a federally sponsored non-smoking facility and there is no smoking allowed inside the residence at any time. However, residents may smoke in designated smoking areas and should dispose of their cigarette butts properly.

#### **14. Laundry**

Laundry facilities are available on-site. Residents are responsible for their own laundry.

#### **15. Employment/Income/Savings**

As part of HTL's HTL Housing Services, participants who receive an income are required to provide proof of income each week while residing in the transitional housing program and must turn in 30% of their income in the form of a money order to cover the cost of their housing expenses.

##### **HOPWA Housing Requirement 1/3 (30%) of income.**

- a. All housing rents are due by the 5<sup>th</sup> calendar day of the month and meet HOPWA Housing requirements.
- b. Late Fee of \$100 applicable on the 5<sup>th</sup> calendar day of the month.
- c. Non-rental payments are grounds for transitional housing program termination.
- d. An Eviction Letter will be served on or before the 10<sup>th</sup> day of the month.

##### **Employment**

- a. Employment Verification is required.
- b. Present you debit card for verification.
- c. Overnight employment is on a case-by-case basis, based on program progress.

##### **Income**

- a. Original Pay Stub presented, and staff will take a copy.

##### **Savings**

- a. 10% of your income is required to be saved each pay period.
- b. Present a printed current balance as of Friday at the Saturday Community meetings.

##### **Other**

- a. Purchases (i.e., furniture, T.V.) must be presented with a receipt. No purchases for the common area.

#### **16. Transitional Program Passes Overnight & Weekend**

- a. Prior to approval program participants are required to meet with designated HTL Team Members.
- b. Pass Request Form – Overnight 72 hours prior, Weekend One week prior (previous Friday)
- c. Qualify – After 30 days – Overnight Pass 7 am – 10 am the next day with no violations.
- d. Qualify a minimum 2 months – one a month; 3+ months – twice a month.
- e. Weekend Passes - Friday 10 am to 10 am Monday morning

#### **17. Packages / Mail**

For security purposes, no personal mail or packages may be delivered to the housing residence. In special cases, clients can receive personal items and /or money at HTL offices where they will be receipted and disbursed to the client as needed. All packages and parcels should be addressed to HTL's main office address at **1115 Ralph David Abernathy Blvd, Atlanta, GA 30310.**

#### **18. Maintenance / Trash**

Any maintenance issue should be reported immediately to the Housing staff. It is the residents' responsibility to ensure that the trash is disposed of properly.

#### **19. Transportation /MARTA**

While in the transitional program, program participants are responsible for securing their own transportation.

#### **20. Random Drug Screening**

All transitional housing participants are subject to random drug screens without notification of cause. Failure to comply will be grounds for immediate termination or discharge from the housing program. **Re-entry into the program will not be considered until 120 days. The resident will not be eligible to be considered for housing services for housing until 120 days.**

02.Transitional.03.RulesandRegulations.01

- 21. COVID-19** - To ensure the safety of all program participants in the HTL housing services we recommend all program participants take COVID-19 vaccinations and boost shots before residing in housing.
- 22. MONKEY POX** – Screening and Vaccination are recommended for all transitional program participants but are not mandatory.

## Exiting the HTL Housing Services

### When you leave the transitional housing program voluntarily:

- a. You will need to make an appointment to meet with the Housing Manager & Recovery Coach and/or Substance Abuse Counselor. The Housing Manager will need to be present at your exit from the residence. The Program Director will return any funds or savings you have accumulated during your stay within 72 hours not including Sat, Sun, or Holidays.
- b. **Complete a change of address card immediately.** All mail received 60 days after the date of discharge will be returned to the sender.
- c. Plan to remove your personal belongings immediately. **Personal belongings can only be held for up to 72 hours after which they will be discarded.**
- d. Resident rents will be prorated upon exit within a minimum of 72 hours.

---

**Program Participant Signature**

---

**Date**

---

**Housing Manager**

---

**Date**

---

**Agency Director**

---

**Date**