



HTL Housing Services Program Participant

☐ Emergency Housing

☐ Transitional Housing

Recovery Action Plan & Employment Agreement

This Recovery Action Plan serves as an agreement between _____ and Here's to Life, Inc. is intended to help maintain housing and recovery compliance.

Employer _____ Address _____

Contact Person _____ Phone # _____

I authorize Here's to Life staff to communicate with my employer about my employment hiring status, schedules, trainings, or any issues HTL Staff recognize as a challenge and/or threat to my recovery and/or housing. _____

Initial

- **Meetings Off-Site** - Attend two (2) NA/AA meetings a week. NA/AA Monday- Friday
 - Meeting Location(s) _____
 - Meeting Location(s) _____
- **Meetings at HTL** – Weekly _____ Day Groups. 10:30am – 3pm. (no exceptions).
- **Mental Health** - Attend therapy sessions every _____ at _____
- **Medical Care** – Remain in medical care and provide **monthly** Viral Load Suppression and T-Cell updates.
- **Income** - Report all income weekly and submit paychecks to Case Manager(s)
- **Sponsors** – HTL encourages you to secure a sponsor. I have a sponsor ☐ Name _____.

If you do not have a sponsor in the interim coordinate meeting with a HTL Recovery Coach and/or Substance Abuse Counselor.

- **Weekly Schedule & Hours** – Provide weekly schedule and submit to a Case Manager. (Emergency Housing)

Emergency Housing – 8 pm Curfew	Transitional Housing – 11pm Curfew
Employment during Emergency Housing period will be assessed or reviewed on a case-by-case basis. i.e. recovery time, incidents, mental health. <ul style="list-style-type: none">○ First 60 days: work no more than twenty-five (25) hours a week.○ 60-90 days: work up to 35 hours per week.○ Mandatory to call in when you get home.	<ul style="list-style-type: none">○ First 30 days work no more than twenty-five (25) hours a week.○ 60-90 days: work up to 40 hours per week.○ 90+ days: work 40 hours (11pm Curfew) Overnight employment must be approved by the Exec. Director.○ Not Required to call in when you get home.

- Thursday Community House Meeting @ 4pm - 5pm (Transitional 1st & 3rd)
- (Please see Transitional Housing Rules and Regulations)

Failure to adhere to this recovery plan and employment requirements may result in program suspension or termination.

Date _____

Program Participant

Housing Manager

Project Director