

HAVEN FOR SUCCESS (HFS)

SUPERVISED INDEPENDENT LIVING CENTER



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This handbook will serve as a guide for residents of the expectations and requirements within the program. Below you will find a snapshot of the Program Information, Resident Services, Program Requirements, Discipline, and Policies.

Introduction:

The HFS SIL is a shared housing environment centered in Houston, Texas. The shared housing facility will house young adults, specifically young adult ladies over the age of 18 and above with a safe, nurturing place of residence that cultivates their passions to connect them to lifelong careers in an independent living environment.

Basic Information:

Length of stay: Up to the age of 22.

Age Requirements: 18 – 22 HFS SIL will only accept someone at this age, with the understanding that they will age out at 21.

Transportation: Residents will use their own transportation or public transportation for employment, education, social and other activities. There are public transportation routes available to you for use. All SIL programs are not responsible for providing transportation services.

Curfew: Residents will have a curfew for the first 30 - 90 days. The curfew will require residents to be home by 1:00am. This practice allows residents to safely learn their transportation routes and become familiar with the surrounding area.

There are no curfew guidelines after the first 30-90 days. There will not be a need to request permission to be absent or a need to inform the house manager when they are staying overnight elsewhere. However, if the residents are gone for extended lengths of time (longer

than 72 hours) they must inform the house manager to ensure their safety and receive confirmation of their plan to return. This may be done via-text or email.

Roommates: The shared housing facility will house up to six young ladies. There are three bedrooms in the home, with one of the rooms being larger (a master bedroom). Each person can have one roommate per room. Room assignment is at the house manager's discretion. Your room choice will be determined by your specific needs and availability. Roommates are to respect each other and each other's privacy. There will be monthly meetings to make sure everyone is carrying their own weight as a roommate.

Services Provided:

- Case Management
- Housing
- Independent living skills (These skills include budgeting, housekeeping, hygiene, cooking, banking, time management, medication management). Residents must request assistance with these skills.
- Counseling at resident's request.
- Outside referrals (If requested by residents they will be provided outside agencies for educational and/or vocational opportunities, medical/dental) care, legal services, mental health services, permanent housing placements, etc. Please see your Case Manager for more information.)

Program Introductory Guidelines (First 30- 90 days)

- Assist residents in developing educational service plans/educational goal setting.
- Monthly group meetings with the House Manager.
- Meet with the house manager weekly according to your work/school schedule.
- Attend any offered Independent living amenities (cooking class).
- Begin a monthly budget and have a checking and saving account.
- Update resume and cover letter.
- Remain employed, in school, or actively participating in a program or activity that promotes or removes barriers to employment.
- No overnight guests.
- Must inform the House Manager of overnight stays away from home.

Program Expectations

You are expected to keep reaching for the goals that were discussed prior to your acceptance at HFS. The case manager will discuss these goals monthly and can request documentation such as school/work schedules at any time. For example, if you were admitted based on your current goals of going to school and working then you must continue on that path. If your path changes, you must discuss with the house manager to ensure you are still a good fit for the program.

Bank accounts: You are encouraged to open both a checking and savings account. If you need assistance with budgeting, you are also encouraged to bring bank statements to our one on one meetings.

Chores: You are also responsible for keeping your bedrooms clean, passing monthly room/house inspections that will be conducted during the monthly meeting. Please understand there is no privacy as it relates to the house manager checking rooms. The house manager has a key to all bedrooms and can enter at any time for any reason.

Monthly Group Meetings: The House Manager will find a time for monthly meetings to take place. It is mandatory that you attend the one-hour meetings.

Schedules: Please download the google/family calendar that can help you manage your own time, including scheduled appointments. You are responsible for managing your own time!

Discipline: If you behave in a way that violates the guidelines of this packet (including but not limited to not completing chores, disrespecting another resident or House Manager, or a verbal argument, alcohol consumption, any form of smoking) you will be given an initial warning. After the initial warning, if the same behavior repeats, it may be discussed that HFS SIL is not the appropriate setting for you.

Discharge: Repeated rule violations and probations may result in an extension of the probationary rules and can result in discharge from the program. The House Manager or Executive Director must approve an involuntary discharge if for a reason other than a physical fight. Any physical altercation will result in immediate discharge.

House Rules/Guidelines

Bathroom/Shower: You should always be respectful of each other while using the bathroom or shower. This includes cleaning after use, not spending unnecessary time in the bathroom/shower, making your showers short and keeping your bathroom/shower supplies in your room. Specific rules and time limits will not be put in place for bathroom/shower use, unless the House Manager finds it necessary.

Confidentiality & Safety: When you pose a threat to yourself or others and jeopardizes the safety of the program, confidentiality is broken. It is never disclosed that a resident resides in our housing. Your safety is important to us and keeping the location of housing programs confidential is important to your safety.

Curfew: There are no curfew guidelines after the first 30- 60 days. There will not be a need to request permission to be absent or a need to inform the house manager when they are staying overnight elsewhere. However, if the residents are gone for extended lengths of time (longer than 24 hours) they will be contacted by the house manager to ensure their safety and receive confirmation of their plan to return. This may be done via-text or email. (This rule may be amended)

Destruction of Property: We ask that you respect the space in which you are living. If you are caught in the act of intentionally destroying program property, including but not limited to slamming doors, throwing or ripping objects from the wall, or vandalizing the building will jeopardize your stay and will be held responsible for the repair of such destroyed property. A police report may be made if necessary.

Good Neighbor Guidelines: Your relationship with the neighbor(s) is important for this program to continue and to succeed. No loud music, parties, overnight stays of non-residents... this will result in disciplinary action.

Complaints: In the event that you believe that you are being treated unfairly by a fellow resident or anyone in the program, please send an email to havenforsuccessllc@gmail.com detailing your concerns.

Guests: NO OVERNIGHT GUEST allowed.

Personal Belongings: HFS SIL is not responsible for lost or stolen property.

Pets/Animals: No pets or animals are allowed.

Recording Guideline: Due to the confidential nature of our program, video or tape recording are forbidden without the prior written consent of each person who is being recorded. Violation of this will result in a write-up and repeated disregard may result in a discharge.

Religion: You can practice faith in whatever way feels right to you. We ask that you respect other residents and never force your spiritual or religious beliefs onto another resident.

Schedules/Time Management: Please download the google/family calendar that can assist you with managing your time, including scheduled appointments. You will be responsible for keeping up with your own schedule, as this is an independent living facility, but if you need assistance the house manager is always available and will check in with you weekly.

Sexual Contact: Sexual contact is prohibited in and around the facility. **Smoking:** Smoking is prohibited on or around the facility premises.

Substance Policy: The possession of and/or use of drugs, alcohol and/or related paraphernalia is prohibited. The residents worker will be notified of suspected use and anyone caught in the act or with the possession of substances will be discharged from the program immediately.

Theft: Personal belongings can be stored in residents' rooms. Each resident will have the ability to lock their room door. Theft will not be tolerated, please respect your fellow residents' belongings and the belongings of the program. Anyone caught in the act of stealing from a program member or from the program will be discharged from the program immediately.

Verbal threats: Verbal threats, including those made in jest, are not permitted. A verified threat to the safety of another resident or staff member will result in discharge from our program.

Violence: Violence is not permitted. The term violence refers to any form of physical violence, verbal harassment, sexual harassment, threats of violence, and/or any form of bullying. Taking part in any violent activity in or around the facility will result in a discharge from the program.

Weapons: We consider a weapon any firearm, gun, explosive, bomb, or knife over 3.5 inches. Weapons are not permitted. Possession of a weapon will result in immediate discharge from the program.

I acknowledge that I have read and understand all the requirements of being a resident. By signing below, I acknowledge that I will abide by all rules, regulations and guidelines.

Printed First and Last Name: _____

Signed First and Last Name: _____

Date: _____

As a child or youth in foster care I have the right to:

- Sign forms, plans and agreements authorizing services for your care.
- Approve the release of your personal, identifying information to obtain services, including placements.
- Live in a safe, healthy, and comfortable home where you are treated with respect.
- Be free from physical, sexual or mental abuse by anyone.
- Be given adequate and healthy food, adequate clothing, and receive medical and dental care.
- Have a placement as long as you remain eligible under the Voluntary Extended Foster Care Agreement.
- Keep your own money and have a bank account.
- Make and receive confidential phone calls and send and receive unopened mail.
- Visit and have contact with your family, including your brothers and sisters.
- Contact your caseworker at any time.
- Contact your attorney ad litem or guardian ad litem, if the court has appointed one for you, at any time and receive their assistance as needed.
- Attend school, social and religious services/activities of your choice (as coordinated with your placement and caseworker).
- Work at least 20 hours a week, if desired.

You also have a responsibility to:

- Abide by the requirements of the Voluntary Extended Foster Care Agreement.
- Work with your caseworker to develop a case plan.

- Work with your caseworker and care provider to follow through with your case plan and follow the placement rules responsibly.
- Work cooperatively with your caseworker and care provider to make sure that your needs and case plan issues are addressed.
- Remain enrolled in school/PAL/Vocational program as specified in your Voluntary Extended Foster Care Agreement.
- Attend any required Preparation for Adult Living (PAL) classes or activities.
- Cooperate with DFPS staff requests as to the amount of assets you have when determinations for federal public benefits are being made, such as Medicaid eligibility for non-IV-E or non-SSI adults in extended care.
- Follow CPS grievance procedures when you have a complaint about the way you are treated.
- See your caseworker at least once a month.

Complaint Procedure

HFS and House Manager shall:

- Make available to participants, potential participants, and other interested parties the Participant Rights and Complaint Policies.
- All participants will be informed of their rights at intake.
- Participants may be given a copy and explanation of the participant's rights policy upon request.
- All employees will receive orientation regarding the agency's policy on participant's rights and complaint procedures.
- Each participant shall have the right to express his/her feelings concerning his/her dissatisfaction with the Policies and Procedures of the Agency in an appropriate manner.
- Steps to the grievance process:
 1. Email havenforsuccessllc@gmail.com with a written complaint. Schedule a time to speak with the house manager about the concern.
 2. Discuss the matter with a staff member. A discussion will usually clear up the misunderstanding and solve the problem. If the matter remains unresolved, we will proceed to the most reasonable next step.

HAVEN FOR SUCCESS SIL

Your choices now will shape your future. Choose Success!

No gatherings inside of the home unless with residents only.

No congregating in the front of the home. Use back outdoor space.

No overnight guests unless approval is received from Ms. Ebony.

No firearms or weapons of any sort on the property.

Please inform staff if you will be staying overnight elsewhere for more than one night. You don't need permission but we must know where all residents are for safety concerns.

No alcohol or smoking on the premises.

No pets.

No substance abuse or illegal use of drugs of any sort allowed on the premises. Prescribed medications must be locked in your rooms at all times.

For the safety of all residents, no unauthorized persons have the address to the property except ride services such as Uber or Lyft.

Rooms and bathrooms must be cleaned thoroughly each week. Everyone must do their part in keeping common areas cleaned.

All residents must be dressed appropriately at all times inside of the home.

Do not touch property that does not belong to you.

Do not give your room or house key to any other person.

Physical or verbal altercations will not be tolerated.

Violation of any of these rules or program policies can result in immediate discharge. Report any suspicious activity to case manager Ebony Peavy at 346-291-0675 immediately. Also, contact Ms. Peavy with questions or concerns regarding any of these rules.