



Transitional Housing Resident Handbook

For Bea Arthur & Cliftons

Ali Forney Center
Transitional Living Program

Welcome to the Ali Forney Center Transitional Living Program. The goal of the TLP is to assist LGBTQ young people who are currently or at risk of experiencing homelessness/being a runaway in independent living, with a specialization in LGBTQ youth. We hope that this experience is full of opportunities that foster individual growth, and we look forward to working together to help create a positive, enriching TLP community.

This handbook will serve as a guide for TLP residents of the expectations and requirements within the program. Below you will find a snapshot of the TLP, Basic Information section, and a comprehensive overview of the following sections: Resident Services, Program Requirements, Tier System, Discipline, and Policies.

BASIC INFORMATION

Length of stay:

Up to 2 years; Current TIL residents' total time in Transitional Housing (TIL and TLP) may equal up to 2 years.

Age Requirements:

18 – 25 (age out at 25)

Can apply up to 24 years and 3 months. TLP will accept someone up to this age with the understanding that they will age out at 25.

Goal:

The goal of the AFC TLP is to assist LGBTQ young people who are currently or at risk of experiencing homelessness in creating and maintaining a healthy living style which ultimately prepares residents for independent living.

Services Provided:

- Case Management
- Housing & Basic Groceries
- Independent Living Skills
- Mental Health Services
- Outside Referrals
- Resident Advisory Board

Application Requests:

- Identify as LGBTQ
- Currently or at risk of experiencing homelessness
- Proof of employment and/or enrollment in school (total of 35-hour week minimum; see Case Manager for details)
- Identification (or proof of application): state I.D, social security card, birth certificate
- Proof of Food Stamps (if applicable)
- Psychiatric evaluation every year (if applicable)
- Psychosocial assessment every six months
- Active health insurance through employment or Medicaid (or proof of application)
- Physical exam including PPD test results
- HIV consultation
- Completed application and essay questions
- Interview(s)

RESIDENT SERVICES

Case Management:

Residents are strongly encouraged to attend a weekly meeting with their Case Manager at a time that best suits both of their schedules. The purpose of these meetings is either to create a monthly plan of needed services or to track progress in the program. In addition, this is a time and space for residents to discuss other goals they may have with their Case Manager (family relationships, queer issues, career goals, substance abuse issue, etc.) that go above and beyond the program. Case Managers may also suggest goals above and beyond those stated in the tiers on a case by case basis. House won't be addressed during case management and residents will be redirected to discuss any issues with the Youth Counselor on site. Weekly participation of Case Management is strongly encouraged and attendance will be rewarded with a 2 hour curfew extension. Continued lack of engagement in Case Management can lead to placement on a **contract***.

*see page 12 for more information

Housing and Groceries:

Residents are assigned to a shared apartment which includes common space as well as private bedrooms (2 or 3 per room). A basic grocery list is compiled by all residents with the Youth Counselor during the weekly house **Community Meeting*** and ordered monthly. Residents are encouraged to prepare their own healthy, well-balanced meals and supplement the basic food order with their own purchased groceries. If residents request assistance with how to cook nutritiously or grocery shop, this should be worked into residents' service plan.

*see page 5 for more information

Independent Living Skills:

These skills include budgeting, housekeeping, hygiene, cooking, banking, time management, etc. Residents may either request assistance with these skills or they may be presented by the Youth Counselor or **LIFE Coach***.

*see page 6 for more information

Laundry/Metrocard:

Residents in the program will receive a laundry stipend and weekly metrocard. The resident should check-in with the Youth Counselor on shift to obtain these amenities. Please note: any missed weeks will not be retroactively awarded. Lost or stolen metrocards will not be replaced. Residents who do not consistently wash their belongings may be placed on a supportive hygiene agreement or contract. Please see a Youth Counselor or Supervisor for more information.

Mental Health Services:

While all residents are strongly encouraged to engage in some form of **self-care*** throughout their stay with AFC, they can request mental health services at any time through their Case Manager, who can set up an appointment with an AFC therapist. See your Case Manager for a list of those services.

*see page 7 for more information

Outside Referrals:

This includes referrals to agencies outside of AFC 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.

The Drop-in Center:

The Drop-in Center provides services for all housing residents, from vocational and educational services, supportive groups, independent living skills development, recreational activities, and a **Client Advisory Board**. Please see your Case Manager for more information.

Resident Advisory Board:

The Resident Advisory Board (RAB) meeting is a space for all TH residents to discuss community living with TH staff. The meeting provides a forum for residents to take part in discussing a variety of programmatic issues, and to take an active role in learning about and improving the program. All RAB meetings have a Resident Facilitator and Note Taker. Participation in the RAB will result in a 2 hour curfew extension.

PROGRAM REQUIREMENTS

Chores:

Each site has a rotating list of chores that are to be completed by residents daily before Lights Out. Chores should also be completed properly, meeting the standards of AFC as listed on the chore list. Residents should notify their Youth Counselor when their chore is completed, so it can be checked to ensure it was done properly. If a chore is not done on time or does not meet the standards of AFC, the staff on duty will follow up by providing support to resident to ensure it's done properly. If there is no compliance with resident when redirection is offer, a **write-up*** will be issued. Please see a Youth Counselor for more information including the timeframe for completion. Resident can start daily chore from 7pm up until lights out.

*See Page 10 for more information

- **Bedroom Expectations:** Each resident is responsible for cleaning their shared room space daily and leaving their space clean when leaving the site for any prolonged period of time (i.e work or school). Please see **Clean Room Checklist** or a Youth Counselor for more information.
- **Deep Clean:** Residents are responsible for completing a rotating Deep Clean chore and a Deep Clean of their bedroom each weekend within the designated times. **They can be completed anytime between 7:00pm on Friday through 2:00 pm on Sunday.** Residents should notify their Youth Counselor when their Deep Clean chores are completed, so it can be checked to ensure it meets the standards of AFC. Please see **Deep Clean Chore List** or a Youth Counselor for more information.

Community Meeting:

The community meeting is a weekly house meeting where residents can bring up apartment issues, concerns, needs, and program suggestions. The Youth Counselor will be present but residents are responsible for facilitating the meeting. ***It is mandatory that all residents participate in the community meeting if they are on-site or they will receive a write-up.*** Participation in the community meeting will result in a 2 hour curfew extension. Additionally, residents who were not present for approved reasons can go over the content of the meeting with a Youth Counselor and receive their 2 hour curfew extension.

Community Oriented Task:

All residents are encouraged to complete at least one community oriented task as a part of their Service Plan. This provides a way for residents to volunteer in their chosen community, increasing their social responsibility and adding a boost to their resume. Examples can range from volunteering at a clothing drive or AIDS Walk to serving meals at the Drop-in Center. Please see your Life Coach or Case Manager for more opportunities.

Graduation Workshop:

Six months prior to graduation, residents will create a plan with their Case Manager for graduation from the program. This includes a housing plan, the creation of a rental packet, Life Coach assignment, move-out preparations, and an exit interview. Residents will also be required to increase their monthly savings contributions by \$100. Additionally, this time will be used to process graduation from the program, staff, and housemates.

Intake Packet:

An intake Packet will be completed upon arrival. Intake packets contain additional rules and guidelines not outlined here. Please keep a copy of your intake packet for your records.

LIFE Retreat:

The Learning Independence For Empowerment (LIFE) retreats are based on various topics to support residents as they transition towards independent living. These events take place every 2nd Saturday of the month and are hosted by the **LIFE Coaches**, volunteers who are committed to supporting and guiding the residents on site for a period of at least one year. Residents are encouraged to attend LIFE retreats and will be rewarded with a 2 hour curfew extension per retreat. Residents may also co-facilitate a LIFE retreat with a LIFE coach. Co-facilitation is encouraged and residents that do so are entitled to one extra overnight for the month.

Reassessments:

All residents of AFC will complete a reassessment every six months. Reassessments offer the agency an opportunity to check in on data collected in the initial intake. Please see your Case Manager for more information and scheduling.

Roommate Agreement:

Residents complete an attached **Roommate Agreement Form** upon first arrival to a site, and any time there is a bedroom/roommate change or request for one thereafter. This will be a record of what all roommates have agreed to do in order to share space as equally as possible. The Youth Counselor may help facilitate the process if a resident requests assistance. All forms will be kept in the resident's chart and should be referenced anytime a conflict arises.

Savings Plan:

See attached **Savings Agreement Form** for details of the savings policy. Additionally, residents will open an online or separate savings account, which have higher APR's, thus increasing your savings.

Schedules:

Residents will submit two forms of schedules. One is the **Weekly Schedule** that is submitted to the site and used predominantly by Youth Counselors. The other is the submission of an actual copy of their work, school, and/or internship schedule that is for case management purposes. Please see your Case Manager for more specific information.

Self-Care:

In recognition of the everyday stresses our residents face, we have developed the self-care policy in order to help alleviate those stresses and maintain physical, emotional, mental, and/or spiritual well-being. Residents can personalize a self-care plan that suits their busy lifestyle that includes weekly participation with a professional facilitator in their chosen area of self-care. Everyone is strongly encouraged to engage in weekly self-care activities throughout their entire stay in the TLP. Residents will sign the attached **Self-Care Agreement Form**. See your Case Manager for self-care ideas or more information.

HUD PROGRAM TIERS (Bea Arthur/Cliftons)

<p>1) Intro Tier (No house access from 10am-6pm, Monday-Friday/Must use curfew extensions)</p> <p>__ Meet weekly with Case Manager (Mandatory 6 weeks)</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ <p>__ Develop individual service plan</p> <p>__ Develop long term housing plan (Independent living or Supportive Housing)</p> <p>__ Meet work/school 35 hours/week requirement</p>	<p>3) Graduation Tier</p> <ul style="list-style-type: none"> ● Finalize move-out housing plan: _____ ● Meet weekly with Case Manager ● Financial: <ul style="list-style-type: none"> ○ Create rental packet ○ Increase monthly savings payments by \$100 ● Graduate with Life Coach: _____ ● Complete Program Evaluation _____ ● Complete Exit Interview _____ ● Finalize graduation date _____ ● Finalize Graduation Party <ul style="list-style-type: none"> ○ Date: _____ ○ Time: _____
<p>2) Gold Tier (Must be working or in school 35 hours/week; Has full house access)</p> <p>__ Meet regularly with Case Manager & work on Service Plan goals</p> <p>__ Complete reassessments</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 	

Residents in the Intro tier are entitled to 2 overnight passes per month. Residents may request to take their overnight pass with the Youth Counselor up to the time of their scheduled curfew. Requests made after curfew will be denied. This applies to all tiers.

Residents in Gold and Graduation tiers earn monthly overnight passes based on the number of goals accomplished on their Service Plan. (This is determined along with the CM.)

Upon graduation of the Transitional Living Program, residents have the option to be paired up with a LIFE Coach on a 1:1 basis for ongoing, individual mentoring

DISCIPLINE

Write Ups:

If a resident behaves in a way that violates TLP policy (including but not limited to breaking curfew, not completing chore, having a “no show” or disrespecting another resident or Youth Counselor) they will be given a **write up**. The staff on duty will inform the resident that they are written up and document it. The **Write Up Form** will be signed by residents and go in their files. If the resident refuses to sign the write up, staff will document this on the write up. Signing the form is **not** an acknowledgement of breaking policy by the resident, but simply acknowledgment that they have received a write-up from the Youth Counselor.

Probation:

If a resident receives three write-ups for any reason within a 30 day period they will be put on 14 day probation. The terms of the probation will be written on the **Notice of Probation Form**. If a resident refuses to sign the probation form, the Youth Counselor will document this on the probation form. Signing the form is **not** an acknowledgement of breaking policy by the resident, but simply acknowledgment that they have received a probation form from the Youth Counselor.

Early Curfew:

If a resident violates the terms of their 1st probation, they will have an Early Curfew of 10pm for 7 days. Additionally, they may not take overnights or use curfew extensions.

Suspension:

When a Suspension is issued, residents cannot sleep on-site for a designated number of days as written on the **Suspension Slip**. All Suspensions must be approved by a TH Supervisor before a resident can start one. Once it's approved, residents must exit the site by curfew and can return after 6am on the last night. If a resident violates the terms of their 2nd probation, they will be suspended for 1 night. If a resident violates the terms of their 3rd probation, they will be suspended for 2 nights. If a resident violates the terms of their 4th or 5th probation, they will be suspended for 3 nights. Violations of a 6th probation may result in a **Discharge plan**. See **THP Disciplinary Policies form** for more details.

Give Back Activity:

When a Give Back Activity is issued, residents are to attend a 4 hour seminar held at Bea Arthur every 2nd and 4th Thursday of the month from Noon to 4 pm. Once approaching a suspension, Residents will be presented with the opportunity to opt for a 4 hour GBA vs. a suspension. If a resident receives another 4 write-ups before serving the GBA, it is an automatic suspension and the opportunity to serve the GBA is revoked. If, after serving a suspension, a Resident is facing another GBA/Suspension within a month's time of their last GBA/Suspension, it is an automatic suspension.

If the supervisory team feels a Resident would benefit from attending a GBA, a GBA may be assigned. Residents may also complete a GBA as an alternate to discharge

from TH. Speak to a TH Supervisor or see **THP Disciplinary Policies form** for more details.

Contracts/Agreements:

A resident can be placed on a supportive contract or agreement if they choose not to engage in one or more program requirements. A resident can also be placed on a contract/agreement if the case manager has determined that additional structure is needed around a specific area, such as employment, savings, or self-care. The details of the contract/agreement would be determined by either the case manager and resident, or the treatment team if necessary. Please see your Case Manager for more information.

Discharge:

Repeated rule violations and probations may result in an individual contract that may differ from the stated policy, including discharge from the program. The Program Supervisor or Director must approve an involuntary discharge if for a reason other than a physical fight. Any physical altercation will result in immediate discharge on the spot.

- **Alternate to Discharge for Rule Violations:** If a resident is at risk of discharge due to repeated rule violations and probations, they have to option to complete a Give Back Activity to overturn that discharge. Please see a TH Supervisor for more information.
- **Alternate to Discharge for Verbal Threats:** Residents can complete the following steps to overturn a discharge resulting from a **verbal threat***. Those steps include serving a 1 night suspension the same night the discharge is issued, completing a **Conflict Resolution Protocol** or **Hate Speech Resolution Protocol** with resident's Case Manager, attending 4 sessions of Stress Management and making a public apology. Please see a TH Supervisor for more information.

*See Page 16 for more information

Contesting Discharge: In the event of a discharge, the resident in question can contest their discharge by filing a formal "Grievance." (Digital or paper. See page 12.) Whether or not the resident can remain on property is contingent upon whether or not the said offense was violent in nature. If the offense was not violent, the resident can stay on property until a meeting with The Deputy Executive Director can be scheduled. Should the offense be a violent one, the resident will be asked to leave the property until the meeting can be had. This meeting will address the discharge in question. Should it be decided by the team that the discharge will remain in effect, the resident can file a final grievance and meet with the The Executive Director to contest their discharge. The resident may, once again, remain on property while in the final phases of contesting their discharge, so long as the offense is not violent in nature. Should the discharge be as a result of a violent act, the resident will remain off the property. In the event their discharge be dismissed, the next open bed will be made available to them.

Conflict Resolution Protocol:

The CRP is to be completed after a resident is engaged in a verbal altercation or heated conflict in an AFC site or towards another AFC resident or staff member. This provides the space for residents to meet with AFC staff to reflect on the altercation, the events that led up to it, and identify problematic behaviors to make future changes. The CRP also allows staff to decide if a resident may need additional support such as an agreement, or Stress Management. Additional disciplinary action may also accompany a CRP.

Hate Speech Resolution Protocol:

This form is to be completed by an AFC Youth Counselor and any resident that has used hate speech in an AFC site or towards another AFC resident or staff member. This includes any derogatory language around sexual orientation, gender identity, religion, race, body type, language, etc. This provides the space for residents to reflect on the altercation, the events that led up to it and identify problematic behaviors to make future changes. The HRP also allows staff to decide if a resident may need additional support such as an agreement, or Stress Management. Additional disciplinary action may also accompany an HRP.

POLICIES

ARETHA (Always Respect Everyone's Talent, Humanity, and Achievement):

AFC strives to maintain a safe space and an inclusive community for all of our residents. It is our philosophy that we **all** deserve a safe and respectful living environment. The community at AFC will remain "shade-free" and judgment-free in the hopes that our residents will accept each other's differences and support one another in achieving their goals during their stay with us. Inability to adhere to AFC's respect policy may result in a discharge from the program.

Confidentiality:

AFC respects the confidentiality and safety of every resident. When a resident poses a threat to themselves or others and jeopardizes the safety of the program, confidentiality will be broken. Please see the **Declaration of Confidentiality Form** in the intake packet for more information.

Additionally, Youth Counselors will never disclose that a resident lives in our housing. If there is a phone call for a resident, the Youth Counselor will tell the caller "I cannot confirm or deny that that person lives here, if you would like to leave a message and they do live here they will get the message". Residents should not tell others the confidential address/phone numbers of any AFC housing site. This also includes other AFC residents.

Computer/Phone Policy:

Residents are allowed to use program phones **ONLY** for employment/educational purposes, meeting program requirements (ie: savings deposits), or checking email for a maximum of 30 minutes unless approved by the Youth Counselor.

Curfew times:

Residents need to be in the house by the time specified within their individual Tier and are responsible for taking all possible train delays and service changes into consideration when returning to the site. Consequences for not adhering to policies are stated in the corrective action section of this document.

Dating/Relationships:

Dating among residents living in the same AFC facility is discouraged, in order to maintain a safe space and inclusive community for everyone present. If any type of sexual relationship starts to develop, residents are to notify a Supervisor or Director, so that they can make any appropriate changes. Withholding this information may result in corrective reformative action, including potential discharge from our program.

Destruction of Property:

We ask that our residents respect the space in which they are living. Anyone caught in the act of destroying program property, including but not limited to slamming doors, throwing or ripping objects from the wall, or vandalizing the building will jeopardize their stay at AFC and may be held responsible for the repair of such destroyed property.

Good Neighbor Policy:

Disturbing the peace in or around any AFC site is a serious matter that will result in reformative action.

Grievances:

In the event that a resident believes they are being treated unfairly by a fellow resident or by a Youth Counselor, they may request a **Grievance Form** or **fill out a Digital Grievance Form** (<https://www.aliforneycenter.org/get-help/client-forms/>). Grievance forms will be reviewed by the THP Director, and will be addressed on a case-by-case basis.

If handwritten, the grievance form should then be submitted to a Youth Counselor or Supervisor and will be addressed in a timely manner.

Digital Grievance Forms are submitted to the Supervisory Team automatically and usually result in a correspondence via e-mail to more efficiently address the issue at hand.

Grievances can be submitted at any time about any concern. However, residents that wish to contest a write up to be voided must submit a grievance within 24 hours of being issued that write up.

Guests:

TLP residents are allowed to have guests in their apartments ONLY if the guests are other AFC TLP residents. Each resident is allowed to have one guest at a time. Guests are only allowed in the residence between the hours of 6 pm and 10 pm, unless approved by the Youth Counselor on duty. Guests must be accompanied by their resident host and are only allowed in the common space. The resident host is responsible for the behavior of the guest and if the guest violates AFC policy and disrupts the house, the Youth Counselor will ask the guest to leave and write them up.

Immigration Policy:

The Ali Forney Center will not discriminate based on one's citizenship status. With the support of Case Management, Residents are to pursue such matters with the appropriate legal assistance.

Loitering Policy:

Residents are not permitted to loiter in, in front of, or near any AFC site. Failure to follow this policy may jeopardize one's housing.

Non-Discrimination Policy:

The Ali Forney Center takes discrimination very seriously and therefore violations, even those made in jest, may result in serious consequences. Residents cannot discriminate

based on one's citizenship status, sexual orientation, race, culture, sex, gender identity/expression, religion, language, disability, or HIV status. Violation of this policy will result in disciplinary action, up to and including discharge from the program.

No-Shows:

A "no-show" is when residents enter the residence 2 hours after their set curfew, OR when residents do not return to the residence at all. Residents are expected to be present at the residence every night with the exception of planned and approved absences and failure to comply will result in a write-up. Additional write-ups may be issued if a resident doesn't complete other program/house requirements while they no-showed.

Personal Belongings:

The Ali Forney Center is not responsible for lost or stolen property. Any personal belongings should be able to fit in designated storage areas only - **additional storage will not be provided.** Residents will be asked to remove any belongings that do not fit in the designated storage areas.

Physical fighting:

Physical fighting, including horseplay, is not permitted in or around AFC facilities. Engaging in a physical fight in an AFC facility will result in immediate discharge from our program.

Quiet Hours:

TLP residents do not have a set lights out time or policy. They are encouraged to go to bed at a reasonable hour and keep noise to a minimum after 12 am. They are allowed to speak on their phones in their rooms after 12 am, only with the consent of their roommates. Common spaces such as the living room and kitchen are closed at 2 am. Consequences for not adhering to these policies are stated in the discipline section of this document.

Recording Policy:

Due to the confidential nature of our program, video or tape recording in any AFC site is forbidden without the prior 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. Publicly releasing any video or audio recording of an AFC site without prior consent will lead to an immediate discharge. Threats of video or tape recording may result in corrective action. Video Chats are acceptable so long as no other residents are within frame of the camera.

Resident Charts/AFC Paperwork:

All documentation and paperwork regarding resident information is property of AFC and it's funders. Resident Charts and AFC Paperwork are kept on site in a locked cabinet at all times. Residents must submit requests to receive copies of their files in writing and discussed with a TH Supervisor. Approved documents will be photocopied and given to the resident.

Sex Work:

The Ali Forney Center promotes stable employment. With this in mind, we will not consider illegal sex work as an acceptable form of employment to meet the employment requirements of our Transitional Living Program. We ask that those who are capable of obtaining legal employment do so, and require those who are in our Transitional Living Program to maintain legal employment.

Sexual Contact:

Sexual contact is prohibited in and around all of AFC's facilities. Residents found engaging in sexual conduct may be discharged from the program.

Smoking:

Smoking, including the usage of all vaping devices and e-cigarettes, is not permitted inside all of AFC's facilities. This includes smoking out of windows and from balconies and/or verandas that may be found in our residences. Additionally, residents cannot smoke right in front of any AFC site. (All cigarette butts must be properly disposed of in the receptacles provided in the backyard at Bea Arthur. Continued observance of littering may result in backyard smoking privileges being taken away.)

Substance Policy:

AFC strives to maintain a safe space for all of our residents. Therefore, the possession of and/or use of drugs, alcohol and/or related paraphernalia is prohibited. We ask that our residents also strive to maintain a safe space for one another by not entering the facility under the influence of drugs and/or alcohol. If, during their stay with us, a resident is struggling with following AFC's substance policy, the treatment team will work to support them in addressing this issue. Repeated disregard for AFC's substance policy may jeopardize their stay in the program.

Theft:

Theft will not be tolerated in AFC facilities. Please respect your fellow residents' belongings and the belongings of the program. Anyone who steals from a program member or from the program may be discharged from the program.

Travel Policy:

Residents requesting to travel during their stay may do so if they follow the guidelines stated by the case manager. These guidelines include but are not limited to: proof of travel (copy of bus/plane ticket); contact information at destination; set arrival and departure dates; and residents are to exhaust all overnights before a pass will be granted.

Verbal threats:

Verbal threats, including those made in jest, are not permitted in or around AFC facilities. A verified threat to the safety of a staff member will result in discharge from our program. A verified threat to the safety of an AFC client may result in other consequences and will be applied on a case by case basis.

Violence:

Violence is not permitted in or around AFC facilities. 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 a violent activity while in or around an AFC facility will result in a discharge from the program.

Wake Up Policy:

Residents in the TLP do not have a specific wake up time or policy, however, they are encouraged to wake up on their own and not ask the Youth Counselor for wake up calls. If they would like additional support around waking up on time, it should be brought up during case management and discussed with the Youth Counselor on duty.

Weapons:

Weapons are not permitted in or around AFC facilities. Possession of a weapon or brandishing an object that can be used as a weapon in an AFC facility will result in discharge from the program. Tools for work and other sharp objects can be kept if submitted to the staff on duty, however variations to this policy may be made as needed.



Transitional Housing Resident Handbook

(Staff Copy)

Attention Staff, please have the Resident sign ***both*** sections of this page. Then cut along the dotted line, provide the resident with their copy and place the staff copy in their binder. ***This is now being considered a required part of a resident's binder.***

I have read and understood all of the policies outlined in the Transitional Housing Program Resident Handbook.

Resident Name: _____ Date: _____

Resident Signature: _____

Staff Name: _____ Date: _____

Staff Signature: _____



(Resident Copy)

I have read and understood all of the policies outlined in the Transitional Housing Program Resident Handbook.

Resident Name: _____ Date: _____

Resident Signature: _____

Staff Name: _____ Date: _____

Staff Signature: _____