Welcome to the Ali Forney Center Transitional Living Program. The goal of the TLP is to assist LGBTQ young people who are homeless/at risk of becoming homeless in living independently. We hope that this experience is full of challenges 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 homeless/at risk of becoming homeless 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
● Homeless or at risk of becoming homeless
● 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 will attend a once per week 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 requirements. Case Managers may also add goals above and beyond those stated in the tiers on a case by case basis. House issues should not be discussed during case management and residents will be redirected to discuss any issues with the Youth Counselor on site. Weekly participation of Case Management is mandatory and will result in a 2 hour curfew extension. Missing 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, 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 funds/Metrocard:
In order to help residents adjust to the financial responsibilities of the TLP, residents in the first 6 weeks of the program will receive a laundry stipend and weekly metrocard. It is the residents’ responsibility to ask for this privilege; 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 hygiene contract. See a Youth Counselor or Supervisor for more information.

Mental Health Services:
While all residents are required 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 must be completed by residents daily by Lights Out. Chores must also be completed properly, meeting the standards of AFC as listed on the chore list. Residents must 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, a write-up* will be issued. Please see a Youth Counselor for more information including the timeframe for completion.

*See Page 10 for more information

- **Bedroom Expectations**: Each resident is responsible for cleaning their sections/rooms daily; and leaving their space clean when leaving the site for any prolonged period of time (ie 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 8:00am on Saturday through 6:00 pm on Sunday. Residents must 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 required to complete at least one community oriented task per tier. 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 are required to create a plan with their Case Manager for termination 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
at this point. Additionally, this time will be used to process termination from the program, staff, and housemates.

**Intake Packet:**
All residents are required to complete an intake packet 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 required to attend LIFE retreats and will receive 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 are required to 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 are required to 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:**
See attached Savings Agreement Form for details of the savings policy. Additionally, residents are required to open an online or separate savings account, which have higher APR’s, thus increasing your savings. Making an unauthorized withdrawal from your savings account while in the TLP will result in serious consequences, including program discharge. See your Case Manager for more details.

**Schedules:**
Residents are expected to submit two forms of schedules. One is the Weekly Schedule that is submitted to the site and used predominantly by Youth Counselors. The other expectation 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 expected to engage in weekly self-care activities throughout their entire stay in the TLP and requirements are included in each tier. Residents are also required to sign the attached Self-Care Agreement Form. See your Case Manager for self-care ideas or more information.
PROGRAM TIERS

Introductory tier (first 6 weeks) 12am weeknights/2am weekends
___ Develop long term housing plan  update as needed
___ Develop service plan  1x per month
___ Start making weekly savings payments  1x per week
  (for a total of $______ every month)
___ Submit bank statements  1x per month or as needed
___ Maintain employment and submit pay stubs  Ongoing
___ Meet weekly with Case Manager  1x per week
___ Voc/Ed consultation  As needed; follow reccs.
  ___ Update resume and cover letter
  ___ Start TASC or enroll in school (if applicable)
  ___ LEAP or other job/internship program (if applicable)
___ Financial consultation  As needed; follow reccs.
  ___ Complete Financial Literacy Worksheet
  ___ Monthly budget worksheet
  ___ Request credit report
  ___ Open a savings account
___ Attend community meetings  1x per week
___ Attend LIFE Retreats  1x per month
___ Complete one community oriented task  1x per tier
___ Attend 2 sessions of stress management with Mental Health Specialist
___ Maintain weekly self-care  1x per week
___ Complete Program Evaluation  1x per tier as part of CM

Residents in the intro tier are entitled to 2 overnight passes per month. Resident 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.

Gold tier 12am weeknights/2am weekends
___ Update Psychosocial assessment  1x at Month 7 (if applicable)
___ Continue savings payments  1x per week
___ Submit bank statements  1x per month or as needed
___ Maintain employment and submit pay stubs  Ongoing
___ Maintain education goals and submit  Ongoing
  paperwork as needed
___ Meet weekly with Case Manager  1x per week
___ Attend quarterly Case Conference  1x per tier
___ Attend community meetings  1x per week
___ Attend LIFE Retreats  1x per month
___ Complete one community oriented task  1x per tier
___ Attend weekly self-care 1x per week
___ Self-care assessment with Mental Health Specialist (every 6 months)
___ Get updated HIV test 1x per 90 days
___ Get annual health check-up 1x per year
___ Complete Program Evaluation 1x per tier as part of CM

Residents in the Gold Tier are entitled to 3 overnight passes per month

<table>
<thead>
<tr>
<th>Platinum tier</th>
<th>1am weeknights/2am weekends</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ Update Psychiatric evaluation</td>
<td>1x per year (if applicable)</td>
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<tr>
<td>___ Continue savings payments</td>
<td>1x per week</td>
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<tr>
<td>___ Submit bank statements</td>
<td>1x per month or as needed</td>
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<tr>
<td>___ Maintain employment and submit pay stubs</td>
<td>Ongoing</td>
</tr>
<tr>
<td>___ Maintain education goals and submit paperwork as needed</td>
<td>Ongoing</td>
</tr>
<tr>
<td>___ Meet weekly with Case Manager</td>
<td>1x per week</td>
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<tr>
<td>___ Attend quarterly Case Conference</td>
<td>1x per tier</td>
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<tr>
<td>___ Attend community meetings</td>
<td>1x per week</td>
</tr>
<tr>
<td>___ Attend LIFE Retreats</td>
<td>1x per month</td>
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<tr>
<td>___ Complete one community oriented task</td>
<td>1x per tier</td>
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<tr>
<td>___ Attend weekly self-care</td>
<td>1x per week</td>
</tr>
<tr>
<td>___ Self-care assessment with Mental Health Specialist</td>
<td>(every 6 months)</td>
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<tr>
<td>___ Get updated HIV test</td>
<td>1x per 90 days</td>
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<tr>
<td>___ Get annual health check-up</td>
<td>1x per year</td>
</tr>
<tr>
<td>___ Complete Program Evaluation</td>
<td>1x per tier as part of CM</td>
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</tbody>
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Residents in the Platinum tier are entitled to 4 overnight passes per month

<table>
<thead>
<tr>
<th>Diamond tier*</th>
<th>1am weeknights/3am weekends</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ Finalize long term housing plan</td>
<td>As part of CM</td>
</tr>
<tr>
<td>___ Finalize graduation date</td>
<td>As part of CM</td>
</tr>
<tr>
<td>___ Create rental packet</td>
<td>As part of CM</td>
</tr>
<tr>
<td>___ Increase monthly savings payments by $100</td>
<td>Ongoing</td>
</tr>
<tr>
<td>___ Maintain employment and submit pay stubs</td>
<td>Ongoing</td>
</tr>
<tr>
<td>___ Submit bank statements</td>
<td>1x per month or as needed</td>
</tr>
<tr>
<td>___ Maintain education goals and submit paperwork as needed</td>
<td>Ongoing</td>
</tr>
<tr>
<td>___ Meet weekly with Case Manager</td>
<td>1x per week</td>
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<tr>
<td>___ Attend quarterly Case Conference</td>
<td>1x per tier</td>
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<td>___ Attend community meetings</td>
<td>1x per week</td>
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<td>___ Attend LIFE Retreats</td>
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<td>___ Complete one community oriented task</td>
<td>1x per tier</td>
</tr>
<tr>
<td>___ Attend weekly self-care</td>
<td>1x per week</td>
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</tbody>
</table>
___ Self-care assessment with Mental Health Specialist (every 6 months)
___ Get updated HIV test 1x per 90 days
___ Get annual health check-up 1x per year
___ Complete Exit Interview 1x upon program exit

*Residents are automatically moved into the Diamond tier 6 months prior to graduation.

Residents in the Diamond tier are entitled to 5 overnight passes per month

Upon graduation of the Transitional Living Program, residents have the option to be paired up with a LIFE Coach on a one-on-one 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”, disrespecting another resident or Youth Counselor, or a verbal argument) 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. Residents must sign the probation. 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 must complete a service project that require a specified number of hours to complete as written on the Housing GBA Agreement. If a resident violates the terms of their 2nd probation, they can complete a 2 hour GBA. If a resident violates the terms of their 3rd probation, they can complete a 4 hour GBA. If a resident violates the terms of their 4th or 5th probation, they can complete a 6 hour GBA. 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:
A resident can be placed on a contract if they choose not to engage in one or more program requirements, such as community meeting, case management, and LIFE
retreats. A resident can also be placed on a contract 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 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

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. Residents are allowed to use program computers for employment or 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 discipline section of this document.

Dating/Relationships:
Dating among residents living in the same AFC facility is prohibited, in order to maintain a safe space and inclusive community for everyone present. If any type of sexual relationship starts to develop, residents are required to notify a Supervisor or Director so that they can make any appropriate changes. Withholding this information may result in disciplinary action, including 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 disciplinary 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 on which to state the grievance. The grievance form should then be submitted to a Youth Counselor or Supervisor and will be addressed in a timely manner. Grievances can 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. Additionally, grievance forms will be reviewed by the THP Director, and will be addressed on a case-by-case basis.

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. Residents who are undocumented must agree 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, 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 must be able to fit in designated storage areas only- additional storage will not be provided. Residents will be expected 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 expected 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 disciplinary action. Private video chatting may be permitted with prior staff approval.

Resident Charts/AFC Paperwork:
All documentation and paperwork regarding resident information is property of AFC and kept on site in a locked cabinet. Residents may request that their Case Manager make copies of certain documents for their own personal records. Residents requesting copies of their documents may be asked to meet with a member of our Mental Health team before certain documents can be released. See your Case Manager for more details.

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-cigerettes, is prohibited 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.

**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 resident must 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 expected 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.
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: ________________________________________________