



Resident Handbook Transgender Housing Program

Last Updated 1/15/21

Ali Forney Center
Transgender Housing Program

Welcome to the Ali Forney Center Transgender Housing Program! The goal of Transgender Housing is to assist young transgender people who are homeless/at risk of becoming homeless/runaway in living independently, building on AFC's specialization in working with LGBTQ youth. 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 community.

This handbook will serve as a guide for residents of transgender housing to the expectations and requirements within the program. Below you will find a snapshot of the program, Basic Information section, and a comprehensive overview of the following sections: Resident Services, Program Requirements, Graduated Discipline Policy, and other housing policies.

BASIC INFORMATION

Length of stay:

16-20 year olds can stay up to 18 months (max: 2 years with a 6 month extension), or until they reach the age of 21.

Age Requirements:

16 – 20 years old (age out by 21 years)

Can apply up to 20 years and 6 months. Trans Housing will accept someone up to this age, with the understanding that they will age out by 21.

Goal:

The goal of AFC Transgender Housing is to assist homeless, at-risk, and runaway transgender young people in creating and maintaining a healthy living style which ultimately prepares residents for independent living. This program additionally focuses on assisting youth to achieve their self-defined transition related goals.

Services Provided:

- Case Management
- Housing and Groceries
- Independent Living Skills
- Laundry Facilities
- Access to Mental Health Services (therapy, psych)
- Weekly Metrocard
- Referrals to Housing, Employment, and Education Programs
- Monthly Resident Advisory Board

Application Requests:

- Identify as Transgender
- Homeless or at risk of becoming homeless
- Psychosocial assessment every six months
- Completed PPD Test
- HIV consultation
- Completed application
- Interview

RESIDENT SERVICES

Case Management:

Residents will attend a once per week meeting with their Case Manager at the site during 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, transition related issues, queer issues, career goals, substance abuse issues, 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. Weekly participation of case management is mandatory and will yield a 2 hour curfew extension.

The Drop-in Center:

AFC's Drop-in Center at 321 W 125th Street in Manhattan provides services for all housing residents, including therapy and psych services, vocational and educational services, supportive groups, independent living skills development, recreational activities, and a **Client Advisory Board**. Meals and snacks are also provided. Please see your Case Manager for more information.

Housing and Groceries:

Residents are assigned to a shared apartment, which includes common space, a shared bathroom, and private bedrooms (2 per room max). Grocery lists are compiled by all residents on the fridge with the assistance of Youth Counselors and the food order is delivered twice monthly (around the 15th of the month and the 30th of the month). Residents are encouraged to prepare their own healthy, balanced meals. If a resident requests assistance with how to cook nutritiously, this will be worked into residents' service plan.

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

Mental Health Therapy:

While all residents are required to engage in some form of self-care throughout their stay with AFC, they can request therapy at any time through their Case Manager, who can set up an appointment with their assigned AFC therapist.

Metrocard:

Residents will be given weekly metrocards each week and residents are required to sign for these. Lost or stolen metrocards will not be replaced, however, Supervisors may approve for the Youth Counselor to issue single rides if the resident has an appointment they need to attend.

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.

Resident Advisory Board:

The Resident Advisory Board (RAB) meeting is a monthly space for all TH residents to discuss community living with TH staff and executive AFC 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.

PROGRAM REQUIREMENTS

Chores:

Each site has a list of chores that must be completed by residents daily. In addition, residents are also responsible for keeping their bedrooms clean, passing daily room inspections, and participating in weekly deep cleaning. Youth Counselors will check that chores are being completed properly and if a chore is not done on time or does not meet the standards of the Youth Counselor, a **write-up*** will be issued. Chores must be completed before lights out (12am on weekdays (Sun-Th), and 2am on Friday and Saturday night). Deep clean chores involve a site chore as well as a room deep clean and must be completed during the weekend by 6pm on Sunday if a resident is present in the site on either Saturday or Sunday.

*see page 8 for more information

Community Meetings:

The community meeting is a weekly floor meeting where residents can bring up apartment issues, concerns, needs, and program suggestions. The Youth Counselor will be present and will assist in facilitating but residents are responsible for driving the content of the meeting. It is mandatory that all residents attend the community meeting and write-ups will be issues to those that are home and do not attend. Participation of the Community Meeting will result in a 2 hour curfew extension.

Dress Code:

Trans Housing is a space that residents are encouraged to explore their gender presentation and identity. However, residents are still expected to cover their undergarments (eg. underwear, boxers, bras, binders) in all areas of the apartment except the bathroom. Residents should change in the bathroom instead of in their room and should not walk through the space in a towel to go to the bathroom.

Intake Packet

All residents are required to complete an intake packet upon arrival. Intake packets contain additional rules and guidelines not outlined here. Residents may ask to keep a copy of your intake packet for your records.

LIFE Retreats (currently on hold due to COVID)

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. All Transgender Housing sites will be closed for the 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 Agreements:

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. The Youth Counselor may help facilitate the process if a resident requests assistance. All forms will be kept in the resident's chart for reference.

Self-Care:

In recognition of the everyday stresses our residents face, the self-care policy is intended 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 THP and requirements are included in each tier. See your Case Manager for self-care ideas.

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.

Anti Racist Language Policy:

Recognizing and appreciating the diverse collection of experiences, skills and perspectives of our staff and residents, AFC is committed to creating an anti-racist space for all. To uphold these values, AFC will take steps and actions towards residents, who engage in racist language - whether it is unintentional or when such language is used as a weapon towards staff and

residents. When a resident engages in racist language, an incident report will be presented to the Trans Housing CM and Supervisory team, where further consequences will be recommended, up to and including discharge.

Bathrooms:

Bathrooms are a shared space for the entire floor (including both residents and staff). Due to this, residents are permitted to use the bathroom for a maximum limit of 15 minutes at a time (30 minutes for showers). Residents that need additional time/schedule accommodations for use of the bathroom may discuss a schedule with their Case Manager/Supervisors.

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.

Commingling of funds:

AFC policy states that we will never keep or use a resident’s money or entitlements in any form for any reason, including payment for food and services provided. Residents will be responsible for using their own funds for savings and for any purchases not covered by AFC funding.

COVID Policies (subject to change with new information about the pandemic):

- a. **Testing:** Due to the congregate living nature of AFC Housing, residents are required to test on a weekly basis for COVID. Residents can test at their designated testing location (for Trans Housing residents this is at 195 22nd Street, #2, at the Drop-In Center, or at an outside testing location. If testing at an AFC location, residents will receive a gift card. If testing at a non-AFC location, residents will not receive a gift card and are required to send their results to TH Supervisors. Results will be kept confidential in line with HIPAA regulations around medical information.
- b. **Positive Cases:** Residents that test positive will be required to isolate and will be referred to a COVID hotel. Residents are required to test negative before returning to the site.
- c. **Mask Wearing:** Residents are required to wear masks when in the common area at all times except when eating. Residents are not required to wear masks in their rooms or the bathroom, but should wear a mask when walking to the bathroom. Failing to comply with this policy will result in a COVID write-up. Residents that receive 3 COVID write-ups will be discharged due to the more serious nature of this issue.
- d. **Weekly gift cards:** Residents that complete all of their tasks throughout the week (including chores, keeping their room clean, and following COVID policies) and do not receive any write-ups will receive a \$25 gift card the following Friday.

Curfew times:

Residents need to be in the house by 10pm Sunday-Thursday and 12 am Friday and Saturday 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.

Curfew Extension/Overnight Policy:

Residents may use their curfew extensions and overnights to adjust the times they can be off site after curfew. Residents are granted one extension each time they complete an Open Chore, attend Community Meeting, Case Management, Life Retreats, the RAB or other Special Event. Each curfew extension is 2 hours long and can be combined with other extensions or halved for a 1 hour extension. 3 extensions may be combined for an overnight on weekends and 4 extensions can be combined for an overnight on weeknights. Residents must inform staff on site and tell them the number of extensions they're using before curfew. Failure to follow program rules may result in the loss of this privilege.

Dating/Relationships:

Dating among residents living in the same AFC facility is prohibited, in order to maintain a safe and space and inclusive community for everyone present. If a 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 written up or discharged for the repair of such destroyed property.

Good Neighbor Policy:

We ask that our residents respect the neighbors and neighborhood in which they are living. Residents should be mindful of the noise they are making outside the site and clean up after themselves, disposing of trash only in the trash receptacles outside the space. Residents should also not sit/smoke on neighbor's stoops. Please inform staff if you experience any issues with neighbors.

Good Housemate Policy

Residents are forbidden from entering any other bedroom aside from the one where they sleep. Failure to obey this policy will result in disciplinary action being taken.

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. Grievances can be filled out on a paper form or through the electronic grievance system. Posters around the site have a QR code and link to the online grievance form. The grievance form should

be submitted (given in person or scanned) to a Youth Counselor or Supervisor within 24 hours and will be addressed within 72 hours by a Supervisor.

Guests:

Due to confidentiality of the site, TH residents are not permitted to have guests in or around the building at any time, including other AFC residents. Violation of this policy is a serious matter that will result in disciplinary action.

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.

Lights Out:

Residents are expected to be in their rooms and in bed by 12am during the week (Sunday through Thursday) and by 2am during the weekend (Friday and Saturday). Common spaces such as the living room and kitchen are closed at lights out, so residents should not be cooking or doing laundry after lights out. Consequences for not adhering to policies are stated in the discipline section of this document.

Loitering Policy:

Residents are not permitted to loiter in, in front of, or near any AFC site, including for smoke breaks. 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 the resident enters the residence 2 hours or more 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.

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.

Reasonable Accommodations:

"Residents may request reasonable accommodations from the program during intake and AFC will have a discussion with residents about their request(s). If AFC finds that a resident requires a reasonable

accommodation, AFC will incorporate such accommodations into the resident's Individualized Service Plan, which will be kept in the resident's file."

Resident Charts/AFC Paperwork:

All documentation and paperwork regarding resident information is property of AFC and its 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.

Physical fighting:

Physical fighting, including horseplay/play fighting, 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.

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.

Reporting Abuse:

The Ali Forney Center takes reports of abuse very seriously. Should a resident be a victim of abuse, or suspect that abuse in any form is taking place within the agency, they should report this to a Program Supervisor. Should staff suspect that abuse in any form is taking place, they are required to report it ASAP to a Program Supervisor.

Sexual Contact:

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

Smoking:

Smoking is prohibited inside all of AFC's facilities. This includes smoking out of bathrooms, windows and from balconies and/or verandas that may be found in our residences.

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 a resident's stay in the program.

Theft:

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

Travel Policy/Holiday Pass:

Residents requesting to travel (and take more than two consecutive nights out) during their stay may do so if they follow the guidelines stated by the Case Manager. These guidelines include but are not limited to: reason for travel, proof of travel (copy of bus/plane ticket); contact information at destination; set arrival and departure dates. This request must be approved by DYCD in advance.

Verbal threats:

Verbal threats, including those made in jest, are not permitted in or around AFC facilities. A verified threat to the safety of another resident or staff member will result in discharge from our program. Other consequences may apply 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 any violent activity while in or around an AFC facility will result in a discharge from the program.

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 a 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.

DISCIPLINE POLICIES

Write Ups:

If a resident behaves in a way that violates program 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 Youth Counselor on duty will inform the resident that they are written up and document it. The **Write Up Form** will be signed by resident and go in their chart. If the resident refuses to sign the write up, the Youth Counselor will document this on the write up. Signing the form is not an acknowledgement of breaking policy by the resident, but simply an acknowledgment that they have received a write up from the Youth Counselor.

Housing Contract:

If a resident receives 5 write-ups for any reason within a 30 day period they will be placed on a 14-day housing contract. A resident can additionally be placed on a contract if they choose not to engage in one or more program requirements. 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 mental health, savings, and hygiene. During the 14 day period, residents write-ups will not reset. The terms of the contract will be written on the Housing Contract form. This will be presented by a Supervisor, Case Manager, or a Youth Counselor. Signing the form is not an acknowledgement of breaking policy by the resident, but simply an acknowledgment that they have received a contract from the staff member.

Give Back Activity:

Give Back Activities (GBAs) should be offered to a resident when they reach their 6th write-up and their 8th write-up. When a Give Back Activity is issued, residents must complete a service project (such as a cleaning project for the betterment of the space) in order to remove one of their write-ups. GBAs are intended to support residents in creating a better environment for themselves, their peers, and staff.

Suspension:

When a Suspension is issued, residents cannot sleep on-site for a designated number of days as discussed with Supervisors during a Suspension Conversation. Supervisors will reserve a pod at the Drop-In, but residents may stay in a different location if preferred. Once a suspension starts, residents must exit the site before curfew and cannot return until 10am the morning after the last night.

Discharge: Ali Forney Center may decide that it is appropriate to discharge a resident who has engaged in conduct that can expose the resident, staff, or other program participants to harm or risk of harm, or where a resident has demonstrated a refusal to comply with the rules and/or regulations of the program. In such case, Ali Forney Center will follow the steps below:

A. Initial Discharge Meeting

1. At least 48 hours prior to the proposed discharge, Ali Forney Center will schedule an Initial Discharge Meeting with the resident in order to notify the resident of the plan and date for the proposed discharge and explain the reasons for the involuntary discharge, unless the circumstances of the infraction giving rise to the decision to involuntarily discharge demand that the resident be immediately discharged (such as where the resident poses a serious and evident risk to himself/herself or others or substantially interferes with the health, safety, welfare or care of other residents).
2. A record of the meeting will be documented using the Involuntary Discharge Form, a copy of which will be kept in the resident's file and given to the resident.
3. At the Initial Discharge Meeting, the resident may choose to either:
 - a. Accept the discharge, and Ali Forney Center will develop a discharge plan, which will include a date for discharge, transportation and/or a Metrocard, and an appropriate referral, with priority given to another local residential program for young people; or

- b. Request a Program Appeal Meeting. (See instructions below.)

Discharge:

Repeated rule violations 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.

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.

Graduated Discipline and Involuntary Discharge Procedures :from NYC's Dept.of Youth and Community Development (DYCD)

Ali Forney Center staff must review the following procedures with every youth receiving RHY services ("resident"), and every resident must sign an acknowledgment form indicating that they have reviewed the policy with staff. A copy of the acknowledgment form will be kept in each resident's case file and be available for review by DYCD. If the following procedures are amended in the future, every resident must sign a new acknowledgment form indicating that the amendments were received and discussed.

Graduated Discipline

- A. Ali Forney Center utilizes a graduated discipline model. This means that Ali Forney Center will impose appropriate disciplinary measures for actions that violate program rules, depending on the seriousness of infractions.

- B. There are 3 categories of infractions in the graduated discipline model:
 - 1. Category 1: An action that does not cause harm to self, another individual, and/or the program.
 - a. A Category 1 infraction will be noted in the resident's case file and Ali Forney Center will have a case conference with the resident regarding the incident.
 - b. If a resident has two or more Category 1 infractions in their case file, any new Category 1 infraction will be elevated to Category 2.
 - 2. Category 2: An action that is more serious than Category 1, or repeated violations of program rules and regulations.
 - a. Ali Forney Center will issue a written warning with an action plan, including potential loss of privileges, to the resident.
 - b. If a resident has two or more Category 2 infractions in their case file, any new Category 2 infraction will be elevated to Category 3.
 - 3. Category 3: An action that causes or poses serious threat of physical and/or emotional harm to another individual, or repeated Category 2 infractions.
 - a. Ali Forney Center may consider immediate involuntary discharge (see section B(1) below) or involuntary discharge (see section B(2) below).

C. Examples of Category 1-3 infractions that warrant disciplinary action:

Category 1	Category 2	Category 3
<ul style="list-style-type: none"> ● Disrespecting youth or staff ● Violations of residential program rules ● Verbal disputes (arguments) ● Curfew violation (first offense) ● Not performing responsibilities of the household ● Stealing (under \$10) ● Destruction of property (under \$10) 	<ul style="list-style-type: none"> ● Direct or implied threats of violence toward staff or residents ● Drinking or possession of alcohol on premises ● Using or possession of illegal drugs on premises ● Sexual misconduct/harassment ● Verbal abuse of staff/residents ● Possession of a weapon (ex: pepper spray) ● Unauthorized guests ● Stealing (over \$10) ● Destruction of property (over \$10) ● Repeated Category 1 infractions 	<ul style="list-style-type: none"> ● Physical fighting ● Selling drugs, alcohol, or other contraband ● Sexual assault ● Bullying – online, group, texting ● Possession of a weapon (ex: gun or knife) ● Victimizing staff/residents ● Repeated Category 2 infractions

Involuntary Discharge

Ali Forney Center may decide that it is appropriate to discharge a resident who has engaged in conduct that can expose the resident, staff, or other program participants to harm or risk of harm, or where a resident has demonstrated a refusal to comply with the rules and/or regulations of the program. In such case, Ali Forney Center will follow the steps below:

B. Initial Discharge Meeting

1. At least 48 hours prior to the proposed discharge, Ali Forney Center will schedule an Initial Discharge Meeting with the resident in order to notify the resident of the plan and date for the proposed discharge and explain the reasons for the involuntary discharge, unless the circumstances of the infraction giving rise to the decision to involuntarily discharge demand that the resident be immediately discharged (such as where the resident poses a serious and evident risk to himself/herself or others or substantially interferes with the health, safety, welfare or care of other residents).
2. A record of the meeting will be documented using the Involuntary Discharge Form, a copy of which will be kept in the resident’s file and given to the resident.
3. At the Initial Discharge Meeting, the resident may choose to either:

- a. Accept the discharge, and Ali Forney Center will develop a discharge plan, which will include a date for discharge, transportation and/or a Metrocard, and an appropriate referral, with priority given to another local residential program for young people; or
- b. Request a Program Appeal Meeting. (See instructions below.)

C. Program Appeal Meeting

1. Residents may request a Program Appeal Meeting with a neutral program supervisor. If a resident chooses to request a Program Appeal Meeting, they will be allowed to remain a resident in the program pending the results of the Program Appeal Meeting and, if requested, the DYCD Appeal Meeting, unless the circumstances or severity of the alleged incident giving rise to the potential discharge rise to the level of needing immediate discharge.
2. The resident must request the Program Appeal Meeting prior to the date of the proposed discharge, and the meeting must take place no less than 24 hours before the proposed discharge.
3. Ali Forney Center will identify a neutral supervisor, who must not have been involved in the incident(s) that precipitated the proposed involuntary discharge.
4. After conducting the Program Appeal Meeting, the neutral supervisor will notify the resident of their determination in writing, using the Program Appeal Meeting Determination Form.
 - a. If the neutral supervisor disagrees with the proposed discharge, the resident will be allowed to remain in the program, possibly with reasonable conditions.
 - b. If the neutral supervisor agrees with the proposed discharge, the resident may choose to either:
 - i. Accept the discharge, and Ali Forney Center will develop a discharge plan, which will include a date for discharge, transportation and/or a Metrocard, and an appropriate referral, with priority given to another local residential program for young people; or
 - ii. Request a DYCD Appeal Meeting. (See instructions below.)

D. DYCD Appeal Meeting

1. If a resident's involuntary discharge is upheld after the Program Appeal Meeting, the resident may request a DYCD Appeal Meeting, and to bring a support person (friend, social worker, relative, attorney, advocate, or other individual) with them. Ali Forney Center will provide Metrocards to enable Resident and their support person to get to the Appeal Meeting. As previously stated, the resident will be allowed to remain a resident in the program pending the results of the DYCD Appeal Meeting, unless the circumstances or severity of the alleged incident giving rise to the potential discharge rise to the level of needing immediate discharge.

2. Ali Forney Center will give the resident an Involuntary Discharge DYCD Appeal Meeting Request Form to complete and submit to DYCD. The resident must fill out and submit the form via email to RHYAppeals@dycd.nyc.gov. If the resident does not have access to email, Ali Forney Center will submit the form on their behalf.
3. DYCD will email the resident and Ali Forney Center with the date, time, and location of the DYCD Appeal Meeting.
4. After conducting the DYCD Appeal Meeting, DYCD will notify the resident of its determination in writing, using the DYCD Appeal Meeting Determination Form.
 - a. If DYCD disagrees with the proposed discharge, the resident will be allowed to remain in the program, possibly with reasonable conditions.
 - b. If DYCD agrees with the proposed discharge, Ali Forney Center will develop a discharge plan, which will include a date for discharge, transportation and/or a Metrocard, and an appropriate referral, with priority given to another local residential program for young people. Ali Forney Center will assist the resident with storing their belongings or resident may request that Ali Forney Center store their belongings for up to seven days.

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.

The Ali Forney Center
Housing Cover Sheet

My Information:

Name: _____
Legal Name (if different): _____
Preferred Gender Pronoun: _____
Race : _____
Date of Birth: _____ Place of Birth: _____
Social Security Number: _____
Referral Source: _____

Contact Information:

My Phone: _____
My Email: _____
Emergency Contact Information:
Name: _____
Relation To Client: _____
Phone: _____
Address: _____
Email: _____
Does this person know you are living here? Y / N
What name and pronoun does this person know you as? _____

Medical Information:

Medicaid #: _____
Allergies: _____
Medical Conditions: _____
Current Medication: _____

Staff: _____ **Date:** _____ **Time :** _____
Client: _____ **Date:** _____

The Ali Forney Center
Transgender Housing Discharge Ticket

Dear Resident,

We are sorry to see you go! Know that no matter the way in which you are leaving our program, we wish you the very best as you move on in your journey!

Before you leave, make sure you take all valuable items with you.

AFC will hold your belongings until: _____

After a 7 day grace period, we will unfortunately have to discard your belongings. If you need additional support surrounding this matter, please inquire with a supervisor immediately.

Please contact us before coming to pick up any items you have left behind.

Park Slope 1: 718-965-6205

Park Slope 2: 917-831-3377

Park Slope 3: 718-244-8747

Corey: ckempster@aliforneycenter.org

Tuggle: tuggle@aliforneycenter.org

Lashell: lroberts@aliforneycenter.org

Remember, even though you may be moving on from housing, if you are under 25, we hope you still visit us at the Drop-In Center to meet with your ICM to work on your goals and access our services! If you are over 25, know that we will forever hold you in our thoughts and will always be wishing you the very best as you move forward in your life. Take good care of yourself!

Staff: _____

Date: _____

Resident: _____

Date: _____

Outdated content to consider:

GBA: 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 for more details.

Community Oriented Tasks:

All residents are required to complete 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.

PROGRAM TIERS

Introductory Tier (First two weeks)	
<ul style="list-style-type: none"> ● Meet weekly for case management ● Create a long term housing plan ● Voc/Ed consultation ● Schedule health & mental health evaluations including PPD & HIV screening ● Attend Community Meetings ● Complete a substance assessment 	<p>Residents in the Introductory tier will have a 10pm curfew on weeknights and a 12am curfew on weekends (Friday and Saturday nights). Residents in the introductory tier will not be required to exit the house during the day.</p>
Silver Tier (Two months)	
<ul style="list-style-type: none"> ● Continue meeting with case manager and working on housing plan ● Obtain updated physical assessment ● Complete a psychological evaluation ● Create a plan for weekly self care ● Work with LEAP and begin submitting job logs and/or maintain employment and/or attend school ● Work with case manager to acquire professional, gender affirming clothing ● Create plan for mentorship / community oriented task 	<p>Residents will receive one overnight pass each month.</p> <p>Residents engaged in school or work for at least 21 hours per week may spend free time at the house during the day. Residents not working or attending school will not have access to the house during the day unless they have completed daytime activities with a YC.</p>

Gold Tier (Six Months)	
<ul style="list-style-type: none"> ● Continue case management and housing plan ● Continue weekly self care ● Continue to submit weekly job logs or pay stubs ● Attend quarterly case conference ● Get an updated HIV screening 	<p>Residents will receive two overnights passes each month.</p> <p>Residents engaged in school or work for at least 21 hours per week may spend free time at the house during the day. Residents not working or attending school will not have access to the house during the day unless they have completed daytime activities with a YC.</p>
Diamond Tier (One year +)	
<ul style="list-style-type: none"> ● Continue case management and work towards housing plan ● Continue weekly self care ● Evaluate self care with mental health professional every six months ● Attend quarterly case conferences ● Continue with vocational and educational goals with case manager 	<p>Residents will receive three non consecutive overnights passes each month.</p> <p>Residents engaged in school or work for at least 21 hours per week may spend free time at the house during the day. Residents not working or attending school will not have access to the house during the day unless they have completed daytime activities with a YC.</p>