

# Keep it Green – York, LLC

## Contract and Rules

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### OUR MISSION:

*“Keep It Green operate recovery homes designed to help those in recovery from chemical dependency attain life skills and become self sufficient. All residents are expected to be involved in a 12-step program, follow up with any aftercare as recommended by referring facility and/or the courts, and learn to live sober and become productive members of the community. Keep It Green is a 6 month program.”*

### ADMISSION PROCEDURE:

Residents will transfer directly to Keep It Green from treatment facility, PV center, or prison. Upon arrival residents must complete the following:

- Read all required material and rules thoroughly
- Sign Acknowledgement of rules & regulations
- Complete Drug & Alcohol Form
- Complete Information Packet
- Sign Consent Form
- Provide urinalysis if necessary

### FINANCIAL OBLIGATION:

- Intake Fee Total-\$350:
  - Processing Fee- \$150 (non-refundable)
  - 1<sup>st</sup> Week of Rent-\$150 (meals included)
  - Security Deposit-\$50
    - Resident is entitled to a full refund of security deposit upon successful completion of program, returned clean linens and/or key, and a 2 week notice given to staff.

Resident's expenses are expected to be paid in a timely fashion. If a resident accrues a rent balance of two or more weeks, there will be a mandatory payment plan implemented which resident must follow in order to reside with Keep It Green. A resident who holds a balance with Keep It Green is considered to be on full probationary status.

*Advanced Payments are accepted via credit card, debit card, check or money order made payable to Keep It Green-York LLC. Advanced payments reserve a place of a future residence with Keep It Green. A full refund is given if acceptance of individual's home plan is denied.*

### RENT POLICY:

Residents are required to pay a weekly rent of \$150 (meals included). Rent is billed one week in advance and is due every Friday during business hours. If any resident is not financially current, resident must bring paycheck to the office to cash. On a full time check resident will receive \$50. If a resident does not follow this rule, they will be asked to leave. If a resident gets paid on a pay card, the card will be held at the office until rent is current. Also, they must supply a paystub or receipt showing how much pay they have received. **Residents who owe a balance are allowed back \$10 for every 8 hours worked out of each pay check.** Those on Disability or any monthly checks are required to pay the entire upcoming month by the 3<sup>rd</sup> of each month. Failure to abide by this will result in expulsion.

# Keep It Green Rules & Regulations

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## **PROBATIONARY STATUS RULES & REGULATIONS:**

All residents entering in to Keep It Green are required to abide by an initial probationary status. During this time, residents are required to follow the following structured set of rules:

- **No leaving the house (other than work/meetings), unless you have permission from a staff member. House presidents are not authorized to grant permission for activities.**
- **You are on black out from significant others. There is no dating, meeting, getting in cars with, conducting job search with any significant other or sexual preference. There are to be no new intimate relationships formed during the probationary period.**
- **You must follow all job search criteria implemented by Keep It Green Staff during job search hours.**
- **You must follow through with any aftercare implemented for your recovery.**
- **Any special requests must be requested through staff with adequate notice.**

The requirements that must be met in order for the probationary status to be lifted are as follows:

- **You must have been a resident of Keep It Green for a minimum of 30 days.**
- **You must become employed at a minimum of 35 hours per week and follow Keep It Green's paycheck policy in order to become rent current.**
- **You must be rent current.**
- **You must obtain a 12 step sponsor and actively work the 12 steps.**
- **You must obtain a home group in a 12 step program and have a service commitment in that home group.**

If you believe you have met the above requirements, you may come to staff and request to be off of restriction. A staff member will then give you a verbal "OK" to be off restriction. It is important to note that all requirements must be met, and you are not automatically off restriction at the end of your first 30 days.

*If at any time, a resident fails to follow the probationary status rules, consequences or expulsion may apply*

## **PRIVACY POLICY:**

All residents are required to respect the privacy and anonymity of other Keep It Green Residents. When answering the house phone, residents should not identify themselves as living in a recovery home. Any house business, personal issues, or dilemmas within Keep It Green and between residents are completely confidential and must stay within the Keep It Green community. Residents enduring personal issues should discuss issues with Keep It Green staff, counselors, and/ or support groups. *All residents are subject to having their belongings and/or room searched by staff if there is reason to believe that resident is in possession of contraband.*

## **AFTER CARE:**

All residents are expected to follow through with any aftercare or appointments implemented by treatment centers, parole, probation, and/or the court system. Any individual offered IOP, counseling, or therapy is required to complete this form of recommended aftercare. At no time is a resident of Keep It Green allowed to miss any aftercare appointment or stop their attendance. Release of Information Consent Form must be signed by resident for appropriate communication between aftercare agencies.

**DRUG & ALCOHOL TESTING:**

All residents are required to adhere to random drug and alcohol screenings. Urinalysis', breathalyzers, and/or saliva tests are given at complete random and at staff's discretion. When a resident is eligible for overnight passes, upon return, resident is required to take a drug and/or alcohol test. All residents are responsible for paying the overnight drug test fee prior to the overnight. Refusal to submit to a drug test will result in immediate expulsion.

**Testing procedure:**

- Resident will have a two hour window to produce sample for test
- Residents must stay with the staff member giving the test
- Staff member is properly trained on reading test results and will inform client of those results
- If resident does not produce a sample within the two hour window, test is considered positive
- If a resident fails a drug or alcohol screening and/or makes an open admission of substance use, the Relapse Policy may be implemented on a case by case basis. A resident's level of honesty and willingness surrounding a relapse will play a role in determining whether or not a resident is eligible to return to the facility, per the relapse policy, following a relapse.
- If positive results are produced and resident does not wish to follow relapse policy, resident is immediately expelled from Keep It Green and must depart from property

All residents must avoid the consumption of poppy seeds, certain cough and cold medications (see staff person for more information), and mouthwash containing alcohol. Use of such products will result in positive drug/alcohol test results. All positive drug/alcohol tests result in the same consequences.

**PRESCRIPTION MEDICATION POLICY:**

At no time is a Keep It Green resident allowed to be prescribed, ingest, or seek any form of narcotic prescription medication. There is no use of Methadone, Suboxone, Subutex, Benzodiazepines, Tramadol, Narcotic Stimulants, or any other form of narcotic medication. Staff must be informed of all prescribed medication and approve its use. At no time is a resident allowed to stop the use of a prescribed medication without the consent of a physician. Residents are required to keep medications secured in their bedrooms out of plain view. Medications are subject to regular counts by staff.

**EMPLOYMENT AND/OR VOLUNTEERING OBLIGATIONS:**

*Self sufficiency is a tool of recovery and all Keep It Green residents are expected to become self supporting and productive.*

- All residents are required to become employed and/or participate in volunteer opportunities.
- Residents capable of work will be given a detailed job search plan daily.
- A creation of a professional job resume will be provided for each new client seeking employment.
- All unemployed residents are expected to conduct job search from 9AM-3PM, Monday through Friday (there is no job search on weekends). Job search plans must be approved by staff one day in advance.
- Residents may be required to provide staff with proof of job search.
- Residents are required to work a minimum of 35 hours per week.
- If employment is not found in adequate time, it is at staff's discretion if a resident will be required to work through Labor Ready.
- There is to be no activities conducted during job search other than job search duties.

- If resident's expenses are being paid through an outside source, resident is required to be active in volunteer work within the community. The amount of volunteering hours is at staff's discretion.

### **DISRUPTIVE BEHAVIOR:**

At any time, if a resident is disrupting house workings or disturbing other residents, resident will be expelled from Keep It Green. The following disruptive behaviors are all grounds for expulsion:

- Threats of physical violence
- Disrespecting any residents or staff
- Physical violence
- Destruction of house property
- Verbal abuse and/or loud arguments
- Stealing or gambling
- Loud music, television, or radio

### **GENERAL HOUSE RULES:**

- Respect all residents.
- Clean up after yourself. There are to be no dirty dishes or dishes left in the dish drainer. All food and dishes are to be washed, dried, and put away after making meals.
- There is to be no food or drinks anywhere other than the kitchen or dining room. Only bottled water allowed in bedrooms.
- Participate in meal planning and cooking.
- All homes are non-smoking. Smoking in the house will result in immediate expulsion. Chewing tobacco is also prohibited from indoor use. Under no circumstances should bottles or cups be used to contain chew spit.
- No lying on the furniture, putting feet on furniture, or tilting chairs back.
- There is no sleeping in any place other than assigned beds.
- All personal items are to be kept in bedrooms.
- No personal products are to be left behind in the bathroom or shower due to sanitation and health risks.
- You must be properly dressed while downstairs or out of the house. Shirts and shoes are to be worn at all times.
- If at any time a resident is not financially current, resident will be placed on probationary status until owed finances are paid in full.
- Consequences are given to residents that continuously break rules. This could include, but is not limited to, the issuance of fines, confiscation of cell phone, or being put back on restriction.
- There is no dating between Keep It Green house members at any time.
- There is no sleeping past 10AM unless you are working a 3<sup>rd</sup> shift job.
- The house phone limit is 15 minutes. Be respectful of other residents in need of the house phone. All residents are required to answer call waiting and take proper written messages for fellow residents.
- A written doctors note is required if resident misses work, and staff must be notified immediately.
- Residents are required to sign in and out using the sign out book at any time they leave the premises. All fields must be properly completed, including date, name, **a specific destination**, the time out, and the expected time to return. When a resident returns to the premises, the actual time of return must be noted. All times must denote AM or PM. Please use legible handwriting. "Meeting" and "store" are not acceptable destinations – the name of the meeting or store must be used.

**MEETING ATTENDANCE:**

All residents are responsible for attending 12 step meetings daily for the first 90 days of residency. Residents who are still on the probationary status must attend 12 step meetings with another Keep It Green resident or an approved individual. Meeting slip must be completed appropriately. If any resident loses their meeting slip, forges their meeting slip, or fails to attend daily meetings, they are subject to consequence and possible expulsion. All residents must turn in each completed meeting slip to the office to be verified and filed. If sheets are not on file, a resident's 90 in 90 will not be considered complete. All residents are required to attend a weekly house meeting at their recovery house. Once an individual has successfully completed a 90/90 (90 meetings in 90 days), they are required to attend 4 meetings per week in addition to the weekly house meeting. At no time should any individual be late or disrespectful during a meeting. There should be no cell phone use or side discussions during a meeting. At no time (on or off restriction) should residents sit at a meeting with members of the opposite sex.

**HOUSE CURFEW POLICY:** Curfew hours are: **Sunday-Thursday- 12 midnight; Friday & Saturday- 2AM**

Once resident has completed structured probationary period, resident must abide by Keep It Green curfew policy. Resident must be home no later than the above curfew hours on specified days. If resident continuously does not abide by house curfew hours, resident will be expelled from Keep It Green.

**OVERNIGHT POLICY:**

Once resident has completed the probationary status successfully, each resident is entitled to overnight passes. A resident still in the process of completing their 90/90, are allowed a 48 hour pass every other week. A resident that has completed their 90/90 are allowed a 48 hour pass every week. All overnights must be approved at the weekly house meeting prior to the week of the 48 hour pass. Staff must approve 48 hour passes and drug test fee must be paid prior to the overnight (SEE DRUG TEST POLICY). All residents are required to stay a minimum of 5 nights per week in their house. Overnight destinations must be safe and a drug/alcohol free zone. All chores must be completed and verified before resident leaves for an overnight. All clients are subject to being called back from an overnight by staff if there is reason to believe resident is not in accordance with any Keep It Green policies. Residents are responsible for their 12 step meeting attendance during overnights. *At all times, all residents are required to sign in and out with specific destination, departure time, and arrival time.*

**HOUSE HOLD CHORE POLICY:**

Each resident is responsible for a daily chore assignment. All chores must be thoroughly completed at a specific time. Residents on a 1<sup>st</sup> shift work schedule must complete chore before an evening meeting. Residents on a 2<sup>nd</sup> shift work schedule must complete chore prior to work. All residents must sign their name and time of completed chore on the houses chore chart. Every Saturday, residents must complete a detailed chore (G.I.- General Inspection) and a bedroom GI. At all times, residents are expected to uphold a clean and sanitary bedroom. Expectations of rooms include: beds made, dressers organized and clean, floor free of debris, closets organized, clothing articles properly put away. Chore Coordinators are appointed to each recovery house and these individuals are responsible for thoroughly checking all rooms, chores, and G.I.'s. It is at staffs and the chore coordinators discretion on consequences for incomplete or neglected chores or bedrooms. Staff, house president, or chore coordinator may conduct an inspection of chores and bedrooms at any time.

**DEPARTURE POLICY:**

Residents are required to give a 2 week written notice prior to departing from Keep It Green. All residents who are successful in completing their 6 month program with Keep It Green will receive a certificate of completion and staff will notify any necessary agencies of resident's completion. Residents who give proper notice, are successful at Keep It Green, have completed a 6 month stay, and returned all linens cleaned and sanitized, are all entitled to a full security deposit refund. All keys or any other Keep It Green property must be returned on the day of departure. Any resident who voluntarily departs or is expelled from Keep It Green is not permitted to return to Keep It Green property without permission and being escorted by staff or appointed resident. Any resident expelled or voluntarily departs from Keep It Green forfeits their \$50 security deposit. If any individual leaves any personal items behind upon departure, that individual is required to make arrangements with Keep It Green Staff to collect those items. When picking up personal items, a staff member or house member must be present. All individuals have 3 days to pick up any personal items left behind. After 3 days of items being held on Keep It Green property, if individual has still not made arrangements with staff to collect items, items will be disposed of and/or donated. Any outstanding balance owed to Keep It Green must be paid within 30 days of departure, or Keep It Green will begin collection proceedings. Collection fees will be added to the original balance owed.

*Keep it Green is not responsible for lost or stolen items. Keep it Green shall not be held liable for injuries or damage to any resident or the property of such resident, or be subject to any claims, demands, injury, or damage whatsoever, including - without limitations, those damages resulting from acts of active or passive negligence on the part of Keep it Green, it's successors or assigns, as well as its officers and agents, for all such claims, demands, injuries, damages, actions, or causes of action. It is also agreed that any damages to Keep it Green facilities or property of a resident of Keep it Green will be subject to the law.*

**RESIDENTS WHO COMPLETE KEEP IT GREEN'S 6 MONTH PROGRAM SUCCESSFULLY WILL RECEIVE A CERTIFICATE OF COMPLETION. RESIDENTS ARE WELCOME TO STAY BEYOND 6 MONTH MINIMUM IF THEY SO DESIRE.**

I HAVE READ AND UNDERSTAND THE TERMS OF THIS CONTRACT/RULES AND AGREE TO ABIDE BY THEM.

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Signature \_\_\_\_\_ Date \_\_\_\_\_ Witness \_\_\_\_\_ Date \_\_\_\_\_