

## GreenLeaf Transitional Housing Guidelines

The goal of the GreenLeaf Transitional Housing Program is to promote recovery, provide temporary housing, Christ-Centered programs, and whole life stability for women and children through strong relationships, financial independence, and accountability, with the goal of independent living in community with others.

### GENERAL Guidelines:

- **Drugs & Alcohol:** There is zero tolerance for alcohol or drug use (including synthetic drugs, kratom, etc.). A failed drug test or refusal to be tested indicates you are choosing **to exit our program**.
- **Tobacco:** Smoking/vaping is not allowed on Safe Harbor and GreenLeaf property. There is a designated smoking/vaping area adjacent to GreenLeaf property. Program fees are reduced by \$50 if you submit to a nicotine test and test negative. Smoking/vaping in or on Safe Harbor property indicates you are choosing **to exit our program**.
- **Curfew:** Curfew is 11:00 p.m. Violating curfew will result in a write-up and/or dismissal from the program. Any emergency situations must be communicated and processed with GreenLeaf staff prior to potential violation of curfew.
- **Dating & Relationships:**
  - For residents that are in recovery from substance use disorder, unhealthy relationships are a leading cause of return to use. The resident must agree to not pursue a romantic relationship for *at least 3 months*; thereafter, must follow the SH guidelines for dating. (Relationship worksheet.)
  - Residents are encouraged to pursue healthy and appropriate accountability and mentoring relationships within their church body and recovery community.
  - All visitors must be approved by case manager with appropriate notification of said visit and should not be expected within the first three months of program participation. Residents must submit a list of all approved visitors and their vehicle information. Unauthorized visitors may result in an **immediate exit** from the program.

### APARTMENT Guidelines:

- The apartment must be kept clean and in good condition. Weekly inspections should be anticipated with the inspector not seeking perfection but Godly responsibility. This is for your safety, and to prevent mice, roaches and ants. Bad odor indicates trash, food or laundry is not properly being taken care of.
- All food is to be kept in the refrigerator or in cabinets and properly sealed at all times.
- Food and drinks are not to be kept in the bedrooms.
- Used dishes, pots/pans, glasses, and utensils are to be rinsed and in the sink; all should be washed daily.
- Floors should be swept, vacuumed and mopped at least weekly - more often for spills or debris.
- Trash is not to overflow, and needs to be taken directly to the dumpster when filled. Please do not leave it in the apartment or outside on your steps. This includes

## RECYCLABLES.

- Kitchen countertops and tables are to be wiped down daily.
- The microwave and oven should be cleaned off and out weekly. Deep cleaning the oven should be done as needed. (No excess burned food or grease on or in the stove/oven.)
- Bathroom fixtures (toilet, sink, bathtub) are to be cleaned weekly.
- Furniture is to be dusted weekly.
- All clothing is to be put away, either in the laundry basket, hung in closets, or in drawers.
- Crucial: Please empty the lint trap on your dryer with each use to prevent fire.
- There is a **no tolerance policy** for smoking/vaping in the apartments and will result in an **immediate exit**.

## Outside areas:

- Chore assignments are texted to you on Friday. Please complete no later than the following Thursday morning at 11am.
- Please keep the gates to the dumpsters closed at all times.
- We realize that your schedules may become hectic, but please make your outside chores and cleaning your apartment a priority.

## **COMMUNITY ENGAGEMENT Guidelines:**

- Be committed to pursuing healthy relationships.
- Each resident should be connected to a healthy community through attending church services, recovery support groups, or other community support groups.
- Mentors will be assigned (safe friend/mentor, financial mentor, and/or Stephen Minister).
- Graduates of the Whole Woman recovery program are required to meet with their mentors weekly.
- All residents are required to attend case management weekly. An Exit Warning will be issued if you did not notify your case manager and are a “no show” for your appointment.
- Be committed to work towards stability in all areas of your life.
- Develop a personal and spiritual growth plan with your case manager and work towards agreed upon goals.
- Attend required classes and any additional classes recommended by your case manager (examples are life skills, financial classes, codependency class, parenting class, additional On Purpose classes).
- Consider doing volunteer work in your church or community.

## **EMPLOYMENT AND TRANSPORTATION Guidelines:**

- Each resident must have their own reliable transportation, a valid NC driver's license, and proof of car insurance.
- Each resident is to be employed full time (minimum 30 hours per week).
- First shift work is preferred. Second shift jobs are not permitted unless approved by your case manager. If approved, the shift must comply with the GL curfew of 11 p.m. Third shift jobs are not allowed in transition.
- Quitting a job could result in your being asked to leave GreenLeaf.
- If you become unemployed, see your case manager immediately. Finding employment

must be a priority. The resident is to provide proof of their efforts to find employment at weekly case management.

- If a job is not found within two weeks, the resident may choose to exit programming.

### **FINANCIAL Guidelines:**

- Program fees are \$350 per month and are to be paid by the 5th of the month (exceptions must be approved by your case manager). If you do not smoke and submit to a nicotine test, fees will be reduced by \$50/monthly. Fees are paid through our website using the Pay Program Fees link: [Pay Program Fees](#)
- If the resident smokes/vapes, fees must be paid at the time of intake. Program fees may be paid weekly for the first two months of programming and the last month of transition; \$75 for nonsmokers and \$87.50 for residents that smoke/vape/weekly. Residents must not be more than two weeks behind in fees.
- If Commitment Tool score is met, program fees may be reduced by \$25. Resident must be in compliance with all Guidelines and Policies.
- If the budget goal of saving 75% is met for the month, fees will be reduced by \$25 for the next month.
- A maintenance fee of \$300 is required to be paid within the first 60 days of living in the apartments. This fee will be refunded when you leave GreenLeaf provided you fulfill your commitments and give a proper two-week notice (10 business days), program fees are current, and you complete a final walk-through of the apartment with staff to verify apartment inventory, and return keys and gate clicker.
- The resident must work on budgeting skills monthly and may be paired with a financial mentor for monthly budgeting assistance. The resident is expected to save 75% of their income after approved expenses have been paid. \*Refer to the Financial Management Agreement in your handbook for detailed list of approved expenses.

### **Miscellaneous Information**

- Water, sewer and trash collection are provided by Safe Harbor and utilities are provided up to \$80/monthly.
- Internet service is the responsibility of the resident. Personal modems, wireless routers, and other device connections must be approved by the case manager prior to installation.
- Vehicles on the property of GreenLeaf must have current registration, insurance and proof of ownership and must be available for review at any time.
- Physical threat or action against staff, volunteer, resident, or another program participant is cause for an **immediate exit notice**.
- The apartment driveway is considered Safe Harbor property. Male visitors are not allowed on Safe Harbor property; therefore, pickups and dropoffs by male family members or visitors needs to occur at the end of the driveway/at the street.

### **Damage, Loss, Theft, and Transitioning from GreenLeaf**

- Residents are financially responsible for damage to the property or facilities caused by her or her children's actions.

- GreenLeaf is not responsible for the resident's personal items at any time during residence at GreenLeaf. When a resident signs this agreement, they assume ALL responsibility for their personal effects. Residents are responsible for ALL loss, theft, damage and other situations which would require reimbursement.
- Stealing will result in an **immediate exit notice**.
- All Safe Harbor property is itemized prior to move in and are reviewed with the resident during Property Orientation; we expect all these items to be in place and in good condition when you leave. Please report any malfunctioning or damages of GreenLeaf property to GreenLeaf onsite staff or case manager as it occurs.
- You must return your keys and gate remote when you move out.
- If you received an **exit warning and did not comply within the agreed upon time limit, you will be given an exit notice with an expected move out date**.
- You must be present to retrieve your personal items of any kind. GreenLeaf staff will not release your belongings to anyone but you.
- For **immediate exits** (positive drug/alcohol test, stealing, threat of harm), you will be asked to leave immediately. You must make arrangements within our business hours and staff availability to remove personal items within 5 business days of exit.
- All personal items must be removed from the apartment upon completion of transition programming. In the case of an unplanned exit, your maintenance fee will not be refunded if personal belongings are left behind.
- Maintenance fee will not be refunded if GreenLeaf items are missing, unreported damages have been incurred, or the resident's personal items are left in the apartment.

#### **Overnight Passes:**

- Overnight passes must be approved at least three days in advance by GreenLeaf case manager.
- No passes are allowed for the first 90 days of programming.
- Residents are allowed one 48-hour pass per month. Residents with a minimum of three months in transition who are working towards repairing a marriage or rebuilding relationships with their children may be approved one extra pass each month.
- Overnight passes may be approved if weekly requirements are met with approval from case manager. Requirements include meeting weekly with case manager, payment of program fees, pursuing life goals, attending recovery meetings (if applicable), and completing assigned chores. Any resident who does not fulfill their weekly obligations will not be eligible for a pass. Special circumstances may be considered.

#### **Summary of Non-Negotiables that will Result in an Automatic Exit Notice:**

- A failed drug test or refusal to be tested indicates you are choosing **to exit our program**.
- Smoking/vaping in or on Safe Harbor property indicates you are choosing **to exit our program**.
- Unauthorized visitors may result in an **immediate exit** from the program.
- Leaving the unit for more than 24 hours without prior approval may result in an **immediate exit**.
- Physical threat or action against staff, volunteer, resident, or another program participant

- is cause for an **immediate exit notice.**
- Stealing will result in an **immediate exit notice.**

Each resident must understand, and remain in good standing, with GreenLeaf Guidelines. This is accomplished by adhering to all policies, keeping current on program fees, upholding cleanliness standards, attending required events, and turning in all required paperwork to the GreenLeaf case manager in a timely manner.

I have read and understand the above rules and agree to abide by stated rules. I also understand that this is not an exhaustive list and that common sense, accountability and asking questions is always in order.

---

Resident Signature

Date

---

GreenLeaf Staff Signature

Date