



# Clare House Requirements and Expectations

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## Requirements for Residency:

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|--------------------------------------|---|--|
| -Female 18 years or older            | -Child(ren) in custody<br>Female & Male up to 17 years old; | -Drug free for 6+ Months<br>Drug test will be administered upon interview and subject to random drug test during length of stay. |
| -Income (not necessarily employment) |   |  |
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## Program Description

### Transitional Program

Develop and adhere to goal plan

1. Find full time employment or work to improve your income.
  - Unemployed residents will submit and provide proof of submission to **25 Job Applications** per week (5 per day)
  - **Childcare is not provided** by Clare House.
2. Actively work within an individualized budget and maintain a savings account
  - Participate in mandatory Case Management sessions **weekly**
  - **50% of monthly income** deposited to **Savings Account**.
3. Obtain permanent sustainable housing.
4. Upon successful completion of program residents will be offered **1 year** of Aftercare.

### Drug and Alcohol Free

Random Drug Testing  
NA or AA can be mandated

### Independent Living

Two Houses  
Prepare meals for own family  
Complete weekly/daily cleaning and house chores  
Curfew in evenings (Sun-Thurs 9pm, Fri-Sat 11pm)

- MUST sign in/out

During work week houses function as administrative offices from 8:30am-5pm.

- Residents are required to be seeking job opportunities /working/ attending trainings in the community

Follow goals and meeting guidelines agreed upon w/case manager  
Attend mandatory house meetings

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## Expectations

- To honor your commitment to the Clare House program.
- To be independent; staying focused and motivated; meeting staff efforts half way
- To fully participate in all aspects of the program – chores, meetings, job search, respect, etc.
- To be willing to work and find a full-time job or improve income.
- To adhere to your short-term goal and budget plan, and continue to explore long-term goals



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## Important Rules & Regulations

Residents must pay a housing fee of \$30 per adult and \$10 per child each week. A security deposit in the amount of \$99 is required upon program admittance. Residents must pay their housing fee every Monday. If a resident is unable to pay her housing fee for any reason, she must submit an "Intent to Pay Housing Fee form" in Monday Morning Paperwork by 9:00 A.M. **Same amount and Security Deposit expected on first day.**

A resident's first 30 days are "probationary;" during this time the staff determines whether or not new residents are appropriate and compatible with the program based on cooperation, adherence to rules and regulations, and program requirements. Incompatible residents will be dismissed immediately. *Weekend passes are not granted during this period.*

Male visitors are prohibited at all times from Clare House property, including the backyard, front porch, and steps. The police are committed to arresting any male found on Clare House property for trespassing. *Female Visitors must be approved by staff beforehand to visit during office hours. Children who are not current residents of Clare House are not allowed on the property.*

There is a Clare House staff member on call 24 hours a day, 7 days a week for emergencies only. On call procedure and phone number are listed next to the phone in each house. Residents who contact the on call staff member for a non-emergency will be given a warning or demerit.

House Inspections take place daily; includes bedroom and common space as well as weekly chores

Children must be supervised at all time. No hitting or yelling is permitted; all staff members are mandated reporters for Children and Youth.

Personal supplies are provided on first Monday of each month (and day of entry) at no cost to residents. Brands and types are subject to availability; not preference.

Smoking is never permitted in or near the houses. Residents may smoke off site, across the street, or elsewhere but at no time should residents be smoking on the premises. This includes the backyard, front porches, and sidewalks.

If resident has a vehicle, street parking is available but vehicles must be moved by 8:30am each day.

## Immediate Dismissals

Physical violence, intimidation, harassment, and/or threats against other residents, staff, or volunteers are prohibited at all times and are cause for immediate dismissal from Clare House.

Use of foul and abusive language, racial slurs, or manipulative behavior is strictly prohibited. Residents are expected to be respectful and cooperative with other residents, staff, and volunteers at all times.



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Abuse of any non-prescription drugs, unauthorized use of prescription drugs, and use of alcohol is prohibited at all times during participation in the Clare House program. Residents are subject to random drug testing; **use of drugs and/or alcohol** is cause for immediate dismissal.

Any resident caught **stealing/tampering/destroying** Clare House property or another resident's property will be dismissed immediately. Suspicion of theft can also lead to program dismissal. Theft of other residents' food and/or Clare House donations is stealing.

Any resident with knowledge of **rule/policy violation** and who fails to promptly inform a staff member of said violation may receive similar consequences as the resident who actually violates the rule, including program dismissal.

**Confidentiality:** protecting the identity of our residents is paramount. All residents are expected to keep all knowledge of others and relationships in confidence when in the community. Any breach of confidentiality is liable for punitive measures or dismissal.