

Living Clean Recovery, LLC. – Resident Application

This application is for internal use only. The questions are designed to assist Living Clean Recovery, LLC. in utilizing our resources to assist you in your recovery through accountability and aiding you in any obstacles you may need to overcome.

Print Name (First, Middle, Last) (Full Legal Name)		Date of Birth:	
Address (Street) Home address ONLY Address: _____ City: State: Zip:		Information Where You Can Be Reached Home: () _____ - _____ Cell: () _____ - _____ Email:	
Emergency Contact: Name: _____ Relation: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone Number: () _____		Identification Numbers Drivers license SSN	
Will you have your own transportation? Yes No			
Do you have insurance? Yes No Insured Name: _____ Rel to Pt: _____ Employer of Insured: _____ Ins Co: _____ In Phone #: _____ ID #: _____ GRP #: _____ Type of Plan: _____ Please attach a copy of the front and back of your card		Marital status (Check One) Single Married Children (Check One) Yes No Are you getting SSI, Disability or other non-job related income? Yes No Who will be financially responsible for your program fee? (Check One) Self Family Support	
Are you currently enrolled in a form of higher education? Yes No If Yes: Name of Institution: _____		Are you employed? Yes No If Yes: Name of employer: _____ Contact Number: _____	
Are you a recovering: Alcoholic: Yes No Drug addict: Yes No Clean date: _____		Drug(s) of choice: _____ _____ _____	
Are you discharging from a substance abuse treatment program, either in-patient or out-patient? Yes No			
If Yes: Facility Name: _____ Counselor: _____ Phone Number: () _____ - _____ Ext: _____ Email Address: _____ Discharge Date: _____		If No: Current Location: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone Number: _____ Move in Date: _____	
Are you planning to attend an aftercare program or an intensive outpatient program? Yes No			
If Yes: Name of Aftercare Provider or IOP: _____		If No: Do you plan to attend 90 meetings in 90 days? Yes No	
Are you participating in or about to enter a methadone or other drug replacement program? Yes No			

Do you take prescription drugs? Yes No If Yes, list prescription drug, reason for prescription and prescribing doctor 1. _____ 2. _____		Medications: 1. _____ 2. _____ 3. _____
Do you have any current court case pending, other than moving violations? Yes No		Have you ever been convicted of a felony? Yes No
If Yes: Violation: Please circle: <u>Probation</u> , <u>Bond</u> or <u>Pending Court Case</u> County: _____ City: _____ State: _____		If Yes, explain: _____ _____ _____
Have you ever lived in a recovery house before? (i.e. Oxford House) Yes No		
How did you hear about Living Clean Recovery, LLC.I?		

By signing the application below, I authorize Living Clean Recovery, LLC. to utilize the above information to process my request for membership.

Printed Name of Applicant: _____

Signature of Applicant: _____ **Date:** _____

Please email the application to

Standards and Requirements

You have made a choice to live in an environment that is alcohol and drug-free. The following Sober/Clean living rules are provided to help the facility run smoothly, and to promote a cooperative and supportive environment.

Living Clean Recovery provides a supportive environment for individuals to recover from addiction. The rules and expectations help create structure, accountability, and a safe space for recovery.

Your recovery is YOUR responsibility.

GENERAL RULES FOR RESIDENTS UPON MOVE-IN:

- 1) **Absolutely no alcohol and drug use** by any resident, staff or visitor to the house on or off the premises. Law enforcement will be notified if there is illegal drug use in the house by any client or visitor. Any resident in possession of alcohol and/or drugs is prohibited and will be immediately discharged from the house.
- 2) **Goals:** Each resident will meet with the director to discuss your goals to work toward while staying at Living Clean Recovery. We will meet monthly to check progress,
- 3) **Community:** As a resident, you are required to do service work. Each resident will meet with the Director to discuss your participation. You are an important role model for early recovery. If it is determined that you are jeopardizing other residents' physical and/or emotional well being you may be dismissed. This includes gossip, bad talk of others, verbal threats, aggressive behavior, and any bullying that may apply.
- 4) **Expectations for Recovery Support:** Residents are required to attend 5 NA/AA meetings a week. Get a sponsor. Actively work 12 steps. A home group. Participate in your recovery. Be transparent. We are here to help you navigate through day-to-day life.
- 5) **Socialization:** Pick your hangouts wisely. You cannot hang out with others in active addiction. You are not allowed to go to bars or parties.
- 6) **Drug Testing:** Random screening is required. Please see the Drug Testing Policy and Procedure.
- 7) **Relationships:** No relationships are allowed inside the home. You cannot choose your roommate as your partner. Both residents will be dismissed immediately. If you form a relationship with someone outside Living Clean Recovery, please discuss it with the director.
- 8) **Employment:** You are required to discuss employment with the director. Verification must be provided. If you are attending school, you are also required to provide verification. No overnight shifts will be approved.
- 9) **Modesty:** You must be dressed modestly in all common areas.
- 10) **Overnight Requests:** You may stay overnight outside of the house if you are in good standing. For you to be considered in good standing you must meet all Standards and Requirements and be up to date on rent. Overnights must be planned and approved by the director.
- 11) **Rides:** Residents are allowed personal vehicles. Must provide verification of insurance and valid driver's license. If you do not have a car, you can Uber/Taxi etc. If you ride with someone outside of the home, it must be approved by the director.
- 12) **Visitation:** No visitors are allowed in house or on property unless approved by director. NO OVERNIGHT GUESTS.
- 13) **Curfew:** Each resident will be expected to be home by curfew. Sunday-Thursday 10:00PM. Friday & Saturday 11:00. If a resident is past curfew, director should be notified immediately.

- 14) **Length of Stay:** Residents' length of stay will be determined on an individual basis. A minimum of 6 months is required.
- 15) **Medication:** Residents must inform the director of all medications. All medications must be documented at intake. Medication will be the residents' responsibility. Random pill counts will be administered. See Medication Storage and Use Policy and Procedure.
- 16) **Rent:** Intake fee is \$500. This covers your first 2 weeks of stay. The weekly fee is \$250. Residents' rent is expected on time. The Director will meet with residents to discuss pay periods and dates of payments. If you are behind more than 2 weeks of rent, you may be dismissed.

FACILITY EXPECTATION FOR RESIDENTS:

- 1) Residents are expected to keep the house clean, neat and safe. A list of chores will be posted weekly. Residents are expected to complete their assigned chore daily. The inability to complete a chore must be discussed with the director in advance, if possible, so that proper arrangements can be made. Repeated inability to participate in chores may be grounds for dismissal.
- 2) Residents are expected to always keep their bedrooms neat and clean. Director will inspect rooms weekly for cleanliness. **NO FOOD ALLOWED IN BEDROOMS.**
- 3) Shared spaces/common areas are treated with courtesy, respect, cleanliness, and sharing. Please do not leave personal items in these areas after you have finished using them. Please always keep them neat and clean.
- 4) Residents are expected to be good neighbors, not just "non-disturbing" neighbors. A good neighbor is respectful of the facility and personal property, is mindful of noise and loud activity, and is kind and considerate when talking to other residents. See Good Neighbor Policy.
- 5) Be respectful of other residents on the phone or watching TV.
- 6) Smoking is not allowed at any time in the house. Back patio is designated area for smoking. If you are smoking in another area, you can be dismissed.
- 7) Quiet time is from 10:30pm-8am. This means no loud music and no activities that may cause disturbance to others' sleep schedule. Be respectful to others in the house with different work schedules. Respect others when asked to be quiet.
- 8) Living Clean Recovery provides furniture and other household items. You are responsible for providing your own food, hygiene supplies, and personal items. Please respect the items provided. If you damage an item, you may be asked to replace it.
- 9) Living Clean Recovery is not responsible for your personal property. Any loss, theft, or damage is residents' responsibility. We suggest you do not loan out personal items.
- 10) **NO PETS ARE ALLOWED.**
- 11) No guns, swords, pocket knives, or other sharp weapons are allowed at Living Clean Recovery. All cooking knives and scissors must always be kept in the kitchen.
- 12) If there is an overdose in the house you are to call 911 immediately and administer NARCAN, then notify staff.
- 13) Gambling is not allowed.
- 14) Loaning money to other residents can result in dismissal.
- 15) Any resident caught stealing anything will be immediately dismissed.
- 16) If you are not compliant with Standards and Requirements or are not engaged in a responsible recovery program, you may be dismissed. Decisions are made on an individual basis with consideration for the safety of the entire house.

RULES FOR MOVING OUT:

- 1) Please provide the director with 30-day notice for your planned move-out. Once a date for the move-out is agreed upon, please remove all belongings and return the room to its original state by 5:00 pm

on the move-out date. If an extension is needed, an agreement must be made in writing with the director.

- 2) If you are asked to move out of the residence due to violation of Standards and Requirements (i.e. drug or alcohol use, violent behavior, theft, etc.), you will be escorted by the director to your room so that you can gather your belongings. You will have one hour to vacate property. Arrangements for picking up the remainder of your belongings (if needed) will be made with the director. Personal belongings left at the house after three days' post the move-out date will be donated or discarded without compensation.

VIOLATION OF ANY RULE MAY RESULT IN IMMEDIATE DISCHARGE FROM THE HOUSE

I, _____, agree to follow all Standards and Requirements of Living Clean Recovery, LLC.

Resident Signature:

Director: _____

Date: _____

Resident Screening Policy and Procedures

Policy:

It is necessary to provide consistent and prompt care for participants entering Living Clean Recovery, LLC. Certain steps must be taken to ensure that the participant is appropriate. The Director will follow the same procedures for admitting a participant into Living Clean Recovery, LLC.

1. Potential residents must be able to manage basic activities and instrumental activities of daily living (ADL).
2. Potential resident must be at least 18 years of age.
3. Potential residents identify themselves as the gender associated with the housing priority population.
4. Potential resident must be able to pass a UA and BA test prior to admission into Living Clean Recovery, LLC. No residents will be allowed to move into the home with a positive result unless it is a door-to-door transfer from a drug and alcohol treatment facility and the resident can provide Living Clean Recovery, LLC.'s staff with medical clearance paperwork. The only exception to this rule is for marijuana, in that case the resident will have 30 days to test negative and if they cannot do so at the end of the 30 days, the resident will be discharged.
5. Potential resident must have their property including vehicle searched for any contraband prior to moving into Living Clean Recovery, LLC.
6. Potential resident must identify themselves as struggling with or addicted to drugs and/or alcohol.
7. Potential resident must not have ever been convicted of a sexual crime.
8. Potential resident must not have ever been convicted of a crime of violence against children, the elderly, or the disabled.
9. Potential resident must commit to working a program of recovery (12 step based).
10. Potential resident must be able to financially provide for themselves during their stay with us (rent, groceries, toiletries, cleaning supplies, etc.)
11. Potential resident must agree to vacate property in the event of relapse, violation of the Living Clean Recovery, LLC. Rules or any events determined detrimental to the community by Living Clean Recovery, LLC.' staff.
12. Potential resident must not be on any narcotic medications or any medications that Living Clean Recovery House, LLC. determines to be nonconductive to the recovery atmosphere of its community.

All final housing decisions are determined by the Director and staff of Living Clean Recovery, LLC.

Procedure:

All potential residents must be screened first before becoming a Living Clean Recovery, LLC. resident. This process starts with the potential resident reaching out to the Director and beginning the interview process.

Exclusionary Criteria:

1. A person who is unable to manage basic activities and instrumental activities of daily living on their own.
2. Convicted of a sexual crime against a child.
3. Registered sexual predator. Sexual offenders are not an immediate exclusion from Serenity, we would need more information on the offense and circumstances.
4. Convicted of a violent crime against a child, the elderly, or the disabled.
5. Convicted of a violent crime against a child, the elderly, or the disabled.
6. Refusal to provide an emergency contact.
7. Refusal to stop taking narcotic medication prior to admission into Living Clean Recovery, LLC.
8. A person under the age of 18.
9. Person does not identify as someone who struggles with drugs or alcohol.
10. Person does not plan on working a program of recovery.
11. Person has no financial means to afford rent during their stay at Living Clean Recovery, LLC.
12. A mental health diagnosis that requires them to be in a higher level of care that Living Clean Recovery, LLC cannot provide.
13. Needs an assisted living environment that Living Clean Recovery, LLC. cannot provide (elderly, mentally disabled, etc.)
14. Cannot afford medical assistance they need to function and/or survive (diabetic, dialysis, etc.)
15. A person who cannot take a supervised UA (observed) or BA (observed) when asked and pass one before entry into our residence.
16. A person who is a danger to themselves or others. (Suicidal ideology, violent tendencies, etc.)

A person who does not agree to follow the rules and responsibilities of Living Clean Recovery, LLC. or cannot respect instructions and directions given by house Director or staff.

If person is ineligible to enter Living Clean Recovery, LLC., efforts will be made to connect person to programs that may better accommodate the person's unique needs.