



## **HOUSE RULES**

**[www.breadoflifehousing.org](http://www.breadoflifehousing.org)**

### **BREAD OF LIFE HOUSING FOUNDATION RULES**

**"We Redefine Recovery"**

**Our Mission: BREAD OF LIFE HOUSING FOUNDATION is a non-profit Recovery Residence established by a disabled US Navy Veteran and his wife. We are committed to support Medically Assisted Treatment that nurtures practices for the health and recovery of fellow Veterans and other individuals with co-occurring disorders, mental health and substance use disorders, in order to meet challenges of re-entry into a healthy healing environment.**

**BOLHF is committed to teamwork, individual growth and compassionate responses to the individuals entrusted in our care. We strive to remove barriers to housing and employment for people with housing insecurity and involvement with the justice system.**

**Lyn Minton - Founder & CEO      (757) 828-7782**

**Brandie Wright - Advocacy Coordinator (757) 504-0288**

**Welcome to Bread of Life Housing. We have these rules because they are consistent with community placement and recovery practices. Please review carefully, as all residents will be expected to meet these expectations.**

**COVID POLICY: We follow state and CDC guidelines for safety in the house and quarantine procedures.**



## **POLICIES & EXPECTATIONS**

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### **FINANCIAL POLICIES**

1. **ROOM CHARGES:** \$800 a month
2. **SUPPLY FEE:** \$300
3. **FINANCIAL INVOLVEMENT OF STAFF:** Anyone associated with the houses or foundation is prohibited from handling your finances. We will provide referrals to banks and financial education that is external to the housing.
4. The monthly room charge is due by the 1st of each month and is considered late by 5:00 pm on the 8th of each month (for monthly payment arrangements). Residents must communicate if not paying on the 1st of the month. If arrangements are not made in advance, a \$35 late fee will be added. It is your responsibility to make sure that your charges are paid, even if there are arrangements for it to be paid by another organization. You will have to contact the organization and ensure the payment is received on time.
5. If you fail to communicate with us regarding paying your charges, and you are consistently late on paying, you will have a 72-hour notice to pay or vacate. If you need help with paying your program fee, there are resources available to assist you. Notify us if you do. Residents may attempt to work with several non-profit organizations who may be able to assist you with partial or full room charges. Be sure to contact the organizations at least one month in advance in order to get assistance.
6. In the event that you must set up a payment plan, you will be required to show your pay stubs/direct deposit or other documentation as proof of difficulty to pay.
7. You will have a \$300 Supplies and Cleaning Fee due prior to entry. This fee is a non-refundable fee.
8. Payments can be submitted via Zeffy or Venmo, online payment and money orders. Online payment option requires a convenience fee of 2.9% + \$.30. Cash payments are not accepted. We can also give you a summary of any payments you have made within 48 hours of request. We encourage you not to keep cash in the house. Money order payments must be given to the Advocacy Coordinator before the 8th of every month. Money orders can be made payable to Bread of Life Housing Foundation.



9. **POLICY ON REFUNDS:** No refunds. If you do not follow the rules and are asked to leave, you will not be reimbursed for any fees or charges paid. You will also still be responsible for any pending balances. You do not get room credit while you are incarcerated.
10. You will not be penalized for paying in advance. Any prepayments that you or your family make will be returned to you. If you are placed in jail, we may not hold your room. A discussion may be held with your correctional officer and counselors to determine the best housing option for you.

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## **LIVING AT BREAD OF LIFE**

1. Honesty and integrity are expected at all times. Our highest values are tranquility, cooperation and feeling personal safety.
2. You must abide by all rules of the house and all laws.
3. Everyone is expected to interview with the Advocacy Coordinator when you are first housed. The Advocacy Coordinator will review each one of these rules with you. The Advocacy Coordinator is highly skilled and will provide information about recovery support and assist you with other resources. The Advocacy Coordinator is your first call if you have a conflict or problem.
4. You are expected to develop and implement a recovery program and work together with the residents in the houses on your recovery.
5. We are partnered with many external agencies that can help support you in achieving your goals. In partnership with drug court staff, we may make recommendations for outside services including medical care, support, schooling and employment. We believe that living at Bread of Life is an opportunity to expand and heal. We will do everything we can to facilitate your goals.
6. Please provide the Advocacy Coordinator or House Lead with a 30-day notice for your planned move-out date. Once a date for 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 House Lead.



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## **CURFEW & OVERNIGHTS**

1. **CURFEW:** Curfew is midnight on Friday and Saturday night. Curfew is 10 PM Sunday through Thursday night. No exceptions unless approved by the House Manager or Advocacy Coordinator.
2. You will be asked to provide a work schedule to the house manager and Advocacy Coordinator. We enforce the curfew unless you have a check out slip from work.
3. NO CALL – NO SHOW at housing for 48 hours may result in exit. Please contact your house manager and Advocacy Coordinator if you plan on being gone longer than 48 hours with approval.
4. Residents are authorized (6) days per month in overnight stays. An overnight stay is defined as not sleeping at the Bread of Life Home. For residents who are staying with Bread of Life but also responsible to a partnering agency, overnight stays will not be approved Sunday – Thursday. Exceptions will be submitted to the Advocacy Coordinator and will be considered on a case-by-case basis.

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## **DRUGS & ALCOHOL**

**POLICY: NO DRUG USE OR ALCOHOL USE – INCLUDING MARIJUANA (TO INCLUDE MEDICALLY PRESCRIBED)** This is a recovery supportive housing program. Re-occurring Drug and Alcohol use may lead to a housing exit.

1. You are not allowed to use or possess alcohol, drugs, medications not prescribed to you, or drug paraphernalia, guns, knives, other weapons. Knives, Guns, Tasers, Brass knuckles, etc. are not permitted AT ANY TIME in the Bread of Life home! If found, items will be removed, and dismissal may be issued.
2. If you supply or give drugs or alcohol to another resident or are caught dealing drugs on or off property, we reserve the right to exit you immediately. (If exited, you may get your belongings within three days.)



3. If you have a recurrence of use of drugs or alcohol, you must self-report immediately to the Advocacy Coordinator and your drug court team. Not disclosing quickly and completely places your housing at risk.
4. You will have a baseline urinalysis drug test (UA) when you arrive. Random housing UA's will be required. The house manager, Advocacy Coordinator or any resident may request a random UA. Failure to take a UA when asked may lead to a housing exit. We frequently UA an entire house.
5. If you use someone else's urine sample or synthetic (store bought) urine for your UA, you may be exited immediately.
6. If you are under the influence of drugs or alcohol or have substances in your UA, you may be removed from housing immediately.
7. The results of your housing UAs will be made available to drug court staff.

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## MEDICATION

1. **Only prescription drugs prescribed by your healthcare provider and approved by your drug court team are allowed.** No cough syrup, unless it is prescribed.
2. Any prescribed medication must be kept in your assigned locked box with a copy of the prescription given to Advocacy Coordinator and drug court.
3. You will be expected to follow drug court policies regarding prescription medication. If you receive a new prescription, make sure to report it to your Drug Court case manager and your treatment provider.
4. Possession of medication not prescribed to you is cause for an exit.

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## SMOKING

1. Do not smoke in your room or anywhere in the house. Smoking is only allowed outside in the backyard on the deck. Please discard your smoking materials in the provided receptacle.



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## ROOMS

1. **There will be both scheduled and random room searches for all residents. Rooms may be searched for drugs or contraband at any time.**
2. **ROOM CARE:** Rooms must be kept orderly and clean. Beds should be made daily when not occupied. Dirty dishes should be removed daily and washed. Trash should be emptied daily and trash cans placed on the curb Monday nights for Tuesday pick up. Recycling schedule will be posted in the house.
3. Food may not be stored in rooms.
4. Do not put any holes in the walls using nails, thumbtacks, etc.
5. Rooms are shared rooms, unless arrangements are made. If there is an open bed in your room, you are responsible for maintaining the bed. You may not use the spare bed, dresser or closet.
6. All beds must always have a mattress protector.
7. Residents will take responsibility for their own health and respect the health and safety needs of all other residents. All residents will take precautions (hand washing, extra cleaning of surfaces, limiting interaction with other residents, appointment with a physician if necessary) when aware of or experiencing exposure to bodily fluids and communicable diseases.
8. All incoming residents will be disease free, lice free, and bedbug free. If you bring an infestation into the house, you are responsible for the cost of fumigation.
9. Residents are expected to be good neighbors, not just "non-disturbing" neighbors.
10. 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 guests, the House Lead, and owners.



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## HOUSE CARE

1. Turn off lights, TV's, radios, fans, etc., when not in use. The thermostat is to be adjusted by the House Leader or the Advocacy Coordinator only.
2. Immediately clean up any area you use (Kitchen, Bathroom, and Common area). **It is expected that you will thoroughly clean the bathroom after your use.** We provide multipurpose cleaner and bleach in the house for sanitizing surfaces.
3. **TOILET:** Do not put anything into the toilet except toilet paper. Putting any other objects into the toilet may cause damage and will lead to an immediate exit.
4. **HOUSE CHORES:** You are expected to participate in house chores and they will be assigned weekly. The chore list is in the kitchen. If you cannot do your chore, you need to make arrangements with another resident to cover it for you. The house will be deep cleaned by residents every week. Chores will include thorough cleanup of common areas (kitchens, bathrooms, living room). Each resident is responsible for cleaning up after themselves and for participating in communal chores as assigned.
5. **UTILITIES and GARBAGE:** Energy conservation is everyone's responsibility. Garbage must go out. It is up to everyone to make sure the cans are outside.
6. **PROPERTY DAMAGE:** If you intentionally damage the house, you will pay for the damage.
7. **CARS:** If you own a vehicle it must be functioning and not in disrepair (leaking oil, smoking) and you must also have proof of license and insurance. Parking is first come first served. There is no assigned parking. If you damage someone's car or someone else damage's your car, it is your responsibility. We do not get involved.
8. The computer and printer are to remain in the common area.

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## ANIMALS

1. We are not able to accommodate pets (to include service animals) due to our communal nature and shared spaces.



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## PERSONAL POSSESSIONS

1. You are not allowed to possess guns, knives, or other weapons. Possession of these items will be cause for an exit.
2. Bread of Life Housing Foundation is not responsible for your personal property.
3. You must identify any personal property with value of greater than \$50 to the Advocacy Coordinator.
4. If you borrow and loan it is at your own risk. **Residents are responsible for their own security and the security of their possessions**. Residents storing personal belongings in common areas store them at their own risk.
5. Stealing is cause for an exit. **Bringing stolen goods into the house is stealing**. Taking someone's medication is stealing. We will ask you to move out if you steal.
6. **FOOD:** Taking someone else's food is stealing. You must ask about taking items in the refrigerator or food located elsewhere. We frequently have food donations for the entire house. Please be sure you understand if something is community food or personal food.
7. **PROPERTY STORAGE:** Any property left behind after moving out or abandoning your unit will be disposed of in 10 days if you do not make arrangements for it. If you make advance arrangements, storage may be available for up to 30 days. We do not have the ability to store property for more than 30 days. Please make arrangements to have someone collect your items if you cannot do so.

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## GUESTS / SECURITY

1. If you breach the safety of the house, or exit your residency, it will lead to a change in door codes.
2. If you give your entry code to someone else, or let someone in on your code, that is considered a breach of house safety and will be grounds for an exit.





3. **Guests are NOT allowed. NO overnight guests are allowed under any conditions.**  
NO persons under the age of 18 allowed anywhere on the property at any time, unless discussed with the Advocacy Coordinator and has approved.
4. **No individuals who do not reside in the house are allowed on the property.**  
However, we allow family members to tour your house on move in or at a pre-arranged time.
5. **Physical violence or threats of any kind will not be tolerated.** Violence or threats by you or your approved guests will be cause for an immediate exit.

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#### **OTHER RESIDENTS**

1. Do not ask other residents for money.
2. You are not allowed to ask other residents to sign paperwork for the courts or any other group.
3. If you have a conflict with anyone in the house, please ask the Advocacy Coordinator, house leader, peer mentor and the owners for support in helping to come to a resolution.
4. **NEW RESIDENTS:** We will not knowingly move someone into the house that has harmed you or provides stress to you. Please let us know if you have concerns about your safety or ability to live in a shared space with any of the residents based on prior history.

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#### **PRIVACY**

1. Since some Residents are on Community Placement, the Department of Corrections will have full access to the premises. You must be polite to questions from DOC, whether you are on community placement or not. Telephone, in person or written DOC requests will be answered by any resident, honestly and with integrity.
2. Due to the fact that residents are in transition for various reasons, if we do not have a Release of Information, we will neither confirm nor deny that you live here.



## **INVOLUNTARY TERMINATION OF PROGRAM**

### REASONS FOR TERMINATION OF RESIDENCY

Immediate termination of residency may result from any of the following behaviors:

1. Possession of guns, knives, other weapons. \_\_\_\_\_
2. Physical violence or threats of any kind. This includes threats made by your approved guests. \_\_\_\_\_
3. Breaching the safety of the house, including giving your entry code to someone else or letting them in on your code. \_\_\_\_\_
4. Use or possession of alcohol, drugs, medications not prescribed to you, or drug paraphernalia. \_\_\_\_\_
5. Failure to report use of drugs or alcohol to Bread of Life Housing Foundation's team.  
\_\_\_\_\_
6. Dealing drugs on or off the property. \_\_\_\_\_
7. Abuse of over the counter or prescription medications. \_\_\_\_\_
8. Possession of stolen goods or any theft. \_\_\_\_\_
9. Non-residents on the property. Family may be allowed to visit with 24-hours notice.  
\_\_\_\_\_
10. Violation of curfew. \_\_\_\_\_
11. Violation of house rules. \_\_\_\_\_
12. Having a messy room or food in your room 2 times. \_\_\_\_\_
13. Stuffing anything down the toilet except toilet paper. \_\_\_\_\_
14. Damaging the house intentionally. \_\_\_\_\_
15. Soliciting money from other residents. \_\_\_\_\_

### **CLIENT TERMS AND CONDITIONS (initial each line)**

I agree to always comply with the house rules and expectations. \_\_\_\_\_

I understand that I must follow through with Drug Court requirements, and expectations communicated by Bread of Life Housing Foundation and Drug Court staff. \_\_\_\_\_

I understand that this sober living home is in compliance with the Anti-Drug Act of 1988 Public Law #100- 960 which exempts this house from the Landlord Tenant Act.



I understand that cooperation and kindness are key values and will do my best to support the residents in the house. \_\_\_\_\_

I will immediately report mine or any resident's use of alcohol or drugs to the Advocacy Coordinator. Failure to report will be cause for termination of residency. \_\_\_\_\_

I have identified any personal property with value of greater than \$50 to the intake team. I understand that Bread of Life Housing Foundation is not responsible for my personal property. \_\_\_\_\_

I understand that if I have a conflict with anyone, the Advocacy Coordinator, house leader, and the owners will help come to a resolution. We will work together as a team to resolve any conflict. \_\_\_\_\_

I understand that due to the nature of housing at this facility, Landlord-Tenant Laws do not apply. \_\_\_\_\_

I understand that I am required to attend a house meeting every other week. \_\_\_\_\_

By signing this agreement, you understand that when you breach the safety of the house, or exit your residency, it will lead to a change in door codes. If you give your entry code to someone else, or let someone in on your code, that is considered a breach of house safety and will be grounds for an exit.

Signed and understood \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_