

FH Policies & Procedures UPDATED 3.26

Daily Routines

- Wake up at 7:00 AM – make bed, complete hygiene, and prepare for the day by 8:00 AM
- 8:00 AM – Morning check-in / structured group support (staff or volunteer-led)
- 9:00 AM – 3:00 PM – Employment or job search
 - If unemployed: submit 6–8 job applications daily during standard business hours
- Dinner between 5:00 PM – 7:00 PM
- 7:00 PM – Evening group / personal development time
- Minimum 2 hours per day on education, employment readiness, or career goals
- Curfew: 9:00 PM (unless working or at approved activity)
- Lights out: 10:00 PM

Weekly Routines

- Case management meetings (scheduled by Case Manager)
- Participation in structured recovery, life skills, or support groups
- Community or peer support engagement (as assigned)

Financial Guidelines

- 30% of income: personal expenses (groceries, transportation, necessities)
- 20% of income: program contribution
- 40% of income: savings
- 10% of income: discretionary (personal giving or additional savings)

Requests for Funds

- Must be submitted in writing to the Program Director
- Must be submitted at least 4 days prior to need

Work Requirements

- Work schedule must be submitted upon receipt and updated with any changes
- Employment restrictions may apply based on recovery and safety considerations (case-by-case review)

Program Participation Requirements

- Participation in at least one structured daily group activity is required

- Engagement in case management and assigned program activities is mandatory

Discipline Policy

- 3 write-ups may result in dismissal
- Immediate dismissal may occur for serious violations
- Examples of write-ups include:
 - Dishonesty
 - Missing curfew
 - Failure to complete assigned responsibilities

House Rules

- Maintain respectful and supportive communication
- Be mindful of shared living spaces
- Clean up after yourself (including dishes and personal areas)
- Follow guidelines for overnight passes (subject to approval for safety)
- Theft will result in termination and possible legal action

Program Protocol

- Intake process includes:
 - Screening and assessments
 - Drug testing
 - Signed agreements and documentation

Required Forms

- Medical Assistance Request
- Overnight Pass Request
- Incident Report
- Program participation documentation

Program Phases

Phase 1 (Week 1)

- Intake & assessments
- Career and skills evaluation
- Identification/legal documentation
- Referral for counseling or medical evaluation
- Resume development

Phase 2 (Weeks 2–3)

- Open bank account
- Job search (minimum 6 applications per day)
- Minimum 32 hours/week employment
- Employment required by end of Week 3

Phase 3 (Ongoing)

- Weekly case management
- Continued employment
- Financial management
- Random drug testing
- Coordination with community partners

Mental Health & Substance Use Policy

- Minimum sobriety requirement: 3 months (or assessed case-by-case depending on program type)
- Random drug screenings required
- Verification of sobriety history may be required

Medication Policy

- Controlled substances evaluated on a case-by-case basis
- Medical coordination required for any prescribed medications
- Transition plans may be required for certain medications

Mental Health Policy

- Participants must be stable enough for a non-clinical residential setting
- Referrals provided for higher-level care when needed
- Partnerships with external providers encouraged