

## New Creations Inn Residential Transitional Program Manual

**New Creations Inn serves as a safe, structured, and supportive environment where change can take place.**

New Creations Inn is a Christ-centered, transitional housing program for individuals who are struggling in their current lifestyle and who are ready to make changes to improve their quality of life. All Transitional Housing residents at New Creations Inn commit to the program for 3 months. At the end of each 3 months there will be a re-evaluation for a possible 3 month extension. New Creations Inn serves as a springboard that prepares those who are ready to change to live life well. Our mission is to provide Christ-centered transitional housing that is safe, structured, and supportive for those in need of refuge and restoration.

New Creations Inn believes that all humans are created equally in the image of God and that their true identity is not found in what they have done or how they have been living but in a relationship with Jesus Christ. Our program is for those who are ready to change their current lifestyle and examine their former patterns of living with the help of God, our staff and the community. We believe that true change comes from relationship with Jesus Christ; however, applicants do not need to be a Christian to be accepted.

### **Eligibility**

Applicants must be clean and sober for 72 hours prior to coming to New Creations Inn

All applicants undergo a criminal background check. **Applicants with sexual or habitually violent offenses are not eligible.** Any outstanding warrants must be cleared up before applicants can be considered for admission.

Applicants who are on parole or probation can be admitted into the program with approval from their parole or probation officer. We will cooperate fully with all law enforcement and supervising agencies. This may include progress reports, UA's, and similar communications.

### **Application Process**

1. Submit application and receive Program Manual
2. Interview with New Creations Inn staff. Application review panel makes the final decision. If applicant is accepted as a resident.
3. The resident will sign and comply with the Residential Program Agreement.

## **Program Fees**

The resident agrees to pay \$450 per month for program fees on the Agreement Beginning Date. Payments will be made monthly in the amount of \$450 payable each month every month after the Agreement Beginning Date. If resident leaves the program or if the resident is asked to leave the program, there will be no refund of any monies paid.

Individuals who are unemployed when they arrive, have 2 weeks to find employment. Staff can assist with this. **Individuals who are not working due to disability, or other approved reasons, will be required to volunteer at least 15-20 hours a week at a local nonprofit.**

A \$100 room deposit is also required upon entry. This deposit will be refunded if the apartment is left clean and all program fees are current. Room deposit is forfeited if you should leave the program early.

## **New Creations Inn is safe**

### **Violence**

Absolutely no weapons are allowed on New Creation Inn premises. Horse playing and fighting are not allowed. Any violence, threats of violence and abusive action/behavior are grounds for immediate termination from the program.

### **Public Areas**

The Community House is open from 8 am until 11 pm throughout the week. The community house contains a shared kitchen and a living room area with a TV/DVD player. The community house also contains the staff offices.

Laundry facilities are available free of charge to residents and respite clients. Laundry supplies are not provided.

Dining and Devo Room serves as a Devotions/Life Skills meeting room and also where we gather each evening for our community meals.

### **Resident Apartments**

Each apartment at New Creations Inn is a fully furnished single room unit with a separate bathroom which includes a small refrigerator, coffee pot, and microwave. Random, unannounced apartment checks will be conducted. If an apartment fails a room check, the resident has 24 hours to correct the problem. Residents are responsible for their own cleaning supplies. No additional furniture is allowed unless prior approval is given. Permission must be given by THCM or PD for a personal TV to be placed in a residential room. TV's must be on table stands,

**NEVER MOUNTED ON A WALL.** Resident rooms are PRIVATE. **ONLY the room resident** is allowed in the room (no guests, other residents, no Sol Vista staff, etc.) NCI staff are allowed in rooms to do wellness checks, room inspections/searches, and maintenance.

To reduce fire hazard and comply with insurance requirements residents cannot have any open flames in their apartments; this includes candles, incense burning, and wall plug fragrance. No cooking is allowed other than with the microwave. Crock pots, hot plates or any other heated surfaces are not allowed in the apartments.

All residents will bring only those personal items that fit into the assigned room area. This is approximately two weeks' worth of clothing.

### **Visitors**

Visitors are welcome on property between the hours of 8 am and 8 pm. Quiet hours are from 8 pm until 8 am. **Visitors and other NCI clients are not allowed in apartments** but public areas at New Creations Inn may be used. Should a visitor be known to be under the influence or be deemed as having a negative effect on a resident or the community as a whole they will be asked to leave.

### **Health Care**

All residents are responsible for their own medical care. In the event of an emergency, we can assist in getting a resident medical treatment but we assume absolutely no financial liability.

All prescription medications must be on file with staff. Prescription medication should be used as prescribed by a physician. Prescription medications must be kept current. Resident is required to inform staff of any changes. Under no circumstances can medications be shared even if another resident has a prescription for the same medication. Prescription medication should not be saved for future use. When a resident stops taking a prescription medication, it must be destroyed appropriately. Failure to follow the above health care procedures could result in immediate dismissal.

## **New Creations Inn is structured**

### **Smoking**

New Creations Inn has only one designated smoking area (this pertains also to E-cigarettes/Vaping), which is located behind the East building on the concrete area. Please be respectful of others and clean up cigarettes. Smoking is not allowed in residents' apartments, laundry room, community house, or offices. Smoking is also not allowed on the sidewalks in front of the residents' apartments. Smoking or vaping in your apartment can be cause for termination from the program.

Smoking in an undesignated area will result in the resident losing their smoking privileges at New Creations Inn for one day (24 hours) effective immediately. In addition the resident will receive a Program Violation.

### **Drugs and Alcohol**

Understand that New Creations is a **SOBER LIVING FACILITY**. Drugs and alcohol are completely prohibited, **both on and off premises**, while in residence at New Creations Inn. **This includes medical marijuana and marijuana**, even though approved for personal use by Colorado state law. Testing for substance abuse can be performed onsite and/or offsite at staff discretion.

Any drug or alcohol possession or use is seen as a serious offense and can be the cause of immediate termination from the program and eviction from the premises. In addition, it is also grounds for immediate termination and eviction if a resident should elect to refuse testing for substance abuse.

### **Curfew**

All residents must be back by 10:00 pm. Should an emergency arise and you are unable to return in time for curfew contact the on-call staff as soon as possible and inform them of your situation.

Individuals who fail to make curfew will notify the staff on duty immediately upon arrival. Residents who fail to meet curfew will receive a Program Violation letter and they will be assigned a new curfew of 8:00 pm for one week.

### **Overnight Passes**

Overnight passes are a privilege and prior approval is required. Residents must be in good standing to be granted approval. Residents who wish to stay offsite overnight must submit written request at least 72 hours in advance.

### **Dating and Fraternization**

Residents, staff and volunteers are not allowed to fraternize with one another. Immediate removal from the program will result if an unprofessional relationship is formed between residents and a staff member or volunteer.

Romantic relationships of any kind can hinder the process of restoration. It is with this in mind that New Creations Inn strongly discourages any residents from dating.

## **Media**

Because New Creations Inn is a Christian community, we are particularly careful that the media our residents have is appropriate and in line with Biblical principles. We reserve the right to ban any type of offensive media. Including books, magazines, videos, or DVD's. In general we ask residents to refrain from watching "R" rated movies. Should a resident believe that a particular "R" rated movie is appropriate and edifying to all in the community we ask that they gain approval from a staff member.

We ask that residents do not watch movies or television in their rooms because we want each of our residents to be engaged in community.

Radios/Stereos are allowed in residents' apartments; however, please respect your neighbors by playing music at an appropriate volume. Quiet time in residents' apartments will be observed from 8 pm until 8 am every day.

## **Unemployment/underemployment**

Residents who are unemployed and capable of working are required to find employment within 2 weeks. Staff can assist residents as they seek employment. Your priority is to find employment. The initial job may not be the job preferred but needs to be taken until the preferred job is available.

Individuals who are not working due to disability, or other approved reasons, are required to volunteer at least 15-20 hours a week at a local nonprofit; but rent and back-rent is still due when monies become available. Volunteering is an excellent way to stay busy, get work experience, and make new connections in the community. Submitted applications and volunteering hours will be tracked on a log sheet which will be turned in weekly to staff.

## **Daily Chores**

Our public areas are often the first impression that visitors get of us and our desire is for residents to be proud of where they live. In order to keep community areas clean, monthly chores are assigned to our residents. Chores are posted on the refrigerator in the dining room. If a resident cannot complete their chore that day we ask that they find someone to replace them and indicate so on the roster.

## **Community Meetings**

Community meetings give staff the opportunity to recognize special achievements, discuss policies and/or concerns, and inform residents of upcoming events. Residents must talk with staff prior to the meeting if they have a concern that they would like to see addressed.

## **Animals/Pets**

Residents are not permitted to have any animals or pets. No animals are allowed inside the apartments.

## **Dress Code and Personal Hygiene**

As New Creations Inn is a Christian, family oriented facility, we ask that residents' dress and actions reflect those ideals. Residents must be clean and properly clothed at all times. Street clothes and shoes are required for everyone when outside of their apartments. Revealing clothing, sleepwear or clothing that depicts or promotes drug or alcohol use, pornography or occult activity is not acceptable.

## **Program Violations**

Residents who fail to comply with New Creations Inn policies will receive a notice of Program Violation Letter. The purpose of the Program Violation Letter is to create a restoration plan. Residents who consistently fail to comply will be terminated from the program. Anything illegal, immoral or unsafe will result in being terminated from the program.

## **Privately Owned Vehicles**

Residents must provide a copy of driver's license, registration, and proof of insurance. One running vehicle is authorized per resident; additional vehicles require approval from staff.

## **Staff**

The Program Director and Resident Case Manager will be available during business hours. If resident needs to contact Program Director or Resident Case Manager after hours, proper protocol should be followed.

## **New Creations Inn is supportive**

### **Accountability**

Residents will meet weekly with an accountability partner. This person is a member of staff or volunteer who desires to help the resident stay focused and provide support and encouragement. The accountability partner will also assist the resident in developing goals and objectives.

**Daily Devotions**

Devotions are designed to introduce residents to the daily study of God’s Word which leads to seeking God for guidance and direction and develops a closer relationship with Him. Devotions are held Monday through Friday. Attendance is required.

**Life Skill Classes**

Various Life Skill Classes will be made available. These may or may not be held at New Creations Inn. Life Skill Classes are designed to challenge, educate and build community through active involvement. Residents are required to participate and complete any homework that may be assigned. Residents will work with staff to identify which classes would be appropriate for them. Attendance is required.

Examples of possible Life Skill Classes could include budgeting, boundaries, introduction to Christianity, peacemaking, recovery groups, relationship/communication, nutrition and various other life skill studies. Additional classes may be required in parenting, substance abuse, as well as other support groups depending on your specific circumstances and needs.

**Community Meals**

Weekdays at 6 pm residents gather for supper. Meals are a time of fellowship and relaxation. All residents are required to attend the dinner meal. Residents are responsible for their own breakfast, lunch and weekend meals.

**Community Activities**--During the year residents are encouraged to attend community building activities. These special events are filled with laughter, fellowship and lots of happy memories.

**Church**--Residents are required to attend a church of their choice weekly and are encouraged to get connected as long as it doesn’t interfere with their New Creations Inn requirements.

**Grievances and Suggestions**--The New Creations Inn community is committed to resolving conflict in a Biblical way. The first step for conflict resolution is for the resident to speak directly to the other person involved and express their grievance. If a reasonable attempt is made and you feel the concern is not properly addressed, please approach a staff person and request them to mediate. If your grievance is with a staff person, you must submit a written letter to the Loaves and Fishes Ministries Executive Director.

**Resident Printed Name** \_\_\_\_\_

**Resident Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

