



## New Creations Inn Residential Transitional Program Manual

**New Creations Inn serves as a safe, structured, sober, 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, residents will be reevaluated for an additional 3 months. Residents can stay up to one year and in certain situations individuals can stay longer. 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, sober, 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 a relationship with Jesus Christ; however, applicants do not need to be a Christian to be accepted.

### Eligibility

New Creations Inn is not a detoxing facility. 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
3. Application review panel makes the final decision.
4. When an applicant is accepted, then s/he will be required to sign and comply with the Transitional Housing Program Agreement.

## **Program Fees**

The resident will pay the first month's rent of \$550 for program fees and room deposit on the day they move into New Creations Inn. Program fees will be paid monthly in the amount of \$450. Each month \$50 from the resident's program fee will go into an awards account for the resident. Upon completion of the program, the resident will receive the funds from his/he resident award account. All funds will be forfeited if the resident leaves the program early.

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 a 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. The Room deposit will be forfeited if the resident leaves 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 Room is open 24 hours a day for resident use. The community house contains a shared work space and a living room area with a TV/DVD player.

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

The 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 and includes a small refrigerator, coffee pot, and microwave. Residents will be provided with a key for their room; lost key replacement is \$10. 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 the Case Managers or Program Director for a personal TV to be placed in a residential room. Televisions larger than 25" X 15" are not allowed. Televisions 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, non-L&F case managers, etc.) Any violation of the private room policy can be grounds for immediate termination from the program and the resident may be required to leave NCI property immediately. 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. Only the microwave can be used for cooking. No crock pots, hot plates or any other heated surfaces are not allowed in the apartments.

Safety issue: window screens are not to be removed or tampered with. A security tag has been placed on each screen to ensure screens are not tampered with.

Residents will bring only those personal items that fit into the assigned room area. Room cannot be used as a storage unit. It is the residents responsibility to identify alternative storage areas.

### **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** each other's rooms. Visitors are allowed to use the public areas on the property (kitchen and Community Room). 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**

Residents are responsible for their own medical care. If you have Medicaid or Medicare, you can get non-emergency **medical transportation** through Medride 719-545-3333. Talk to staff for more details. In the event of an emergency, 911 will be called.

A list of all prescribed medication must be provided to the staff. Prescriptions must be current and used as prescribed. Notify staff when changes are made to your prescriptions. 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 two designated smoking areas (this includes E-cigarettes and Vaping). Smoking areas are located behind the east building on the concrete area and behind the west building on the rocked area. Please be respectful of others and clean up cigarettes. Smoking is not allowed in residents' apartments, the laundry room, the community room, or the office. 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.

### Drugs and Alcohol

New Creations is a **SOBER LIVING FACILITY**. Drugs and alcohol are completely prohibited, **both on and off premises.** This includes medical and recreational marijuana. Random drug testing is conducted.

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. If a resident should elect to refuse testing for substance abuse; this is grounds for termination and eviction.

### 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 at NCI.

### Overnight Passes

Overnight passes are a privilege and prior approval is required. Residents who wish to stay off site overnight must submit a written request at least 72 hours in advance and upon return the resident may be tested for substance abuse. A positive test may result in termination and eviction.

### Dating and Fraternization

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.

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.

## **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.

Televisions, radios and stereos are allowed in residents' apartments; however, please respect your neighbors by ensuring the volume is at an appropriate level. 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. Five (5) applications for employment should be submitted daily, Monday-Friday. 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.

Residents who are unable to work are required to volunteer at least 15 hours a week. Volunteering is an excellent way to stay busy, gain work experience, and make connections in our community.

## **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 Personal Improvement Plan (PIP). The purpose of the PIP is to create a restoration plan. Residents who consistently fail to comply will be terminated from the program. Anything illegal, immoral or unsafe may 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 Case Managers are available during business hours. When a resident needs to contact the Program Director or a Case Manager after hours, proper protocol should be followed.

## **New Creations Inn is supportive**

### **Accountability**

Residents will meet regularly with the NCI staff. Staff members will 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 S.O.A.R. (Suggestions on Abstinence and Recovery), budgeting, boundaries, introduction to Christianity, peacemaking, recovery groups, relationship/communication, and nutrition. Additional classes may be suggested to support your specific circumstance.

**Community Meals**

Weekdays at 6 pm residents are encouraged to gather for supper in the dining room. Meals are a time of fellowship and relaxation. 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 physically 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** \_\_\_\_\_