



## New Creations Inn Program Manual

New Creations Inn is a transitional housing program for individuals who are employed or have social security benefits but are unable to find affordable housing due to poor rental or credit history and/or the lack of affordable housing in our community. New Creations Inn is a program of Loaves and Fishes Ministries.

Residents of New Creations Inn commit to 3 months stays that can be extended for an additional 90 days for up to 1 year. New Creations Inn serves as a springboard to help residents transition into permanent housing.

### Eligibility

Applicants must be clean and sober for 30 days prior to coming to New Creations Inn. We are not a rehab or a detox facility.

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

**Step 1** Submit application and receive Program Manual

**Step 2** Interview with New Creations Inn staff

**Step 3** Application review panel makes the final decision. If applicant is accepted as a resident, the resident will be required to sign and comply with the Residential Program Agreement.

### Program Fees

Monthly program fees are \$550. First month's rent will be prorated and will include a \$100 deposit. Prorate amount is \$18.33 per day. Thereafter monthly program fees must be paid by the 3<sup>rd</sup> of each month.

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.



### **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**

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

Dining 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. 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. TVs are allowed but cannot exceed 25'x15'. They must be on a table stand and **NEVER MOUNTED TO A WALL. No additional furniture is allowed unless prior approval is given.**

Resident rooms are **PRIVATE**. **ONLY the room resident** is allowed in the room (no guests, other residents, etc.) Any violation of the private room policy is grounds for immediate termination from the program and residents are 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. 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.

### **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. If you have Medicaid you can get non-emergency **medical transportation** thru Medride 719-545-3333. Talk to staff for more details. 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 medications should be used as prescribed by a physician. Prescription medications must be kept current. Residents are 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.

### Smoking

New Creations Inn has two designated smoking areas (this pertains also to E-cigarettes/Vaping), which is 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, laundry room, community house, or 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

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

### Overnight Passes

Overnight passes are allowed. Residents are asked to notify the staff when they will not be staying on the property.

### 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.

**Media**

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.

**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**

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 (PIP-Performance Improvement Plan). 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 New Creations Inn staff will be available during business hours. If a resident needs to contact staff after hours, proper protocol should be followed.

**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. Residents encouraged to participate.

**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 encouraged to participate and complete any homework that may be assigned. Residents will work with staff to identify which classes would be appropriate for them.

Examples of possible Life Skill Classes could include Budgeting, Establishing Healthy Boundaries, Understanding Your Lease, How to be a Good Neighbor, Peacemaking, Recovery Groups, nutrition and various other life skill studies.

**Meals**

Residents are responsible for their own meals. Cooking facilities are onsite for the residents to use. Evening meals are provided by Loaves and Fishes Ministries at least once a week.

**Transportation**

Transportation is available to the residents with prior notice. Weekly grocery shopping trips are scheduled.

**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.

**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.