



Solutions of North Texas Code of Conduct

Revision October 2011



Fees

Intake Fees are \$750.00 and a \$350.00 deposit. These fees are due at intake.

- ___ **\$750.00 intake fee covers programs and residential services for the first month and covers pre-intake correspondence, tours and interviews.**
- ___ **\$350.00 deposit is set aside to provide a cushion in the event there is a lapse between your first paycheck and when your next month's fees are due.** Solutions of North Texas will spend your job deposit if there is a lapse so that residents do not fall behind in fees. If there is no lapse, your job deposit will sit in savings for you and remain there until you transition out at 90 days or later. Residents who leave or are removed prior to the 90-day minimum stay will lose or forfeit their deposit entirely.
- ___ **Monthly fees after the 1st month are \$700.00 per month.** Residents can pay fees as they get paid (weekly, bi-weekly, monthly). This includes everything you need including food, utilities, laundry, internet, cable, etc.
- ___ **Residents are allowed to get financial help from an outside party for the first month and deposit only.** Resident fees starting the 2nd month are the responsibility of the resident.
- ___ **Students may receive financial help for the remainder of their stay and are not required to pay a deposit.**
- ___ **Students must be actively enrolled and registered for classes full-time. Full-time students are not allowed to work.**
- ___ **Residents that enter Solutions of North Texas programs' employed are not required to pay a deposit but must provide proof of employment.**
- ___ **Fees and deposits (If you are holding a bed for a later date) are non-refundable.** There are no exceptions.
- ___ **All residents are required to work and pay fees with their paycheck.** All residents will be expected to be financially accountable. This means you must come in to our office and pay your fees when you receive a paycheck.
- ___ **Lack of willingness to pay monthly fees will result in removal from Solutions of North Texas programs.**
- ___ **Residents are not allowed to pay personal bills ahead of their program fees at Solutions of North Texas.**
- ___ **Solutions of North Texas can assist in budgeting to help a resident manage their fees, including probation/parole/child support fees.**
- ___ **Residents must be willing to work anywhere for minimum wage if necessary. Commission based work or unpaid training is not allowed.**
- ___ **Residents will job search as instructed by office staff.** Staff will assist you in job search and confirm you are actively looking. This continues until you start your new job. We expect unemployed residents to look for work from 8:30-5:00 p.m. Monday through Friday. Missing job appointments and not looking for work is grounds for dismissal from Solutions of North Texas programs.

_____ **Residents are expected to be employed in 2-4 weeks.** Residents must work day jobs only. Residents that are not working by 6 weeks are not actively looking and will be removed from our programs. Exceptions to this rule are made by director only.

_____ **Residents on disability benefits are required to volunteer at least 3 days per week.** Their disability must cover the cost of their residential fees.

Resident Signature _____ Print name _____ Date _____

Person or institution supplying your first month's dues and/or deposit

Name _____

Address _____ City _____ State _____ Zip _____

Cell phone _____ Home phone _____ Email _____

Printed name of responsible party _____

Signature of responsible party _____ Date _____

(Person or institution understands that no refunds are given. If responsible party is not available to sign, this is verbally understood per prior agreement and/or proof of payment)

Requirements

Residents must have a desire and willingness to learn how to stay clean and sober permanently.

Solutions of North Texas program requires a 90-day minimum stay with the ability to stay up to one year.

All residents are required to work a 12-step program of action in order to reside at Solutions of North Texas.

Residents are required to follow our level system. This ensures all residents are following our program. It is the responsibility of the resident to know what level they are on and what is required to reach the next level. Levels are changed once per week at staff meetings.

Meetings and deep cleaning meetings are mandatory for all residents.

Work is never a reason to miss any mandatory meeting.

All residents are required to do chores. Our facilities are expected to be "tour ready" at all times. "Tour ready" is defined as neat, picked up and clean at all times. Clutter and un-made beds are not allowed.

Residents are required to check in all medications with the office. Any medications found in a resident's possession without the knowledge of our main office will result in a write-up and/or immediate removal from Solutions of North Texas' program.

Residents are required to submit to random searches and drug testing. This includes a resident's vehicle.

Residents are required to check new vehicles in with the office before taking them to their housing facility.

Residents are required to dress appropriately at all times. Men must wear a shirt. No cleavage, belly shirts or short shorts.

Intake Requirements

Please bring no more than 3 bags to your intake.

Bags should include clothes, toiletries and an alarm clock.

Please pack business attire for job search if available. This would be a skirt/dress, slacks, button down shirt, shoes, etc.

You are allowed to bring your cell phone at intake. Cell phones will be confiscated if they become a distraction.

Please have all your medications available and ready to check in. They need to be labeled properly. No med-minders.

You must have your documents with you-this includes picture ID (driver license or identification card) social security card and birth certificate.

You must have your first month's rent and deposit (if applicable) with you.

You are not allowed to bring computers at intake.

No toiletries containing alcohol are permitted.

No bedding, blankets, towels or linens allowed.

Removal

Relapse or “using” drugs and/or alcohol will result in removal from Solutions of North Texas programs. This includes taking medications (prescription or over-the-counter) that have not been approved. Upon removal you are to leave quietly and calmly with your personal belongings. You may make an appointment with the main office to discuss the opportunity to re-enter our program.

Failure to look for work or pay monthly fees will result in removal.

Refusal to find and actively work with a sponsor will result in removal.

Failure to return home by curfew will result in removal until resident reports to main office next business day to discuss outcome. You must call your house manager prior to curfew or mandatory meeting and let them know you will be late and the reason for being late.

Illegal, destructive, disruptive, predatory or violent behavior is grounds for removal.

Refusing to be drug/alcohol tested will be considered a positive result and resident will be removed.

Residents that say they no longer wish to be here, even in passing to another resident, will be shown the door and given the opportunity to leave.

Residents of Solutions of North Texas are not allowed to date, privately meet, hit on or “hook up” with other residents of Solutions of North Texas. Violation of this rule will result in removal of both persons.

Receiving three write-ups/incident reports may result in removal from Solutions of North Texas programs.

Medical and Medications

No Smoking inside any Solutions of North Texas facility at any time. Residents can smoke outside.

No alcohol-based over the counter medications, prescriptions, cooking additives, hand sanitizers or mouthwash are permitted.

No diet pills or diet aids are allowed.

No “night-time” medications or Benadryl is allowed. Melatonin can be used to sleep.

All medications coming in will be scrutinized regardless of medical reason or doctor’s orders.

Residents are not allowed to take medications or eat foods that would cause a positive result on a drug test.

Solutions of North Texas is not a medical facility and there are no doctors on staff.

Residents that don’t have medical insurance may be seen at Health Services of North Texas at little to no cost.

Diabetics requiring insulin injections must provide a sharps container at intake.

Residents are expected to take their medications as prescribed and have them refilled to prevent lapse in treatment.

Family/Friends

Solutions of North Texas expects residents to become self-sufficient if not a student. Family and friends should not ever interfere with this. This means you should not accept financial help from family or friends without talking to your sponsor first.

Solutions of North Texas will implement “no contact” rules on residents that have enabling friends and family.

Solutions of North Texas is here to help your family/friends.

Children are not allowed to stay overnight at Solutions of North Texas.

Visiting children must be accompanied by their parent.

Residents are never allowed to watch over your kids in your absence.

Uncontrollable, loud, disruptive children will be asked to leave.

Never ask another resident to change their behavior for your child. Remember where you are.

Sponsorship

Solutions of North Texas will connect you with strong sponsorship through our sponsorship list. You will connect with them and determine who you would like to work with. This should happen within 24 hours of your stay with us.

All major and life decisions should go through your sponsor. It is your responsibility to check in with your sponsor and follow their precise directions. Sponsors are not here to chase you.

Residents should talk to their sponsors and/or house managers if they have any complaint. They will direct you on the proper measures to take. Family or friends are not the proper persons to complain to.

Sponsor “shopping” is not allowed. We have faith in the sponsors on our list. In the event that you feel that your work with your sponsor is not effective you should talk to your house manager immediately. This is your responsibility.

General Rules

Residents will receive a 4-digit code to enter our facilities and are not allowed to share their code with another resident, family member or friend.

Residents are given 15 minutes to leave once removed from our program.

Personal items left at our facilities are considered abandoned and will be thrown out.

In order to take an overnight pass you must fill out a pass with your house manager and they must sign it.

House managers can turn down passes at their discretion at any time.

Community service hours can be completed at Solutions of North Texas as we are a 501c3 nonprofit organization.

Residents are not allowed to change, alter, or move any furnishings or furniture at Solutions of North Texas.

Residents are not allowed to pin photos or art on their walls.

Residents are not allowed to bring in furniture, tv’s or electronics without permission from their house manager.

Residents are not allowed to eat or drink in their bedrooms.

Personal food should be marked with your name and you are never allowed to use food stamps to buy food.

No pets and no feeding of stray animals.

No men are allowed in the women's house or past the parking lot. This includes dad, probation officer, husband or adult brother.

No women are allowed in the men's house or past the parking lot. This includes mom, probation officer, wife or adult sister.

Guests are allowed until 10:30 p.m. House managers can remove a residents' guest at any time.

Cell phones and laptops are allowed at staffs' discretion. If they become a distraction we will confiscate them until a later date.

Residents leaving our programs must put in a change of address. We will not forward or keep your mail after you leave.

House managers have final say and report directly to the main office.

Residents that have a complaint against a house manager can file a grievance with the office.

Residents are not allowed to be cliquish. Cliques will be separated or removed from the program.

Gossip is deadly and will be watched closely. Listening to gossip is also gossiping.

Residents should never rely on information from another resident.

Vehicles must be checked in with the office. You must have a valid driver license, stickers and insurance in order to drive.

Residents with vehicles should not enable other residents by giving them a ride everywhere. That is not your responsibility.

Available Services and Referrals at little to no cost

Financial aid for continuing education

Savings Plan

Job/PC/Resume Training

Budgeting

Free prescriptions-Limited to availability

Case management

GED

Parenting Classes

MHMR

Low-income housing and deposits

Family sessions and support

Outreach training

Friday night church

Transition planning

Furniture for transitioning

Counseling

Doctors visits

Progress reviews

Residency and progress letters (probation, legal, etc)

Drug and Alcohol Evaluation-\$45

Psychological Evaluation-sliding scale

DARS

Clothing for job search and as needed

Life skills

Community service

available bible studies

Incarceration clause: In the event that you are reviewing this information while incarcerated, please do not date this document. If you agree to the terms you may sign but the document will be dated and put into effect on the day you are accepted into Solutions of North Texas programs. This can only take place in our offices during your intake.

Indemnification: Landlord shall not be liable for any damage or injury of or to the Tenant, the Tenant's family, guests, or to any person entering the Premises or the building or to goods and equipment. Tenant hereby agrees to indemnify, defend and hold Landlord harmless from any and all claims or assertions of every kind and nature.

In accordance with Texas Law Property Code, Title 8 Landlord and Tenant, Chapter 91, a resident may be removed without notice per this agreement and as states in this code as provided below:

(e)Subsections (a), (b), (c), and (d) do not apply if:

(1) a landlord and a tenant have agreed in an instrument signed by both parties on a different period of notice to terminate the tenancy or that no notice is required; or

(2) there is a breach of contract recognized by law.

Interested parties may request a copy of the entire property code at Solutions of North Texas' main offices.

I agree to the foregoing terms and conditions,

Resident printed name	Resident Signature	Date
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Staff printed name	Staff signature	Date
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