Fresh Start Handbook



POWERHOUSE
COMMUNITY DEVELOPMENT

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MISSION STATEMENT

The Fresh Start Transitional Housing program seeks to help individuals find balance in their lives by creating a safe environment, providing practical resources, and limiting negative distractions, therefore helping individuals create a foundation that will encourage a productive and balanced life.

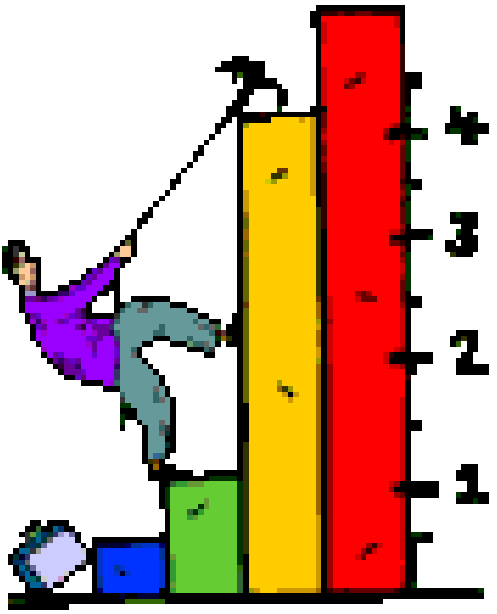
The recommended stay is three to six months depending on the client's specific needs.

Requirements for the program include finding employment, assisting with house duties and chores, participation in a support recovery group, weekly studies, community service, and weekly church services.

Fresh Start believes that the most important steps individuals take in making positive changes in their lives is to acknowledge their inability to overcome destructive habits on their own, to believe that Jesus Christ died for them so that they can have a personal relationship with Him, to receive forgiveness for all their mistakes, and to know that the Holy Spirit of God will help them fulfill their God given purpose.

We help individuals understand that taking full responsibility for past choices will help in making better future decisions. We help individuals see the value of being open and truthful about their struggles, pains and weaknesses, as well as their gifts and talents.

Change from a lifetime of bad habits and negative selfish thinking is often slow. Fresh Start staff and volunteers work one day at a time to be a beacon of hope for individuals who are ready for change. We believe that when someone puts their faith in Jesus Christ that their hearts are changed forever and that the process of renewing their mind begins.



The mission seeks to minister to the whole person and teaches individuals that making God real in every situation is not a religious act but a natural outflow of a living relationship with their creator, Jesus Christ.

PROGRAM DYNAMICS

Fresh Start is tailored for those who recognize they have a life-controlling problem and need assistance in a structured environment that is firmly rooted in Christian principles.

Fresh Start is a three to six-month program focusing on spiritual growth, work ethics, educational achievements and a structured seven-step program.

During the program, residents will be assisted in their recovery through four program dynamics:

1. Spiritual Dynamic
"Come to Me, all who are heavy-laden, and I will give you rest. Take My yoke upon you, and learn from Me, for I am gentle and humble in heart; and you shall find rest for your souls." Matthew 11:28-29
Our desire is that all who come to the FRESH START develop a personal relationship with the Lord Jesus Christ, and develop a life-long wholeness and esteem for our Savior.

People lacking the fear of God find their life in a cycle of serving selfish desires, making wrong choices and not having peace of mind and heart. We introduce the concepts of Christian living, and personal responsibility. The Christian life is not abstract theology unconnected with life; but has practical implications that will affect how we choose to behave each day. It is not enough to merely know the Gospel, we must let it transform our lives and let God impact every aspect of our lives.

A personal relationship with the Lord can only be properly nurtured and fully developed within and among a local body of believers. No one is called to be a lone Christian. Church life (living corporately on a daily basis) is essential to growth.

Residents are required to attend weekly church services of their choice, weekly process group and weekly bible study. While enrolled, residents will be exposed to sound Biblical lifestyle principles and healthy relationships. Residents are encouraged to practice daily morning devotions.

2. Work Dynamic

"And whatever you do, do it heartily, as to the Lord and not to individuals, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Jesus Christ." Colossians 3:23-24

The primary purpose of the work program at FRESH START is to teach our residents skills, direction, self-worth, interpersonal relations and conflict resolution. There are many opportunities for residents to learn skills that will promote a better quality of life. Establishing and maintaining a consistent work ethic is a vital part of the recovery process.

3. Educational Dynamic

"My people are destroyed from the lack of knowledge." Hosea 4:6

The need to educate residents in recovery is important. Every resident is required to obtain a G.E.D or equivalent. Special cases will be evaluated on an individual basis.

4. Drug and Alcohol Therapy Group/Process group

"Whatsoever things are true honest, just, pure, lovely, of good report, if there be any virtue, if there be any praise, think on these things." Philippians 4:8

Weekly attendance to this recovery group is mandatory. Group interaction, solid concepts, and personal testimonies are part of the group dynamics.

5. Chemical Dependency Counseling

"Take my yoke upon you and learn from me." Matthew 11:29

FRESH START has licensed drug and alcohol counseling available for those who are in need or have legal requirements mandated by courts or probation.

Provisions for Entry

"Come to Me all that are heavy burdened, and I will give you rest." Matthew 11:28

* The FRESH START program is a voluntary one. Applications will be accepted only from people who are committed to a life change
* All applicants must be 18-years old or older to be considered for admission.
* Applicants must be physically able and mentally stable to participate in all work and living situations.
* In the event of bed unavailability, applicants should contact our office every week or two to determine program availability.
* No person will be admitted to the program who is currently taking psychotropic medications.
* Applicant may not have any charges that are violent or sexual in nature



The Admission Process is as follows:

1. Download the handbook and the entrance questionnaire/application from the website (www.pwrhousecdc.org) or contact the program director who will mail or fax the forms to you.
2. After reading the entire handbook, the potential client may complete the entrance questionnaire/application.
3. Applicant must mail, hand carry or fax entrance questionnaire/application back to FRESH START Attn: Program Director (Please see back cover for address).
4. Within 30 days, you will be notified if you have been selected for the interview phase.
5. The FRESH START selection team will review all submitted documents and make a determination on the preferred client.
6. If the consumer is being released from prison they will receive an acceptance letter and terms of release form. Terms of release formed must be completed and approved **prior** to their release and admittance into the FRESH START house.
7. If accepted into the program the client must bring the handbook with them on the day of their arrival. The intake coordinator will review the handbook and pre-commitment form with the client. A new agreement form must be signed by the client and the intake coordinator.
8. The client will meet with the house staff and be assigned a bed. All policies and procedures will be covered during orientation.

Program Fees

To enable the FRESH START to continue to provide this program and accommodations to people seeking help, a program fee will be required from each resident. Residents are given 30 days to find employment. The FRESH START program will assist individuals in finding work but it is their responsibility to continue to apply for jobs until work is found. A job search log must be filled out daily until work is found. We do have work resource help and relationships with several businesses in the area. **Once an individual finds employment or 30 days from their arrival** whichever comes first, residents are required to pay a program fee. The program fee of $125/week helps cover the costs of accommodations, food, laundry, television, utilities, access to approved social services, auto parking, personal storage of goods (limited) and local transportation to church, treatment centers and social services (see: ***transportation***).

Residents are responsible for the purchase of their own toiletries, personal items, and clothing.

Transportation

Most of the transportation provided ***is not*** included in the cost of the program. Transportation can be provided to and from work, probation and parole, doctors, dentists counseling services, social services, court hearings and other approved locations and activities. **It is your responsibility** to notify House Driver – at least **24 – hours in advance** of any changes in your work schedule, or of any appointment times.

There is a transportation board that you will be able to list your transportation needs. Please confirm your

transportation needs verbally, as well, to the house manager or program director.

Community Service

Consumers are required to complete 20 hours of community service weekly until they find full time employment. Community Service sites will be assigned. The consumer will be provided a community service log that must be signed by an approved staff.

Procedures for Dismissal and Checkout

"These six things the Lord hates, indeed, seven are an abomination to Him: a proud look (the spirit that makes one overestimate himself and underestimate others), a lying tongue, and hands that shed innocent blood, a heart that manufactures wicked thoughts and plans, feet that are swift in running to evil, a false witness who breathes out lies (even under oath), and he that sows discord among the brethren." Proverbs 6:16-19

Dismissals / Re-Entry

1. Court appointed residents may be dismissed from or choose themselves to leave the program. The sentencing court and probation/parole will be notified.
2. All residents leaving FRESH START either through graduation, dismissal, or a voluntary decision must go through a final interview and complete all checkout procedures with approved FRESH START staff.
3. All outstanding obligations such as, but not limited to, program fees, loans, property damage, and other expenses must be paid at the time of dismissal.

4. Rooms are to be left in good, clean condition. Only personal items are to be removed. All ministry

supplied equipment, furniture, décor, bedding, etc. are not to be removed.

5. FRESH START is not responsible for any personal property left by the resident after their discharge from the FRESH START. Property will be held for 30 days and then donated. Written notification must be provided if an individual outside of the resident will collect property on resident's behalf.
6. If you are asked to leave the program for any reason and you are on probation and parole you may be given 24-hours to find other accommodations
7. If you are asked to leave the program for violent acts or stealing we will press charges.
8. If you are asked to leave the program for any reason, funds you may have paid in advance will not be returned to you.



Policies and Procedures: Bedrooms

1. The FRESH START provides all bed linens. Beds require a fitted sheet, flat sheet, and a pillow with pillow case. Beds must be made neatly and properly.
2. Space and storage in bedrooms are limited. Only essential items for personal needs and comfort are allowed.
3. Clothes (including coats) are to be hung up or neatly folded in the drawers or on the shelves.

4. All soiled laundry is to be kept in the appropriate containers.

5. No food or drinks will be placed on any room furniture without a coaster.
6. All snacks must be kept in plastic drawers.
7. Residents are expected to turn off all lights and fans when leaving a room.
8. FRESH START reserves the right to conduct a search, or have a search carried out on any room or any resident's personal belongings if a search is deemed necessary.

House Rules



1. Residents will be considerate and respectful to FRESH START residents, staff and volunteers at all times.
2. Use the established Chain of Command to handle any issues.
3. Residents may enter another resident's room ONLY with the permission of staff AND both residents assigned to that particular room.
4. Residents are not allowed to enter the FRESH START house with soiled shoes and/or boots. Boots and shoes worn at work MUST be taken off at the door before entering the FRESH START home.
5. Upon returning from trips, visits, and outings all packages may be inspected.
6. **Curfew is 11:00pm**. No leaving the house after curfew without written permission to do so by the house manager or director.

-"Lights Out" will be at 12 midnight. All lights will be turned off, TV will be off and the back door will be

locked. The first floor will be shut down. **NO SMOKING AFTER LIGHTS OUT!**

7. Personal televisions and computers are allowed but FRESH START takes no liability for personal property. Television must be shared with other consumers in the shared living space.
8. FRESH START takes no responsibility for damage or loss to the resident or property.
9. All injuries need to be immediately reported to staff.
10. Upon entry to FRESH START, all baggage, luggage, bags, containers etc. are to be surrendered to the FRESH START staff for inspection.
11. FRESH START reserves the right to inspect all items coming into the FRESH START facilities at any time. This includes visitors' belongings.
12. No personal pets are allowed.
13. Individuals must be properly dressed at all times (i.e. shirt worn at all times, shorts at the knee, no tight or revealing clothing, etc.)
14. Sleeping in common areas is prohibited.
15. **TESTING:** Residents will submit themselves to random, witnessed drug and alcohol tests at the discretion of the FRESH START staff. Refusal to take a U/A test will be considered a positive test result. A positive U/A are grounds for dismissal from the FRESH START home.
16. **VISITORS:** Visitors are not allowed access to the FRESH START facility without expressed permission by the house manager or director. Visitors are also not allowed beyond the first floor of the FRESH START home. NO OVERNIGHT GUESTS.
17. **SMOKING:** Smoking is permitted in the designated smoking area outside the house only.

18. **CHORES:** Residents will be assigned a daily chore to help keep the house clean. If a resident refuses to do their

pre-assigned task they will be asked to leave the program. Daily chores may include, but are not limited to:

- Bedrooms will be kept neat and orderly.
- Beds must be made before leaving for work and kept neat.
- Clothes must be hung up or neatly folded and placed in drawers.
- Residents must clean-up after themselves in the kitchen and bathroom.

19. If you smoke, you must dispose of your butts properly.
20. If you chew tobacco, you may not spit in a canister.
21. Personal hygiene is important, residents must bathe daily.
22. **TELEPHONE:** 30 minute phone calls per hour. Please pass messages along to other residents. Personal cell numbers must be reported to office staff.
23. **INSPECTIONS:** The House Manager may inspect your private quarters or vehicle any time there is a suspicion of alcohol/drug use of any kind. If you are suspected; the house Director or Manager reserve the right to ask you to take an alcohol/drug U/A test. Refusal to take a U/A test will be considered a positive test result. A positive U/A are grounds for dismissal from the FRESH START home.
24. **FOOD:** Meals are the responsibility of consumers. Occasionally, there may be meals provided by an approved staff. You can also buy whatever food you want. You can store certain foods in your room provided they are in a proper container.
25. We are not responsible for your personal food supplies. We have an open kitchen policy.
26. **TELEVISION:** Television is a privilege. Please have respect for others in the house. See house manager regarding the TV policies

27. **COMMUNITY SERVICE:** Residents must complete 20 hours of community service weekly.
28. **JOB SEARCH:** Residents will be required to complete 5 weekly mandatory job searches.
29. **LAUNDRY:**
    - Laundry machines are provided for residents only.
    - Bed sheets must be washed weekly.
    - If there is a problem with the laundry equipment please notify staff.
    - Residents are required to do their own laundry. We will not be responsible for damage to clothing or stolen clothing.
    - Residents are responsible to remove all personal items from clothing. We are not responsible for lost items.
    - Residents are required to notify staff if the laundry supplies are low.
30. Overnight and weekend passes are granted to residents complying with all program rules and not in new resident status. Passes must be submitted 1 week prior to visit.

CONFLICT MANAGEMENT

Between residents

If a conflict or a disagreement occurs between two residents, both residents should try and work the matter out first, on their own. If a resolution is not found either resident should call a meeting with the house manager. The house manager will speak to each person separately or if all parties agree the house manager can meet with the parties together. If conflict is not resolved, follow the chain of command. *Please remember that house meetings are a good place to try and work conflicts out, as well.*

Between Residents and Staff

If a conflict between resident and a staff member occurs the resident must fill out a grievance form located in the FRESH START house. If, for some reason, a form is not available you may request one from any staff member. Once the form is filled out you must turn it in to the house manager or house administrator. A meeting will be set up within a 24 hour period. If a meeting cannot be scheduled, you will be given a number to call to make certain your issue is heard and reviewed.

Church Policies

1. All FRESH START residents are to attend weekly church services.
2. All residents are to be dressed and ready for transport Sundays at 9:10 am, if attending Powerhouse Ministries Sunday service.
3. Must provide the Program Director with a church bulletin signed by a church staff member.

Conduct

- Use of illegal tobacco products, alcohol consumption, drug use, or sexual activity of any nature is not allowed.
- Fighting, horseplay, or any other type of physical altercation is strictly prohibited. Anyone who engages in such actions will be given disciplinary action up to and including immediate expulsion from the FRESH START program.
- Lying, cheating, and stealing are prohibited and are grounds for dismissal.
- Disruptive, discourteous, and disrespectful behavior will not be tolerated.

Medication Policy

FRESH START staff must be notified of any medications. All medications are to be kept secured in a locked safe/box. Residents are individually responsible for the provision of his/her own safe/box. Controlled substances are to be kept by house staff and signed out daily.

New Resident Status

Every "new resident" entering the Fresh Start Program and those residents that violate the conditions of their agreement with Fresh Start are placed on "new resident" status. All residents placed under "New Resident Status" must adhere to those obligations. There will be no overnight or weekend passes granted in this status.

FRESH START believes that Jesus is the answer. The greatest exercise of hope for all is to read and apply God's Word. Our source of strength is found in the pages of the Bible. By developing practical study habits of the Word we gain nourishment. The Water of the Holy Spirit quenches our thirst for restoration.

"Thy Word have I treasured in my heart, that I may not sin against Thee." Psalm 119:11

"Thy Word is a lamp to my feet, and a light unto my path." Psalm 119:105

"The unfolding of Thy words gives light; it gives understanding to the simple." Psalm 119:130

"How can a young man keep his way pure? By keeping it according to Thy Word." Psalm 119:9

Pre-commitment form:

By signing this agreement below indicates that the prospective client has read the handbook and the house rules and will agree to the terms as stated.

Date	Client signature
Date	DOC IPO II signature
Date	Fresh Start Staff Signature

House Address: 439 E. Yerby
Office Address: 103 North Miami Avenue
Marshall MO 65340
Phone: 660-886-8860
Fax: 660-886-8888
info@pwrhousecdc.org