

**Eagles Wing Transition Housing Program**

**Guidelines and Policies**

1. This program is designed for a maximum participation of 12 months. By the sixth month the resident must have an exit plan in place and discussed and on file with the house manager.
2. Program fees are payable in checks or money orders only (no cash please). All program fees are due on the **1st** of the month and no later than the **5th** for the following month. A $25 late fee will be charged after the 5th day.Any other arrangements will have to be brought up in the house meetings and voted on.
3. Upon acceptance of an application for the program, a covenant deposit of $350 plus the first month of the program fee will be required. The amount of the program fee will be determined on whether the unit is a studio ($385) or one bedroom ($405).
4. Weekly Eagles Wing program meetings are mandatory! Residents will meet weekly to discuss program matters and report on their adherence to program standards as part of the resident’s peer accountability. Program decisions are made at this time and residents are responsible to be there. Excuses for work, hospital, or pre-arranged absences are only allowed. If a resident is going to be tardy please call before the meeting starts. Residents will be asked to shut off phones during the meeting.
5. Residents are required to attend a Christ-centered Church service each week. The mission has its own worship service every Sunday.
6. Residents are required to attend support group/Bible studies weekly.
7. Residents are expected to keep their units neat and clean.
8. There will be no smoking in the units or on Mission property. Violation of this policy could lead to dismissal from the program. The outcome of the resident will be decided in the unit program meeting.
9. No drugs or alcohol allowed. Violation of this policy could lead to dismissal from the program. The outcome of the resident will be decided in an emergency unit program meeting.
10. Any resident asked to leave the program because of behavioral, substance abuse, and disciplinary reasons will forfeit his covenant deposit and his program fee. The resident will have 48 hours to remove their belongings from the unit.
11. Residents are expected to have a written relapse prevention plan.
12. Residents will be subject to random UA’s and BA’s.
13. A resident’s outcome after a relapse will be decided in an emergency unit program meeting.
14. Physical violence will be treated as a relapse. An emergency meeting will be called to decide the outcome of the resident.
15. Any disruptive behavior by a resident, the outcome will be decided in a program unit meeting.
16. If, for any reason a resident is prescribed a narcotic, it must be brought to the attention of the Eagles Wing manager. A resident must have a note from the physician if prescribed longer than 2 weeks.
17. Residents are expected to have a written financial budget.
18. Residents must attend or have attended the Biblical Finance class here at the mission.
19. Residents are expected to provide their own dishes, cooking utensils, bedding, and towels.
20. There will be no female guests allowed in the units.
21. There will be no overnight guests allowed in the units.
22. Residents are expected to keep the area surrounding Eagles Wing clean and picked up.
23. Residents are not allowed to eat in the Mission dining room unless they are employed by the mission. An employee is allowed one meal a day.
24. No firearms or ammunition allowed in the units.
25. Residents are allowed one vehicle on Mission property. Must have proof of registration and insurance before being allowed to park on property. Must park vehicle in designated parking for Eagles Wing. The vehicle must be registered with the Eagles Wing manager.
26. Residents will remove laundry as soon as it’s completed. If a resident has to leave before it’s done, ask another resident to remove it when it’s done.
27. Residents are expected to give a two week notice before relocating.
28. Before moving back into the community, a resident must read the *Kansas Guide for Renting* and discuss it with the Eagles Wing House Manager.
29. There will be an inspection of the unit after a resident vacates. If the condition of the unit is unsatisfactory, the resident will forfeit his covenant deposit and program fee.

I understand and will abide by these guidelines and policies for Eagles Wing.

Resident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness:

Eagles Wing Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_