** Working Guest Program   
Agreement**

**Working Guest Program Purpose**

This is a short-term, case managed residential program for men who are employed and need assistance to obtain stable housing and to achieve independent living.

**Working Guest Program Narrative**

To be eligible, the applicant must first be employed (minimum of twenty-four hours/week) and present appropriate verification of such employment from the employer. He must also submit to a drug screening test and an alcohol Breathalyzer and test negative before he can start the program. As long as the WGP guest remains in good standing and remains drug and alcohol free, he may have up to 90 consecutive days/nights lodging, which may be extended for up to an additional 90 days in order to meet financial goals set with his CM. There will be a review every thirty days to determine the guests continued eligibility. Any positive test results from a BA or UA during program participation will be cause for automatic dismissal from the program. Guests testing positive for drugs or alcohol will be referred to the New Beginnings recovery program or returned to overnight status, and will not be eligible for any other programs for 30 days. If it is the individuals second time receiving a positive for drugs or alcohol they individual will be out of the mission a minimum of 30 days. A man desiring to enter the WGP program can enter either from the Overnight shelter or directly from an outside referral source. The client must have his intake packet complete whether he is coming from the overnight shelter or an outside referral source.

The client is given the Damages Waiver and Media Release form releasing Union Rescue Mission from any all liability for injury, damage to personal property, and permission to be photographed and/or videotaped.

WGP guests will be assigned a bed in a room designated for the program in the 300 hall and have limited secure long term storage for personal property. The program provides scheduled laundry services for the guest’s personal clothing once a week. Laundry will be done by URM staff only.

WGP guests are expected to attend a worship service on weekends and bring back a church bulletin as proof.

WGP guests must sign in and out at the intake office when leaving or entering the building.

All WGP guests are expected to follow the rules listed in the Shelter Agreement and guideline book for the Overnight shelter. WGP guests will not have access to the 100 and 400 halls.

All WGP guests will pay a program fee of 30% of net income or $5/day whichever one is cheaper. All guests are also expected to save 40% of their net income to have the funds to move out and into stable housing. If an emergency arises, the guest funds can be accessed as determined by the CM. The WGP guest needs to bring a cashier’s check or money order for 40% of his current net pay made out to himself. A complete record of the transaction will be kept on the Money Account envelope. All transaction must have two signatures, one being the WGP guest and the other being the CM/or Men’s Director. The funds will held in a locked safe in the Men’s Director’s office. In addition, the CM will assist the WGP guest as needed to develop a financial plan to enable to have the necessary funds to move out and into stable housing. The CM will authorize the release of those funds as required in preparation to successfully move out of the Union Rescue Mission.

Men who have been released from prison or parole, or those who are court ordered probation, may qualify for the Working Guest Program. The Case Manager will work closely with the Parole or Probation officers, or the court, on behalf of the guest as a service to both. Testing for drug and alcohol is mandatory, and is done randomly.

Clients who relapse on drugs or alcohol will be immediately terminated from the program. The offending client has two options. They may return as an overnight guest or apply for the New Beginnings Recovery Program.

**I have read the WGP expectations. I understand them and will abide by them.**

Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

URM Staff\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Union Rescue Mission  
2800 N. Hillside, Wichita KS 67219  
316.687.4673**