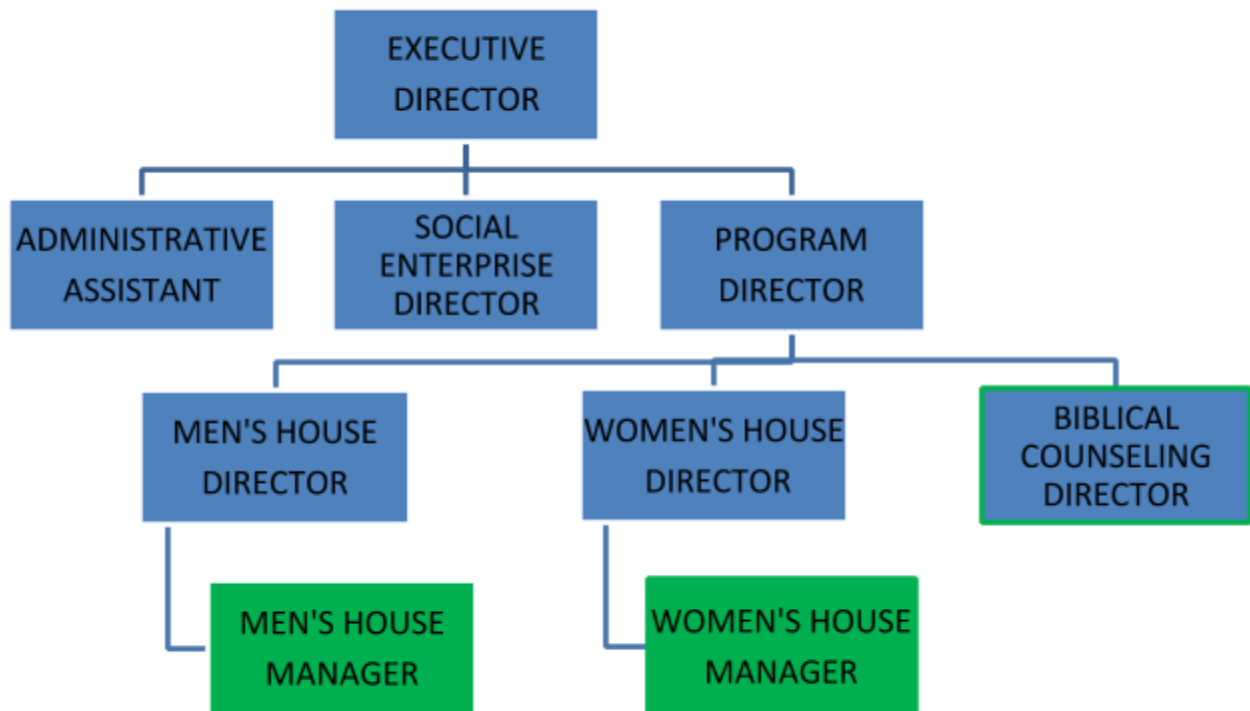




“If anyone is in Christ, he is a new creation;
the old has gone, the new has come!”

2 Corinthians 5:1



ELIGIBILITY CRITERIA AND APPLICATION/INTERVIEW PROCESS

Eligibility Criteria

An applicant:

- Must be at least 21 years of age.
- Must be open to hearing and embracing the Gospel.
- Must be clean from all mind/mood-altering substances for at least 30 days upon arrival and provide a negative drug screen. **NO EXCEPTIONS.**
 - o Reset is not an appropriate level of care for individuals "off the streets" or new to sobriety/recovery. Individuals who need to detox or who are in crisis should be referred to an appropriate level of care. Preferably, potential residents will have completed, or will soon complete, a residential or outpatient Substance Abuse Program (SAP). Potential residents who have not completed a program must adhere to the 30 days clean upon arrival requirement and show an

interest/willingness in some element of the program, such as coming to Bible study, prior to entering the program.

- o Potential residents who have exited a program against medical advice (AMA) or have been discharged non-compliant will be considered on a case-by-case basis.
- Must not be a sex offender.
- Must be employable and desire employment.

Application/Interview Process

An applicant must have the ability to proceed through the application/interview process, which requires:

- Applying online or in-person using the ***Resident Application*** found at resetministries.org.
- Interviewing with the House Director in person or by phone using the ***Pre-Screen Interview*** form.
 - o If a potential resident is incarcerated, the application process may take place via phone or through visit(s) to the facility in which the resident is housed.
- Attending assigned weekly meetings such as Bible study/recovery meetings.
- Meeting other residents in the house and interviewing with House Manager(s).

HOUSE RULES/RESIDENT EXPECTATIONS

- I will respect my roommates, myself, and the entire program by NEVER bringing drugs, alcohol, pornography, or guests with such items into our house.
- I agree to subject myself to random and/or scheduled drug tests and room searches because I know that when I'm doing what I'm supposed to do, I have nothing to hide.
- I understand that there is wisdom in seeking counsel, and will therefore only leave the house for overnight absences if I get it approved beforehand.
- I realize that trouble and darkness go hand in hand and therefore agree to an 11:00 pm curfew on weeknights and a midnight curfew on weekends. I also agree never to bring a person from the opposite gender into my bedroom and will make sure that all guests are out of the house by curfew.
- I know that I need to continue moving forward, so I will attend and participate in the following weekly activities: Local church service, In-House Bible Study, 2 Recovery Meetings, one Extra Meeting (Coach, Counselor, additional Recovery Meeting or Church Service/Bible Study/Small Group), and House Meetings as well regular Personal Development Classes and Quarterly Outreaches.
- I realize that I will be assigned a Coach who will serve as a mentor and will guide me through the Personal Development Plan so I can realize the potential that God has placed inside me.
- I realize that I will need to meet regularly with a Biblical Counselor and Financial Counselor. I realize that this will mean opening up about my life and my finances.
- I will honor my financial commitments by paying rent on time for the upcoming week/month. I understand that rent will go from \$90/week to \$390/month to \$465/month (with \$75 as savings if I am promoted) as I progress through the program.
- I will maintain or seek full-time employment because I know that it helps me to stay busy, maintain my financial commitments, and feel productive. If I lose my job for any reason, I will immediately inform my leaders and begin a full-time job search.
- I will respect my roommates, myself, and the house by not smoking in the house, by keeping my room and common areas clean, and by doing my weekly house chores.
- I desire a peaceful home and will therefore make sure that I keep weapons, violence, and threats of violence away from the house.

Reset Medication Policy

- Medications that are hazardous to sobriety are prohibited at Reset. A list is provided with this policy that is representative but not all inclusive and will be updated regularly.
- Reset has a zero-tolerance policy on all mind- or mood-altering substances, including Medically Assisted Treatment.
- Reset medication guidelines are based on the premise that alcoholism and other chemical dependencies are symptoms of very similar and perhaps the same disease process. People who have developed dependence on alcohol and other drugs have a peculiar susceptibility to any type of mind-and mood-altering medication. This means that a sober resident who takes other mood changing drugs is very likely to become dependent on the new drug and/or return to alcohol or original “drug of use”. A resident who has a history of addiction to drugs, such as sedative, tranquilizer, or narcotic, who stops the drug abuse but begins or continues to drink alcohol could become addicted to alcohol and may also return to the original “drug of use”.
- It is important that residents recognize this risk as they build their life in recovery. In addition to “street drugs” and narcotics, there are over the counter and prescription medications that have mind-and-mood altering side effects which may jeopardize recovery. Residents should avoid any self-medication, because people in early recovery tend to overuse even the most common over the counter medications.
- Residents must get approval from the House Director before taking any prescription or over the counter medications.
- If medications lead to overuse, abuse or relapse, residents will be removed from the Reset program and referred to detox or appropriate level of care.

Reset Job Policy

Each new resident has two weeks to gain employment unless actively engaged in an approved workforce development program. Individuals not enrolled in a workforce development program must follow the two-week policy and pay rent with the first paycheck. Residents are required to be out of the house from 8 to 4 Monday through Saturday until employment is obtained. Exceptions will be made on a case-by-case basis, for those awaiting SS card, driver’s license, etc.

Strike Policy

While there is a zero-tolerance policy for drugs, alcohol, and pornography in the Reset House, there is slightly more tolerance for other inappropriate behaviors, including:

- Missing meetings—both inside and outside the house
- Not performing weekly chores
- Failure to maintain a good work ethic, skipping work, failure to provide proper notice before terminating employment.
- Not cleaning up after one's self
- Being late for curfew
- Not moving forward on the graduation requirements (such as creating budget, etc.)
- Lying to create problems in the house
- Outbursts of anger
- Breaking items in the house

To modify and correct these behaviors, we use a “Three Strikes and You’re Out” policy—with a different consequence for each strike.

1 st Strike = official meeting with Reset leaders (including House Manager) to discuss behaviors and create a plan for correcting the behavior. When applicable, an apology will be suggested and encouraged if the offense involves another person.

2 nd Strike = peer review where each member of the house will discuss how the offending member's behavior has affected him. Another corrective plan of action will be created.

3 rd Strike = dismissal from the house.

PLEASE NOTE that there are not three strikes for each type of inappropriate behavior, but rather three strikes total for ANY combination of these behaviors.

The violator is eligible to reapply as a resident of Reset after 30 days.

RESIDENT PRIVILEGES AND CONSEQUENCES

PRIVILEGES

Overnight Stays Away From the House

After completion of the third month in the program, residents will receive up to three single overnight passes per 30 days. After completion of the sixth month, residents will receive up to four overnight passes per 30 days with no more than two nights at a time. Upon completion of the ninth month, residents will receive up to seven overnight passes per 30 days. ALL OVERNIGHT STAYS ARE SUBJECT TO APPROVAL BY THE HOUSE DIRECTOR.

Child Visitation Policy and Procedures

The purpose of these policies and procedures is to establish clear, concise, and consistent practices for the restoration of parents and their children with an emphasis on the safety of the children at all times. THIS LIST OF POLICIES AND PROCEDURES WILL BE INCLUDED IN THE INTAKE PROCEDURE. IT MUST BE REVIEWED, EACH ITEM MUST BE INITIALED, AND THE DOCUMENT MUST BE SIGNED-OFF ON BY EACH RESIDENT WITH CHILDREN. Reference the Child Visitation Agreement Form.

- The House Director will have a one-time mandatory in-person meeting with the legal guardian of a child of a Reset resident. They will discuss an overview of the Reset program and policies regarding daytime visits or overnight stays. The legal guardian must sign the Activity Waiver & Release Liability Form and the Consent to Treat Minor Children Form and provide a copy of the child's insurance information.
- Overnight child visits will be permitted after a period of 60 to 90 days (to be determined by the House Director) after review of the resident's performance. The performance evaluation will include consideration of rent payment, meeting attendance, church attendance, meeting sheet, etc.
- When a child is staying overnight in the house, a designated person of responsibility will be present at the house or on-call at all times. This could be the House Director, House Manager, or a staff person. This will be documented.
- The presence of a child in the house for any period of time must be documented. Overnights must be scheduled and approved by the House Director at least five nights in advance. There will be no more than one overnight per week per child. EXCEPTIONS MAY BE MADE DUE TO CUSTODY ARRANGEMENTS AND MUST BE APPROVED BY THE HOUSE DIRECTOR.
- When children are in the house, they are to be supervised at all times by the parent. If the parent leaves the child unsupervised at any time, further visits are suspended

indefinitely.

- When children are in the house as overnight visitors, they are confined to a designated area determined for each house. Each house must have a designated room in which a parent and child will spend the night.
- When there is a large gathering in the house and childcare is provided, there must be two adults in the room. The names of these adult supervisors must be documented.
- When children are in the house for an overnight, opposite gender visitors are confined to a designated area for each house.
- Only one resident is permitted to have children spend the night in the designated area. At no time will more than two children be permitted in the designated area. Members of different families are not permitted to stay overnight together.
- The residents must work together to schedule visits so that there is only one family with children per night. A master schedule of overnight visits will be maintained which includes the name of the House Manager or staff member who is on duty. Any emergency involving the number of children staying at the house will be dealt with by the House Director and decided upon at his/her discretion.
- The age limit for children as overnight visitors in the house is 10 years old for the opposite gender and 13 years old for the same gender.
- Children who are exhibiting signs of illness or evidence of other communicable diseases (head lice, scabies, bed bugs, etc.) may not stay in the house.
- All medication will be safely stored and protected from access by children in the form of one locked box per resident room.
- PARENTS ARE NEVER TO SPANK, HIT, GRAB, SHAKE, OR OTHERWISE PHYSICALLY DISCIPLINE ANY CHILD. Physical restraint should only be used in a situation where it is reasonably necessary to prevent an individual from physically harming him/herself or another individual. Disciplinary problems should be reported to the House Manager or staff member on duty and to the parent or guardian.
- Residents' ability to have their children as overnight visitors is dependent upon their willingness and ability to follow and adhere to the programming expectations of Reset Ministries.

Visitor Admittance to the House Policies and Procedures

- A sign-in sheet is to be placed at the front and back doors for visitors. The host of the visitor is responsible for making sure that the visitor signs in.
- A Notice to Visitors is to be posted by the back door stating that all who enter are subject to drug testing in order to maintain the integrity of the sober living residence.
- Cameras are positioned on the perimeter of the house. The need for additional cameras will be assessed by the Executive Director and the House Director.
- The entry door is used by the residents and the code is changed every time a resident moves out. The code may not be given out to anyone other than staff members or a

person cleared by the Executive Director. ALL VISITORS ARE TO ENTER THROUGH THE FRONT DOOR.

- All opposite gender visitors must be introduced to the House Director before he/she is invited into the house.
- If an incident should occur during any Reset function that violates a house rule, the House Manager must complete a written Incident Report Form to be submitted to the House Director.
- Any injury to any person, staff, resident, or nonresident, must be reported on an Incident Report Form and promptly submitted to the House Director.
- Any damage to property must be reported on an Incident Report Form and promptly submitted to the House Director.

CONSEQUENCES

Strike Policy

While there is a zero-tolerance policy for drugs, alcohol, and pornography in the Reset House, there is slightly more tolerance for other inappropriate behaviors, including:

- Missing meetings—both inside and outside the house.
- Not performing weekly chores.
- Failure to maintain a good work ethic, skipping work, failure to provide proper notice before terminating employment.
- Not cleaning up after oneself.
- Being late for curfew.
- Not moving forward on the promotion requirements (such as creating a budget, etc.).
- Lying to create problems in the house.
- Outbursts of anger.
- Breaking items in the house.

To modify and correct these behaviors, we use a “Three Strikes and You’re Out” policy—with a different consequence for each strike:

1 ST STRIKE = Official meeting with Reset leaders (including the House Manager) to discuss behaviors and create a plan for correcting the behavior. When applicable, an apology will be suggested and encouraged if the offense involves another person.

2 ND STRIKE = Peer review where each member of the house will discuss how the offending member’s behavior has affected him/her. Another corrective plan of action will be created.

3 RD STRIKE = Dismissal from the house.

PLEASE NOTE that there are not three strikes for each type of inappropriate behavior, but rather, three strikes total for ANY combination of these behaviors. The violator is eligible to reapply as a resident of Reset after 30 days.

Policy for Violation of Sober Living

Regarding the violator and his/her relationship with Reset

- A violation is any drug or alcohol use. Reference the Reset Medication Policy and the Prohibited Medication List.
- The violator is immediately removed from the house with a chance to reapply in 30 days. The official status of the violator is that he/she is no longer part of Reset but has a chance to reapply.
- The violator will receive NO financial support, including forced savings, and no housing assistance from Reset.
- The violator may not be in the house for any reason without permission from the House Director.

Regarding the violator and Reset residents:

- Reset residents are to give NO financial support to the violator. They are not to give the violator who is removed from the house ANY money for ANY reason.
- Reset leadership has directed the violator not to ask Reset residents for money. The residents should use Reset leadership as the reason for refusing help. The resident would be violating a Reset policy.
- Residents are not to let the violator into the house unless given permission by Reset leadership.
- Residents should inform Reset leadership if the violator has asked him/her for money.
- Residents are encouraged to be a friend to the violator. They may call or meet with them and encourage them to go to meetings.
- RESIDENTS SHOULD NOT TALK NEGATIVELY ABOUT THE VIOLATOR. THEY ARE TO REMEMBER THAT WE ARE ALL FALLIBLE. WHAT HAPPENS IN THE HOUSE SHOULD STAY IN THE HOUSE.

Regarding the violator and Reset Counselors/Coaches

- Reset Counselors/Coaches are to give No financial support to the violator. They are not to give the violator who is removed from the house ANY money for ANY reason.
- Reset leadership has directed the violator not to make any contact with Coaches and/or Counselors
- Reset Counselor and/or Coach will be notified by the House Director the same day if the violator has been removed from the house.
- Reset Counselor/Coach relationships will immediately be postponed until a plan has been established between the Violator and House Director on future contact with Reset.
- Reset Counselor/Coach should inform Reset leadership if the violator tries to make contact.

We love our brothers and sisters who reside in the houses and want the best for them. We

want to see them succeed and get back to full sobriety. We also love our residents and want the best for them and the house in general. Questions or concerns should be addressed with leadership. This policy will also be discussed at house meetings.