

## **Resident Contract**

As a resident, you agree to do the following:

1. Find gainful employment (place a minimum of two applications a day while attending TWC classes and five applications a day thereafter). Once employment is obtained, a Release of Information must be signed and on file in your folder and staff approval is required before quitting a job. If one becomes unemployed for any reason, immediately notify the Case Manager or Executive Director and Job Search will be required the following day.
2. Bring any and all payroll stubs and proof of income to Compassion Ministries and pay rent based on all eligible income according to CPD Notice 96-03. This will be the greatest amount of 30% of monthly adjusted income, 10% of monthly income or the portion of welfare payment designated by the agency to meet the family's housing cost. (After the second full month in the program, adjustments in rent require Executive Director approval.) If you have a bank account, your monthly bank statement must be submitted to your Case Manager, as well as your Co-Partners.
3. Apartment deposit of \$100 will be paid prior to rent. If the inventory is accounted for and the apartment is cleaned, the deposit will be returned regardless of the status at exit.
4. Deposit/Rent of at least 50% must be paid with your first paycheck and every paycheck thereafter until rent is paid in full and current. It is mandatory to bring your first and subsequent pay stubs to your Case Manager.
5. Starting the third full month of residency, total rent is due on or before the first of the month. Penalty of \$1.00 per day late fee will be assessed after the first day of the third month.
6. Late fees are non-refundable and not part of the rent to be reimbursed if a resident leaves successfully.
7. Rent may be accepted by any staff person if the executive director is unavailable. Money should be placed in a sealed envelope with the person's name, amount, date and staff person's initials on the outside of the envelope.
8. If you are unable to pay rent on time, it must be addressed with your case manager and executive director.
9. Obtain Medical coverage through the Good Health Card, Medicaid or private insurance.
10. Participate in a mental health assessment within 2 weeks as scheduled. Will continue with follow-up as recommended.

11. Dress in the proper manner as stated in the Policy and Procedure
12. Do your part in keeping the living facility in a clean and pleasant atmosphere.
13. Attend two (2) AA or NA meetings a week (proof by signature each time) if you have been in treatment within the last year. If you were just discharged from a rehabilitation facility, you must complete the After-Care program as recommended by that facility.

For those residents who successfully complete the program, a portion of the rent will be available for the transition to permanent housing and access to furniture and household items. Successful completion of the program is defined as completing the required Life Skill requirement, completing at least 12 sessions earning 3 points at each for a total of 36 points or a total of 50 points from all sessions of the required weekly Co-Partner meetings, leaving with permanent full time employment with documented proof of at least twelve (12) weeks of full time employment (a minimum of thirty-five (35) hours per week) while living at Compassion, moving into some form of permanent housing, having paid at least the last two months of rent on time and compliant with the policies and procedures of Compassion Ministries.

If you do not comply with this contract you may be expelled from the Compassion Ministries Housing Program.