

**Homespace Corporation**  
**Supervised Independent Living Program**  
**– Community Program**

**Resident Handbook**

**Revised June 2018**

Homespace is committed to supporting you as you move towards independence. Moving from the traditional SILP to the Community SILP is a big step towards independence and self-sufficiency! The Community SILP was developed for those residents who have progressed through the traditional SILP and are now ready for the next step. This program was also developed in an effort to reduce the number of transitions in your life. By securing an apartment now that you can stay in past your 21<sup>st</sup> birthday we are hoping that the final transition from care will be as stress-free as possible.

Due to this program option being less supervised by staff it is imperative that you, as well as staff, feel that you are ready. Below is the eligibility criteria for the Community SILP. Each requirement must be met prior to any resident being accepted into the program. In addition, your compliance with the program will continue to be carefully monitored throughout your stay with Homespace.

## **ELIGIBILITY**

The following **MUST** be met and maintained to be eligible for the Community SILP program. If at any time it is felt that you do not meet the criteria and/or you need more support, you will be referred back to the traditional SILP Program.

- Participants must be at least 18 years old.
- Participants must have been at the traditional SILP Program for a minimum of 1 year or have approval from the Case Planner for an earlier move.
- Participants must have a history of compliance with the traditional SILP policies as outlined in the Handbook. This includes but is not limited to consistent attendance at group, compliance with the visitor policy, compliance with the curfew policy, compliance with meeting with Clinical Staff and compliance with the smoking policy.
- Participants must be a high school and/or GED graduate.
- Participants must be working a min. 15 hours per week and have held this job for a minimum of 1 month or another source of income (student loans, internship program, child support, etc.) or they must be enrolled in a full-time post secondary educational program.
- Participants can not be actively using drugs and/or have a drug and/or alcohol addiction. If they are in treatment they must have a referral by their counselor.
- Participants can not have a mental health diagnosis that impedes on their daily living.
- If a participant has a mental health diagnosis they must be in full compliance of their treatment plan and a referral must be written by their counselor and/or psychiatrist.
- Participants must have a history of passing townhome inspections without staff assistance.
- Participants must have a history of budgeting appropriately to meet their needs without staff assistance.
- Participants must have a history of getting themselves to/from appointments without staff assistance.
- Participants must have a history of positive relationships with their peers and staff members. This includes no current concerns with domestic violence within their personal relationships.
- Participants must show that they have the security deposit amount saved in their savings account.
- Participants must be up-to-date on their own medical needs (the Case Planner will need all paperwork confirming this).

- The Homespace Clinical team as well as the county worker must all agree upon a referral of a resident to the community program.

\*Please remember that participation in the Community SILP is not guaranteed it is a privilege!

## **NOW WHAT?**

So you have been selected for the Community SILP but there are few more steps that you will need to take before you are ready to move into your apartment. Below is a list of tasks that will need to happen before your apartment is ready. Your Case Planner and Independent Living Trainers will work with you on this list but it is ultimately up to you to ensure that everything is completed in a timely fashion. Due to the nature of the Community SILP you should know that if the following items are not completed within a 3-month time frame you may lose this opportunity and will have to re-apply.

- You must come to the Case Planner with 2-3 potential apartments that you are interested in. Although staff can guide you in what to look for you are responsible for contacting potential landlords and touring potential apartments. When considering an apartment ensure that you ask questions such as: Are utilities included? Who is responsible for snow removal and/or lawn services? Does the apartment complex have any special rules that you will need to follow (i.e. noise policy, parking, etc.)?
- Once an apartment has been narrowed down OCFS will have to inspect the apartment to ensure safety and OCFS compliance. OCFS will then come back with a list of items that may need to be fixed by the landlord. You will not be able to move into an apartment until it is fully cleared by OCFS.
- Once the apartment has been cleared and you have a move-in date, you will be given an allowance for furniture and appliances if needed. You can work with the IL Team and/or the Case Planner however you are ultimately responsible for choosing your items.
- You will have to have all of the utilities turned on in your own name prior to moving in. You can work with the IL Team but this is ultimately your responsibility. Please note that any credit issues may result in you not being able to turn on utilities in your name so you may want to have a credit check completed several months before moving to the Community SILP.
- You will also have to make a plan to move into your apartment. This can include hiring a moving company or relying on friends and/or relatives. Staff will not move you into your new apartment. Also you can only move 9-5 Monday-Friday so please ensure that your help is aware of this.
- You will have to pay for the security deposit and/or the last month's rent (if applicable).

## **BUDGET**

### **Single SILP**

- Monthly rent can be up to \$650/month.
- If your rent is more than this you will have to pay the difference on your own.
- All utilities will be paid by Homespace IF you provide the bill to staff on time. If you fail to provide the bill you will be responsible for the full amount and/or any late fees.
- Furniture voucher - \$1,600. This money is to be used for furniture and appliances (if needed) for your new apartment. Staff will go with you to purchase furniture/appliances and the tax exempt form can be used. You are responsible for any delivery fee! Your furniture voucher money can be used to pay this fee but this will affect your budget. You may also use this money for a moving truck if needed - remember staff WILL NOT move you from the SILP to your apartment.

\*If you are not going to be living in the Community SILP for a period of 12+ months your furniture voucher will be provided in the amount of \$133/month that you will be in the program.

\*If you are evicted from your apartment before a year the furniture will be become property of Homespace.

### **Mother-Baby SILP**

- Monthly rent can be up to \$775 per month.
- If your rent is more than this you will have to pay the difference on your own.
- If you do move into subsidized housing Homespace will pay the subsidized amount and put the difference in a savings account for you that you can access at the time of discharge. \*\*It is your responsibility to inform Homespace if your rental payment changes during your lease\*\*
- All utilities will be paid by Homespace IF you provide the bill to staff on time. If you fail to provide the bill you will be responsible for the full amount and/or any late fees.
- Furniture voucher - \$2,000. This money is to be used for furniture and appliances (if needed) for your new apartment including items for your child's room! Staff will go with you to purchase furniture/appliances and the tax exempt form can be used. You are responsible for any delivery fee! Your furniture voucher money can be used to pay this fee but this will affect your budget. You may also use this money for a moving truck if needed - remember staff WILL NOT move you from the SILP to your apartment.

\*If you are not going to be living in the Community SILP for a period of 12+ months your furniture voucher will be provided in the amount of \$167/month that you will be in the program.

\*If you are evicted from your apartment before a year the furniture will be become property of Homespace.

\*It is our goal that you will be able to remain in your apartment after your 21<sup>st</sup> birthday by taking over the lease. This will allow a smooth transition from care and will enable you to establish your home for the future. Therefore **please take into consideration the rent and utility cost of the apartment that you choose.** The rent and utilities should be in a budget range that you can manage after you discharge from care. The apartment should also be a size and in a location that you would want to live for many years to come!

### **The Homespace “Family”**

Homespace employs a supportive staff to help all residents achieve their best. Although you are not on-site staff is available by phone 24 hours a day 7 days a week by calling Homespace at 881-4600. All staff is available to provide assistance and offer guidance.

### **Executive Director**

The Executive Directors role is to oversee all operations of Homespace. The Executive Director makes all final decisions regarding any matters related to Homespace residents, staff, volunteers and property.

### **Director of Youth Services**

The role of the Director of Youth Services is to oversee/supervise the Clinical Supervisor as well as the Independent Living Team. The DYS also reviews the eligibility of all residents asking to move to the Community SILP.

### **Clinical Supervisor**

The Clinical Supervisor oversees/supervises the Case Planners. The Clinical Supervisor may also get involved in meetings with your landlord if needed.

### **Case Planner**

The role of the Case Planner is to assist residents in developing realistic goals for themselves, make referrals for needed services and monitor the progress of the residents. The Case Planner also attends all court proceeding, coordinates/monitors family visitations as needed, coordinates Service Plan Reviews and ensures that all residents receive the mental health treatment that they may need. The Case Planner also ensures that pregnant/parenting youth are linked with support services as it relates to their children/parenting goals.

### **Independent Living (IL) Coordinator/Independent Living Trainer (ILT)**

The role of the IL Coordinator and Independent Living Trainers is to assist in the areas of budgeting, nutrition, housekeeping, time management and daily living skills.

**\*A full list of job duties of the Case Planner and IL Coordinator are provided at the time of intake.**

**\*Residents must meet face-to-face with the Social Work Staff a minimum of 4 times per month; this includes a minimum of 2 monthly contact in your apartment.**

- \*You are also responsible for meeting with staff at least 1 time per month at Homespace located at 1030 Ellicott St.**
- \*Please note that if the Clinical Team has concerns they will increase your face to face contact to 2 times per week.**
- \*The Clinical Staff must also have face-to-face contact with a resident's child(ren) a minimum of 1 time per month.**

The Community SILP requires a unique relationship between Homespace, OCFS, your Landlord and yourself. Although you will be living in an apartment that is owned and managed by your Landlord, they and you will have to follow guidelines set up by OCFS and Homespace. Below are some basic expectations that you can expect from Homespace, your Landlord and OCFS.

### **What You Can Expect From Homespace, Your Landlord and OCFS...**

1. An apartment that is that is clean, safe and in good working condition. OCFS and Homespace will approve any apartment you move into for health and safety. If during your stay anything changes with the status of the health and/or safety of your apartment you will be responsible for conveying this to your Landlord. Homespace and/or OCFS staff will only intervene if your attempts to resolve with issue with the Landlord are not successful.
2. All apartments will include these major appliances: refrigerator, stove/oven, and microwave. If the apartment does not include appliances, Homespace may assist with purchasing these when you move in however it is your responsibility to keep them in proper working order.
3. All apartments will include necessary furniture. Homespace may assist with purchasing these items before you move in however it is your responsibility to replace them if they become soiled or unusable.
4. Peaceful and private enjoyment of your apartment. If you are having any difficulty with your neighbors you will be responsible for contacting your landlord. Homespace staff will only intervene if your attempts to resolve the issue with the Landlord are not successful.
5. Staff that aim to assist in goal achievement and success for each resident and is available to help you overcome hurdles, discuss general concerns, and offer encouragement. Due to you living in the community it will be your responsibility to be home for scheduled visits either by Homespace staff and/or OCFS staff.
6. The opportunity for you to develop necessary independent living skills that will benefit you and your child (ren).
7. A staff that maintains all residents' confidentiality and rights.
8. Assistance in maintaining your apartment after your final discharge from care. Please note that your Landlord can choose to not renew your lease if they are unsatisfied with you as a tenant; we can not require a Landlord to allow you to remain in your apartment after your discharge from care. If you feel that your tenant rights are being violated please speak with Homespace staff and/or Legal Aid.

## **What Homespace, OCF\$ and Your Landlord Expect; From You...**

1. Respectful interactions with all community members and staff (this includes your landlord and OCF\$ staff when they are inspecting your apartment).
2. A goal and a plan to obtain self-sufficiency, along with actions that show progress towards this goal.
3. The desire to learn and grow as an individual and a parent.
4. Active participation in all group meetings, individual meetings and Homespace events.
5. The upkeep and respect of your apartment. It is your responsibility to inform the Landlord of any maintenance concerns as it relates to the upkeep of your apartment.
6. Residents are expected to follow ALL rules and regulations of Homespace, OCFDS and your individual lease so that safety, comfort and progression of the individual are achieved.

## **Your Apartment**

### **Moving Into Your Apartment**

As stated above, you will take part in searching for an apartment that best suits your needs. You will also be able to pick out the furniture for your apartment with help from Homespace staff. Please note that all apartments must be approved by OCF\$ prior to you moving into the unit and therefore extra time may be needed to address health and safety concerns. Prior to your move you will be required to arrange for your belongings to be moved into your new apartment; this may include budgeting for a moving truck. You are also required to leave your Homespace unit in the condition that it was in when you moved into the unit; an inspection will be completed after you move and money may be deducted from your savings account if your unit was damaged and/or is dirty. All utilities must be put in your name and you must sign a lease with the landlord prior to moving into your new apartment.

### **Keys**

You will be provided all keys to your apartment including doors, garages, etc. It is your responsibility to have your keys on you at all times! If you lose your keys Homespace will charge \$10.00 for the replacement of each one (Please note that your Landlord may require the keys to be replaced by them which may result in a high charge). Homespace staff will have copies of your keys however they may not be available at all times so please be aware of the policy of your particular apartment complex as it relates to being locked out; this may require you calling a locksmith which can be very expensive. Keys should never be duplicated and given to anyone else except Homespace staff!

### **Furniture**

Homespace will provide you with a furniture allowance to help furnish your apartment. You however are responsible for shopping for this furniture and making arrangements for delivery if needed. If you remain in the program for at least a year you are able to keep all furniture that is provided to you. Feel free to purchase any additional furniture for your apartment as you see needed.

## **Decorating**

You are welcome to decorate your apartment in a way that feels comfortable to you. Any decorating that involves painting or alterations to your apartment is prohibited unless approved in writing by your landlord.

## **Rent/Utilities**

You will not be charged rent and/or utilities while living in the Homespace Community Program. Although you are not charged for your rent or utilities you will see your bill each month so that you can become familiar with them when you take over the lease after your 21<sup>st</sup> birthday. If your rent does not include utilities you will be required to put the utilities in your name and you will be responsible for giving your bill to Homespace each month so that it can be paid on time. Although you are not paying for the utilities please be aware of your usage and follow the same recommendations as in the traditional SILP (i.e. turn off lights when you leave, keep your heat below 72, do not use your stove to heat your home, etc.). If you do not turn in your bill you will be responsible for any/all late fees.

## **Cable/Internet**

Homespace will not pay for cable and/or internet in your apartment. If your rent does not include cable and/or internet it will be your responsibility to pay for this service if desired.

## **Pets**

Pets are prohibited with the exception of a therapeutic aid dog; documentation is required.

## **Home Inspections**

Homespace staff will be visiting you in your home a minimum of 2 time per month; 2 other contacts may occur at Homespace offices or in the community. Although formal inspections are not completed, hygiene issues will be addressed if needed. In addition, if the upkeep of the apartment is not being maintained, you will be at risk of losing the privilege of being in the community program. Please note that if you are not home at the scheduled time staff can and will enter your apartment to check on the condition of the home.

## **Privacy**

You are given the right to privacy in your apartment however Homespace reserves the right to enter your apartment regardless if you are home or not. To ensure the highest privacy for yourself please make and keep appointments with staff.

## **Your Money**

### **SEFCU**

Your SEFCU account will remain for your banking needs. Again, all PNA's (Personal Needs Allowance) will be deposited into your bank account and you can access this money using your debit card. It is your responsibility to manage your account so that you do not overdraft!

## Personal Needs Allowances

Your PNA will remain while you are in the community program. The breakdown is as follows:

Pregnant youth h/single youth	\$325.00 per month + \$55.00 toward your phone bill and a bus pass if you are eligible to receive one.
Youth with one child	\$350.00 per month + \$55.00 toward your phone bill and a bus pass if you are eligible to receive one.
Youth with two children	\$400.00 per month + \$55.00 toward your phone bill and a bus pass if you are eligible to receive one.
Youth with three children	\$450.00 per month + \$55.00 toward your phone bill and a bus pass if you are eligible to receive one. + \$55.00 toward your phone bill and a bus pass if you are eligible to receive one. + \$55.00 toward your phone bill and a bus pass if you are eligible to receive one.

Homespace reserves the right to change the above amounts and policies at any time based on budgetary constraints.

You should continue to work collaboratively with your IL Coordinator to develop a monthly budget incorporating all of their sources of income. **Please be aware that the bank has until 5pm on that day to deposit your money! Therefore check your account before making any purchases. If you overdraft (even by a penny) SEFCU will charge you \$30.00.**

**To receive your PNA you MUST attend the monthly Community \$ILP meeting. If you are unable to attend this meeting please speak with the IL Coordinator to make other arrangements.**

## Savings Program

In an effort to help residents save for their final discharge from the program Homespace will continue to provide \$50.00 per month into a savings account with your name associated with it. These funds are Home space's only and will not be provided to you unless approved by the Executive Director. This will begin on the 1<sup>st</sup> of the month following their intake into the program. These funds will be only through the banking transfers allocated by the Fiscal Manager and maintained by the Fiscal Manager with oversight provided by the Executive Director.

It is also important to note reasons why you would not be entitled to the savings monies, which can include:

- Failure to provide a written 30-day notice prior to moving out of their apartment.
- Cause of extensive damages to your apartment.
- Discharged from the program due to a physical altercation with another resident.
- Discharge due to illegal activities, or suspicion of committing an illegal act.
- Discharge from the program due to a serious and potentially compromising verbal threat made to a staff or resident.
- Eviction from your apartment.
- Breaking the lease to your apartment.

### **Bus Passes**

If you are enrolled in school and/or work you may be eligible to participate in the bus pass program. If this applies to you, Homespace will either provide you with \$75.00 in your PNA to purchase a bus pass or you will be given a bus pass by Homespace staff. It is your responsibility to keep your bus pass each month and if you lose it Homespace will NOT replace it!

### **Other Transportation Needs**

Homespace Community SILP Residents are expected to get to/from all appointments on their own. Staff will provide VERY limited transportation for you and your children. If you do want support at an appointment you must ask staff 48 hours or more in advance.

### **Clothing Allowances**

You and your child (ren) will continue to receive a clothing allowance every 3 months. The amount is based on your/your child's age and the amount of days that you have been in the program during that 3 month period. You are responsible for shopping on your own and providing staff with receipts.

### **Telephones**

Homespace does not provide you with a telephone; it is your responsibility to purchase one. Homespace will continue to reimburse you up to \$55.00 per month for the cost of your phone service. It is your responsibility to provide the Independent Living Coordinator with your receipt monthly in order to be reimbursed; if you do not provide a receipt you will NOT be given the \$55.00. This money is added to your PNA the month after the receipt is provided. All resident's phone numbers will be kept in the front office so that we have a way to contact you; please update this number as needed with staff.

## **Educational Needs**

### **School Incentive Program**

Community SILP Residents are still entitled to the school incentive program; you can earn \$25.00 every two weeks by turning in signed attendance sheets to the Independent Living Coordinator. The sheets must be signed by your teacher and/or professor and your schedule each semester must be submitted to verify your classes. You must have perfect attendance for those two weeks to be eligible for this

program. Please see the IL Coordinator for more information on the program. Attendance sheets can be found outside of the IL Coordinator office.

## **Your Community**

### **Supervision of Children/Babysitting**

It is each parent's responsibility to ensure the safety of their own child (ren). Children should be supervised at all times and should NEVER be left alone in your apartment. As a Community SILP resident you are allowed to have babysitters in your home however they should not be left alone with your child in your apartment for extended periods of time.

### **Confidentiality**

Confidentiality is an important aspect of the program that is guaranteed for each individual. This is not only the responsibility of staff but also of each resident. It is prohibited to discuss the names or business of any resident while outside of the Homespace community. This is to ensure the safety and dignity of each resident. Any person found in non-compliance of this rule may be asked to leave the program.

## **Meetings and Groups**

### **Service Plan Reviews**

Every 6 months you will meet with the Clinical Team, your county worker and your adult supports to review your strengths and accomplishments over the previous 6 months. This is also a time that you will review your goals and develop new goals for yourself.

### **Community SILP Meetings**

Residents in Community SILP are required to attend a monthly community meeting. These meetings provide an opportunity for peer support as well as a time for staff to review any updates within the program.

### **First Aid/CPR**

All Community SILP residents are required to be trained in First Aid/CPR yearly. This training will be offered several times per year and it is your responsibility to sign up for a class that fits with your schedule.

### **Youth In Progress**

Youth In Progress (YIP) is an advocacy group for youth in out of home placement. This group meets monthly at various agencies throughout the area. Homespace can transport to meetings and events and you are encouraged to attend often. If you want to become involved with this group please see your Case Planner. Youth Handbooks and Need To Know Series are available for you outside of the Case Planner office.

## **Additional Groups/Activities**

Homespace likes to provide you with a wide variety of events and activities to participate in. Along with weekly groups, events may include recreational opportunities, educational opportunities, skills groups, etc. All activities will be listed on the activities/group calendar that will be mailed to you monthly. If you want to attend an activity it will be your responsibility to sign up. Be aware that if you sign up for an event that has a cost associated to it and you do not show on the day of the event you WILL be held responsible for the cost of that activity. Childcare for Community SILP Residents will not be provided by Homespace; it will be your responsibility to find childcare for events that you wish to attend. If you are not in good standing with the program (i.e. have been missing meetings, have damaged property, are on behavior support plans, etc.) you may not be able to participate in all scheduled activities.

## **SILP Group Policy**

Community SILP Residents will continue to be offered weekly IL and/or parenting groups. You will continue to be paid for group; \$10.00 per group.

In addition since there are many options for different workshops and community groups an additional \$5 stipend will be given only once during a two week period, if you attend the mandatory weekly group and another group or workshop.

## **Individualized Treatment Plans**

Every youth in our program will continue to have an Individualized Treatment Plan. These plans are developed with your Case Planner and include the goals you have for yourself, how often we meet with you, what other services may be recommended for you and contacts for other providers. These plans guide our visits with you and it is expected that you are working on the outlined goals the entire time you are in our program.

## **Homespace Policies and Procedures**

### **Extended Leave/Travel**

Although there is no specific curfew and/or weekend passes while in your community apartment you are expected to be at your apartment each night. If you are going to be away for an extended period of time due to travel and/or medical reasons you must communicate this with your Case Planner. If you are not staying at your apartment the majority of the nights you may be at risk of being discharged from the program.

### **Visitor Policy**

You are allowed to have visitors in your apartment however no one may move in with you. We expect that you will limit the time your visitors are in your apartment and will follow the same general guidelines as you followed in your SILP townhome; only siblings and 2 female friends will be allowed to spend the night and guests will leave at a reasonable hour each night. Intimate partners of either gender are prohibited from sleeping over! Failure to follow this policy and/or having someone move into your unit will result in immediate discharge from the program as well as could result in being evicted from your apartment.

### **Drug/Alcohol Policy**

Drugs and/or alcohol are not allowed in your apartment! Please note that if you are found to be under the influence while caring for your children, Child Protection Services will be contacted. In addition, the police will be contacted if you have illegal substances on Homespace property (while in the community program your apartment is considered Homespace property). Please note that because all residents are under the age of 21 years old (the legal drinking age), alcohol of any form is considered an illegal substance and is not permitted on Homespace property. Having drugs or other illegal substances in your apartment puts everyone at risk including other residents living in the community based program, therefore there will be zero tolerance and you will be either discharged from Homespace or returned back to the traditional SILP if illegal substances are found!

### **Cigarette Policy**

All Community SILP apartments will be non-smoking as per OCFS regulations. If a resident is a smoker it is expected that the resident smoke outside. If a resident is caught smoking or their apartment smells like smoke, a meeting with the clinical staff will be held, and consequence determined case by case. Again this could result in termination from the Community SILP Program and/or eviction from your apartment.

### **DV Policy**

The Case Planner will talk with Community SILP Residents about their safety and any DV issues as they arise. If there is an Domestic Violence occurring while out in the community the resident will be required to file for an order or protection. If the resident refuse to file an order or protection and/or violates an order of protection their participation in the program will be jeopardized. Residents with a history of DV may also be required to attend support groups and/or workshops on healthy relationships as a requirement of remaining in the program.

## **Discharge From the Program**

### **Successful Completion Transition**

You are able to initiate a discharge from the program at any time; you can do this by talking with your Case Planner. It is recommended that you speak with your Case Planner often about your discharge plans so that the transition can be as smooth as possible. A Transition Form will also be completed upon entering the program and updated quarterly to assist with this process. You have several options at discharge including but not limited to: 1. Being referred to another program within the foster care system 2. Being referred back to traditional SILP for more support 3. Being discharged to your own apartment on a trial and/or final discharge status 4. Being discharged to a family member, and 5. Taking over the lease of your Community SILP apartment. Please be aware that in order to receive any money from the HS savings account that you may have earned during your stay at Homespace you must give Homespace a 30-day notice of your move as well as be discharged “successfully” (not staff initiated due to noncompliance).

\*Remember our goal is always for you to remain in your Community SILP apartment after your final discharge from care\*

### **Immediate Referral Out Of The Program**

The safety of all of our residents are our first priority. Any action that violates another person’s health, safety and/or well-being will be taken seriously. It is the intention of the staff that we work with you to resolve any issues together but if this can not be done then dismissal from the program will be seriously considered. Other actions that may lead to immediate discharge from the program include intentional destruction of property, AWOL for more than 48 hours, illegal activities, eviction from the apartment and continuous violations of policies and procedures.

When an immediate discharge does need to take place the Case Planner, along with the Director of Youth Services and your county worker, will work together to find a suitable placement option for the resident. All belongings must be moved out of the apartment on the discharge date and an exit interview will occur. All keys must also be returned on this date. When a resident is referred out of the program in this manner the resident will not be allowed back on property; this includes being excluded as a screened visitor for another resident.

### **Behavior Support Plans**

If you violate a policy of Homespace you will be placed on a Behavior Support Plan. These plans outline the behavior that needs to be changed in order for you to remain in the program. These plans are shared with your county worker as well as your attorney. Behavior Support Plans are put into place for 30 days. After the 30-days they will be reviewed as a team. If you have not made the necessary changes outlined in the plan you will be asked to leave the program.

### **Condition of Apartment Upon Exit**

Your apartment should be clean at all times; including when you exit the program. It is expected that your apartment will be left in the same condition that you received it in. Please make sure to follow these tips:

- The apartment should be “swept clean”, meaning an overall removal of any paper, clothes, garbage, etc. that may be lying around.
- Remove of any and all garbage bags.
- Remove all food from the cupboards, fridge and freezer.
- Do not leave water sitting in the sinks or bathtubs.

- Clean up any large spills.

If you are leaving your Community SILP apartment, staff will complete an exit inspection of the apartment with you prior to leaving. If you do not pass this inspection your security deposit will be held. Additional fees may be applied for extensive damage done to the property and/or at the request of the landlord.

### **Assistance With Moving**

If you do chose to move from your apartment or you are evicted, Homespace staff will not assist with moving; you should plan to have help from friends and/or family members.

### **Money After Discharge**

The following is a summary of the money that you will receive at and after discharge from Homespace:

- PNA is only given for the nights that you have stayed at Homespace and therefore you will not be eligible for your PNA past the last night that you stay at Homespace; please plan accordingly for this as it may affect your budget.
- If you turned in a phone bill by the 15<sup>th</sup> of the previous month you would be eligible for this reimbursement in full.
- If you are discharged in the middle of a month you will be responsible for that full month's utility bills.
- You will not be eligible for bus pass money if you are being discharged before the 15<sup>th</sup> of a month.
- Any clothing allowance that you have accumulated will be given to you in check form after your discharge date.
- Any savings account money that you are eligible for will be released to your SEFCU account after discharge and completion of the townhome inspection.
- If you are leaving care on a trial and/or final discharge status you will no longer be eligible for your IL check from the county.

### **Other After-Care Services**

Again, please speak with your Case Planner often about your discharge plan and services that you may need at the time of discharge. Referrals can be made for in-home and/or community support services after discharge if you would like to continue to work with someone on your goals. The following are other considerations when planning your discharge:

- Your healthcare will remain until the age of 25 however you will need to speak with the Case Planner and/or your county worker to ensure that all of the paperwork is completed for this to continue. Also speak to them about your child's healthcare at that time.
- Payment for your daycare may not continue after discharge from the program. Please speak with your Case Planner and/or County Worker prior to discharge about a referral to the daycare unit if needed.
- If you were in care on your 18<sup>th</sup> birthday you will be eligible for ETV (Education Training Voucher). Please see your Case Planner for more details if you plan to continue your education passed your high school diploma or GED.

My signature below indicates that I have read and understand all policies and procedures outlined in the Resident Handbook.

I have also been given a copy of the Handbook and know who to talk to if I have questions about any of the policies and/or procedures.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homespace Staff Signature

\_\_\_\_\_  
Date