Stepping Stones
Transitional Housing Program
Resident Contract

This Resident Contract is an agreement between the Resident and Stepping Stones, Inc. Our transitional housing program is designed to give you an opportunity to learn how to live on your own and become a responsible adult in the community. The transition into adulthood can be a difficult time and we want to offer support so that the transition can be successful.

This contract outlines the rules, responsibilities and expectations of our housing program. Please refer to the Resident Handbook for more detailed information. By signing this contract, you agree to abide by all the conditions and expectations as set forth in this agreement and in the Resident Handbook. Any violation of these conditions and expectations may result in you appearing before a Review Board of Stepping Stones, to determine whether you should be allowed to remain in the program. As a participant in the program, you agree to the following conditions:

**Activity**
- Have a high school diploma or GED or actively be working toward that goal.
- Have a job and work minimum hours required a week. If you do not have a job within 60 days of moving into your apartment, you may be asked to leave the program.
- Be involved in a productive activity (school, studying, work, volunteering, meeting with staff, etc) for a combined minimum of 40 hours a week.
- Meet regularly with staff member to review your goals as identified on Life Map.
- Take and pass a drug test indicating that you are drug free. (See drug policy for additional information).
- Participate in a weekly community meeting with all residents and staff.
- Maintain the curfew based on your level in the program.
- During Foundation level:
  - You are expected to volunteer while you are securing a job. We will “pay” you $8.00 hour which is credited to your account.
  - You are expected to participate in 2-3 physical activities a week.

**Visitors**
- No overnight visitors unless pre-approved at least 24 hours in advance by one of the Resident Assistants (RA).
- Make sure your visitors leave the apartment according to your curfew.
- Have no more than 2 visitors at a time.
- Have no visitors before 9:00AM unless RA is notified.

**Apartment**
- Spend each night in your apartment unless pre-approved at least 24 hours in advance by an RA.
- No smoking in the apartment.
- Keep your apartment safe, clean and in good condition. Your apartment will be checked weekly. You are responsible for any damages beyond normal wear and tear.
- Be responsible for everything that happens in your apartment, including the behavior of your visitors.
- Not hold Stepping Stones responsible for lost or stolen items from the apartment.
- Have no pets in the apartment.
- Report any necessary repairs or maintenance needs to Stepping Stones staff as soon as they occur.
- All essential furnishings are supplied so if you have furniture, it would have to be stored.
Financial Expectations
Stepping Stones holds the apartment lease and pays the utilities. Financial expectations are:

- There is no rent, electricity, or water charged the first month of occupancy, but a portion of phone, cable, and program deposit are charged to your account upon move in.
- Your portion of the rent depends on your age and school status.
- Residents pay a percentage of phone, cable, and utilities.
- A program deposit ($400 over 4 months) is required. The program deposit is put into an “investment account.” You can earn additional money in this account by moving up program levels, graduating from high school, and maintaining a job for six months. The money will be given to you if you complete the program with no outstanding expenses, give a minimum of 4 weeks notice prior to moving out, and after an inspection is made of the apartment.
- You turn in pay stubs and contribute up to 50% of your pay check if you owe on your account. If you fail to contribute to your account, you are at risk of losing housing.
- You apply for all eligible community resources and programs such as Food Stamps, Medicaid, Social Security, etc.

Violations
Stepping Stones is committed to working with you as outlined in the Handbook but there are some violations that may result in eviction/discharge and/or notifying the police. These violations include but are not limited to:

- The use, possession, sale or manufacture of drugs or alcohol. Urine drug screens are given upon entry to the program. Refer to the Substance Use Policy for more info.
- The use, possession or sale of weapons.
- Vandalism or destruction of property or the commission of any crime
- Physical or psychological intimidation or violence, including sexual assault (having sex with anyone under age 16 is against the law).
- Ongoing unwillingness or inability to abide by program guidelines to commit to working on independent living goals as stated on the life map.
- If apartment is vacated for more than two days without permission or knowledge of the Director, it is considered abandonment and the resident loses all rights to the apartment, its furnishings, and any money in the investment account.
- If safety hazards are suspected, we retain the right to search your apartment.

Miscellaneous
The Resident Handbook of Stepping Stones, Inc., a copy of which the Resident has been provided, is incorporated into and made a part of this contract. Venue for all purposes shall be Monroe County, Indiana.

This contract contains the entire agreement of the parties, and may be modified or amended only by agreement in writing signed by the Resident and by a representative of Stepping Stones, Inc. The failure of Stepping Stones, Inc. to enforce any of the rights given to it under this contract by reason of a violation by you shall not be construed as a waiver of the rights of Stepping Stones, Inc. to exercise any such rights as to any subsequent violations of this contract.

I agree to abide by this contract and am voluntarily making a commitment to participate in Stepping Stones Supportive Housing program. I understand that by not adhering to any of these conditions, I risk being evicted from the apartment and the program.

Resident Signature ___________________________ Date ______________
Parent or Guardian if resident is a minor ___________________________ Date ______________

Executive Director ___________________________ Date ______________

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