

Stepping Stones Transitional Housing Program Resident Contract - Foundation Level

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. In the event you violate any condition of this agreement or any condition of the Resident Handbook, Stepping Stones, Inc. reserves the right to remove you from the program.

Admittance to this program is a privilege. 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, Inc, 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. Your time needs to be logged on an Activity Report.
- During the foundation level, you may volunteer while you are securing a job and we will “pay” you \$8.00 hour which is credited to your account.
- Meet weekly with each staff member to review your goals.
- Take and pass a drug test indicating that you are drug free. (See drug policy for additional information).
- Participate in weekly Community meetings with all residents and staff.
- Meet with outside organizations as needed to work on goals.
- Maintain the curfew based on your Level in the program.

Visitors

- No overnight visitors unless pre-approved at least 24 hours in advance by the Director.
- Make sure your visitors leave the apartment according to your curfew.
- Have no more than 2 visitors at a time.

Apartment

- Spend each night in your apartment unless pre-approved at least 24 hours in advance by the Director.
- 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 needed.

Money

Stepping Stones holds the apartment leases and utilities. During your initial time in the program, we will pay the rent and a portion of the utilities, but as you progress through the program, you will be expected to pay an increasing portion of them until you are paying 100% of your share. Financial expectations are:

- Residents are expected to pay a percentage of rent and 1/2 of their phone, cable, and utilities. A deposit of \$350 (payable over 5 months) is required. There is no rent charged for first two months of occupancy.
- You turn in pay stubs and contribute up to 50% of your pay check if you owe on your account.
- The deposit for your apartment will be held as security until you graduate from the program. The deposit may be paid in monthly installments. The deposit will be refunded to you if you complete the program in good standing and after an inspection is made of the apartment.
- You apply for all eligible community resources and programs such as Food Stamps, Medicaid, Social Security, etc.
- Upon successful completion of each level, Stepping Stones will contribute \$100 to your investment account.

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 or blood tests may be required if use is suspected. The cost of the drug screen will be charged to your account.
- 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 and/or ongoing unwillingness or inability 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.

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