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**DIVINE MERCY HOUSE**

**Christian Maternity Home**

**RESIDENT POLICY HANDBOOK**



 Divine Mercy House

4118 Loretto Road

Jacksonville, Florida 32223

 904-268-6282

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**Welcome**

Welcome to Divine Mercy House, a Christian maternity home for women. Our mission is to provide a nurturing environment for you, while you learn practical life and parenting skills, train in baby care, further your education and study God’s Word. Overall, living here will help you prepare for a new stage in your life. You are or are going to be a mother now and, regardless of whether or not you choose to parent or place your child for adoption, taking care of your health and the health of your baby during your pregnancy is critical. At Divine Mercy House, we are dedicated to helping you live a healthy Christian lifestyle, as well as care for your baby and be as self-sufficient as possible when you leave us.

The Divine Mercy House Resident Policy Handbook provides a detailed description of our residential program, our rules and expectations. Please review the handbook in its entirety and sign the Resident Agreement Form on page 20.

Welcome home.

***“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.” Jeremiah 29:11 (NIV)***

**Admission Policies**

Applying for residency at Divine Mercy House requires completion of our application form before an applicant will be scheduled to meet with our Resident Director, as well as completion of a background check, a drug test and a tour of the facility. During the initial screening, the applicant will have the opportunity to ask questions and voice any concerns.

To be admitted, **the applicant must have a deep desire to mature, grow, accept new ideas and direction, and fully abide by the policies and procedures** as outlined in this handbook. This may require a change in attitude, behaviors and lifestyle.

By signing page 20 of this handbook, the applicant agrees to comply with all policies and procedures of the Divine Mercy House, including strict non-violation of the house, its property and its rules.

Upon admission, **each new resident will undergo a 30-day probation period**.

**Program Policies**

Our goal at Divine Mercy House is to provide a home environment that creates trust, security, support, encouragement and respect. The following policies ensure the protection and safety of all residents, employees, volunteers and visitors:

* Each resident is expected to follow **all** house rules, which have been established to ensure the safety and stability of the home and its residents**. Failure to comply may result in immediate dismissal.**
* Abstinence from all sexual activity is required.

* Possession and/or use of tobacco, drugs, alcohol, pornography, sexually explicit materials and/or related paraphernalia are strictly prohibited. **Failure to comply will result in immediate dismissal.**
* If a resident breaks any city, state or federal law or fails to comply with any civil court order, she is responsible to the proper authorities for the consequences of her actions and may be dismissed immediately.
* Weapons of any kind are strictly prohibited in Divine Mercy House or anywhere on the property. This includes Mace, Pepper Spray or similar items. **Failure to comply will result in immediate dismissal.**
* Upon acceptance to Divine Mercy House, the resident must disclose and submit ALL financial information to the staff, including cash on hand and bank statements. During residency, any cash over $50 must be given to our staff for safekeeping (the resident may ask to use the balance at any time for personal use) or must be deposited into the resident’s personal bank account. A copy of all bank deposits must be provided to Divine Mercy House staff**.** A resident who has had any potential financial means to support herself prior to residing at Divine Mercy House is required to disclose that information in full. This includes tax refunds, financial aid, child support and regular funds received from family, friends, etc.
* Once admitted to Divine Mercy House, the resident will be required to submit all money from ALL sources to the Divine Mercy House. **The resident’s money will be handled as follows: 50% of the resident’s paycheck will be deposited into a savings account and returned to the resident when she exits the program, and 50% will be retained by the resident for personal use.** In the event that the staff determines a resident has withheld money or financial information during residency at Divine Mercy House, consequences including immediate dismissal may be administered.
* All bags, suitcases, backpacks and rooms are subject to inspection by Divine Mercy House staff **at any time**.
* Divine Mercy House is not responsible for a resident’s personal property that is lost, damaged or stolen. A resident’s valuable items can be locked in a secure area upon request.
* In order to improve prospects for employment, a resident without a high school diploma is **required** to enroll in General Educational Development (GED) preparation classes upon admission to Divine Mercy House.
* Attendance is **required** at Morning Prayer and/or Bible Study. Each resident will attend and participate in all group activities such as life skill classes, budgeting, breastfeeding, parenting classes, Junior Achievement programs, counseling, weekly worship services, educational and recreational activities and any volunteer or special events offered by Divine Mercy House, unless a resident has received an excused absence from the Resident Director due to a medical or an emergency situation.
* Each resident is required to apply for (and keep current) food stamps, Medicaid, WIC and other applicable federal or state assistance programs.
* If a resident has an unresolved problem with the Resident Director, she may request an appointment with the Assistant Director to discuss her grievances. If the matter is still unresolved, the resident can ask the Assistant Director to discuss the matter with the Board of Directors on her behalf.
* We always appreciate and encourage **open and honest, yet respectful, communication at all times**. We’re not here to judge; we just want to help in decision making and planning your future. Please accept our comments with that in mind.
* **Recycling:** Divine Mercy House strongly supports recycling at all times. Please put all paper, glass, cardboard, plastic containers and milk containers in the designated kitchen bin after the item is rinsed thoroughly. The recycling bins are brought to the curb side **every other Tuesday**. evening. **DO NOT** put the plastic garbage bag into the outside recycling bin – only the contents of the kitchen’s recycling bin.

**Program Services**

1. **Medical**
2. Each resident’s baby will be delivered at the hospital designated by her physician or health care provider. The resident and her baby must remain in the hospital until medically discharged by her physician. Residents requiring a C-section or with medical complications may require a longer hospitalization.
3. To the greatest extent possible, the resident will use a physician and hospital within close proximity (5 miles or less) to the Divine Mercy House
4. **State regulations require that NO medication of any kind, including aspirin, may be kept in a resident’s room.** Each resident’s non-narcotic prescription or personal medication will be kept in a secure location that she will have access to as needed. All narcotic medication will be kept in a separate locked cabinet and administered by a staff member. Each resident is **required** to take medication as prescribed by her physician.
5. **Each resident MUST agree to two-way communication between the appropriate staff of Divine Mercy House and medical and mental health professionals and sign the appropriate releases.**
6. **Counseling**
7. Each resident has the opportunity to receive professional counseling and is strongly encouraged to do so.
8. Each resident will meet weekly with her case manager or Resident Director to discuss her progress, ask questions and voice any concerns. Healthy Start or Healthy Family workers are always welcome to Divine Mercy House.
9. Counselors or the Resident Director may, at their discretion, establish mediation and counseling with a resident’s family.
10. Each resident will participate in group counseling when available, which offers participants the opportunity to share challenges and concerns and discuss methods to overcome them.
11. **Spiritual**
12. Each resident **must** attend a weekly religious service of her choice located within a 10-mile radius.
13. Each resident will be provided with transportation to and from Sunday church services within a 10-mile radius of Divine Mercy House. Transportation to a church outside the geographical area will be considered if a vehicle and driver are available.

**Doctrine Statement of Faith of Divine Mercy House**

**The Nicene Creed**

*I believe in one God,
the Father almighty,
maker of heaven and earth,
of all things visible and invisible.*

*I believe in one Lord Jesus Christ,
the Only Begotten Son of God,
born of the Father before all ages.
God from God, Light from Light,
true God from true God,
begotten, not made, consubstantial with the Father;
through him all things were made.
For us men and for our salvation
he came down from heaven,
and by the Holy Spirit was incarnate of the Virgin Mary,
and became man.
For our sake he was crucified under Pontius Pilate,
he suffered death and was buried,
and rose again on the third day
in accordance with the Scriptures.
He ascended into heaven
and is seated at the right hand of the Father.
He will come again in glory
to judge the living and the dead
and his kingdom will have no end.*

*I believe in the Holy Spirit, the Lord, the giver of life,
who proceeds from the Father and the Son,
who with the Father and the Son is adored and glorified,
who has spoken through the prophets.*

*I believe in one, holy, catholic and apostolic Church.
I confess one Baptism for the forgiveness of sins
and I look forward to the resurrection of the dead
and the life of the world to come. Amen.*

1. **Education**
2. Each resident of Divine Mercy House is encouraged to further her education. If available, volunteers will assist with tutoring. Staff can assist in locating professional tutoring services.
3. The General Educational Development (GED) testing program provides a high school-equivalency credential for individuals who have not completed their education on the high school level. Each resident without a high school diploma or GED will be required to participate in a GED program in order to improve their chances for employment.
4. Any resident who has graduated from high school or has received her GED credential may enroll in college classes or correspondence courses. FSCJ offers free tuition to homeless individuals.
5. **House Services**
6. **Clothing**

Some maternity clothes, shoes and baby clothing/items are provided to the resident through donations made to our home.

1. **Mail**

The mailing address for Divine Mercy House is: **4118 Loretto Road, Jacksonville, Florida 32223 Resident Phone #: 904-288-7953**

Please notify your post office of your address change before moving in. Outgoing mail should be given to a staff member for mailing or placed in the hanging file on the Resident Director’s office door. The Resident Director will approve and coordinate mailing of any packages that require special handling. Incoming mail will be dispersed to each resident by a staff member – usually left on the resident’s bed.

1. **Laundry**

Washers, dryers and laundry soap are provided. **Please be courteous to other residents by completing your laundry within 3 hours after it was started**. Laundry takes approximately 1 hour to wash and 1 hour to dry. Please abide by this rule to let other residents use the laundry facilities. DO NOT leave laundry in washers or dryers longer than 3 hours maximum. To save on excessive water and electric usage, small loads are not permitted. Wash only medium to large loads.

1. **Recreation**

Recreational activities and special outings may be scheduled periodically for resident participation. Each resident is welcome to use the TV and DVD player that are located in the living room. A variety of games, books and computers are also available for the resident’s use.

1. **Library**

The resident may be provided with transportation to a local library and is encouraged to obtain a personal library card and make use of the library’s many resources.

**Resident Rules**

1. **Dress Code**

The resident is required to dress neatly and modestly daily, beginning no later than 8:30 am, and will remain so at all times throughout the day until she retires to her room for the night. Short shorts, halter tops, tube tops, see-through mesh tops, jewelry pertaining to cults and T-shirts with obscene or suggestive sayings are NOT permitted. **Shoes or slippers and appropriate under clothing must be worn at all times in the house’s common areas, including the living room, computer room, hallways, kitchen, dining room and lanai. This also includes outside and the surrounding areas of St. Joseph’s Catholic Church.** Any Divine Mercy House staff member is authorized to instruct a resident to change clothing if she is dressed inappropriately.

A resident must be awake and up no later than 8:00am, her bed made, **dressed and out of her bedroom no later than 8:30 am**, unless otherwise given permission by the Resident Director, due to a medical condition.

1. **Conduct**

Divine Mercy House works tirelessly to uphold a positive experience and environment. This atmosphere is achieved through each resident’s positive behavior and attitude. Each resident is responsible for maintaining a respectful demeanor when interacting with staff members, other residents and volunteers. Rudeness, verbal abuse, criticism, obscene language, physical fighting and threats, physical, verbal and cyber bullying, gossiping, lying, stealing, cheating – and any other non-Christ-like behaviors **WILL NOT BE TOLERATED**. **If a resident repeatedly or wantonly violates conduct rules, she will be dismissed from Divine Mercy House. In addition, a resident dismissed for physical fighting and/or threats will be reported to the local police for possible assault charges.** Any concerns about another resident’s conduct should be discussed in private with the Resident Director or other staff member. Since Divine Mercy House honors the privacy of each resident, our staff will not discuss another resident’s case, but will listen to concerns.

1. **Child Care and Child Discipline**

**Each resident is responsible for the care of her child at all times** at Divine Mercy House. If a resident is unable to care for her child due to school, employment or appointments, she must make arrangements for a child-care provider. **Staff members and volunteers are not authorized to babysit for resident children, and residents are not allowed to babysit for other residents’ children.** Each resident is responsible for the discipline of her child. Any mistreatment directed toward a child, such as screaming, grabbing, shaking, name-calling, ignoring them or berating, will not be tolerated. **Divine Mercy House is mandated to report any and all acts of child abuse to the local police.** Any concerns about another resident’s child should be discussed in private with the Resident Director or other staff member.

1. **Volunteering**

Volunteering is a great opportunity to support our community, learn new skills and even make new friends. Each resident is expected to “give back,” that is, show her appreciation for the support of the Divine Mercy House, by offering a helping hand at local organizations. Unless excused for medical reasons, the resident will volunteer as determined by the Resident Director, at organizations such as the Food Bank, whose sole purpose is to benefit our residents and their babies. Transportation will be provided to organizations that are not within walking distance.

1. **Courtesy**

Before a resident can walk into a Divine Mercy House office, another resident’s bedroom, or Resident Director’s bedroom, she must first knock on the door and receive permission to enter. When an office door is closed, the resident is not permitted to enter without knocking first.

1. **Residential Rooms**
2. A resident is not permitted to trade or move furniture from room to room without the Resident Director’s approval.
3. The resident is not permitted to take bedding, towels, storage bins and waste baskets from any unoccupied room. Additional supplies may be obtained from the Resident Director.
4. **The resident is responsible for keeping her room clean and orderly at all times. The bedroom door should be closed throughout the day.**
5. Room and bed assignments may not be changed without permission from the Resident Director.
6. The resident is not allowed to borrow from, or lend personal items to. other residents.
7. **Candles are not permitted.**
8. The resident must make her bed daily before 8:30am.
9. The resident must abide by the daily and weekly cleaning schedule for her room.
10. **Food is not permitted in the resident’s room at ANY TIME.**
11. **Only water is allowed in the resident’s bedrooms and only when kept in a container with a lid.**
12. **House Maintenance**

The house will be inspected weekly in order to address any maintenance issues. Any concern about the house’s upkeep or sanitation should be reported to the Resident Director or staff member. **In order to maintain the cleanliness of Divine Mercy House, daily and weekly chores will be assigned to each resident**. The resident must do all assigned daily and weekend chores unless other arrangements are made with the Resident Director.

1. **Food and Meals**
2. **Food is not permitted in the computer room, bedrooms and living room. Food is limited to the kitchen and dining area only.**
3. Grocery shopping and errands are done twice a week, usually Saturday’s and Wednesday’s.
4. Each resident will be assigned specific space in the pantry, refrigerator and freezer for personal food. Food that does not fit in the designated area should be discussed with the Resident Director.
5. Each resident who receives food stamp assistance is responsible for purchasing all the food for her and her child’s meals. Any resident who does not receive food stamps should discuss food purchases with the Resident Director.
6. Following the guidelines of a healthy diet, we recommend meals that include a protein, vegetable, grains and dairy.
7. **TV, Music and Computers**

Residents may view **appropriate** evening TV programs after dinner is finished and chores are completed, provided no other activities are scheduled. **Extremely violent, sexually explicit, satanic or offensive TV programs and DVDs are not permitted anywhere, at any time, including viewing these in resident’s bedrooms on personal electronic devices.** TVs are not permitted in resident rooms. Spiritual programs, game shows, sports, or educational programs such as History, Science, Animal Planet, Cooking shows, etc. are encouraged.

Each bedroom is equipped with a clock radio for the resident’s use. Portable CD players and iPods are permitted in the resident’s room only. **The radio in the dining room can be used to play appropriate music to the discretion of the Director and Assistant Director.** Any radio tuned to an inappropriate station or playing at an uncomfortable volume will be stopped by the Resident Director or other staff member.

Computers in the Divine Mercy House computer room, which have limited Internet access, are available for resident use from 8 a.m. to 9 p.m. daily. **No personal information, pictures, music or documents may be saved to house computers.** All Internet activity is monitored. Use of inappropriate websites is not allowed. Out of respect for other residents, the volume of a computer should not be audible outside the computer room. **Laptops and other Internet devices are not allowed in the resident’s room except for those enrolled in school and should be used for educational study or research only.**

1. **Lights Out**

The TV is turned off by 9:30 pm, residents must be in their own bedroom by 9:45 and all house activities must end by 10 p.m.

1. **Transportation**

Transportation days are scheduled each week. **Shopping days are usually Wednesday and Saturday – occasionally exceptions can be made.** Often a resident is dropped off at the designated location and will be provided with a cell phone number to call when she is ready for pickup.

**On days when transportation is not provided, each resident is responsible for her own transportation.** Staff members will aid the resident with public transportation schedules. The resident should use Medicaid transportation for all medical appointments.

Authorization for a resident to use her personal vehicle while she resides at Divine Mercy House will be considered on a case-by-case basis. If a personal vehicle is permitted, strict regulations – including no transportation needs by other Divine Mercy House residents – will be established and agreed upon by the Resident Director and the resident.

1. **Fire Prevention**

A fire drill and review of emergency exit plans will be conducted regularly. In order to adhere to fire regulations, **matches and lighted candles are NOT permitted in the house.** Fire extinguishers are located in the kitchen, front hallway and garage.

1. **Bathroom Etiquette**

In consideration of fellow residents, each resident will be permitted a daily 30-minute timeframe to spend in the bathroom to shower, dry and style hair, apply makeup, etc. Each resident is accountable for leaving the bathroom tidy for the next resident’s use. If there is a conflict or emergency bathroom need, a resident may, on occasion, use the guest bathroom located at the north end of the house.

1. **Phones**

**Upon entrance to The Divine Mercy House,** all new residents are permitted to keep their personal cell phones. This keeps the house quiet for our residents, babies & staff. A personal volume must be maintained so others are never subject to your conversation. Please do not include others in your conversation. Your privacy will be respected. Please respect all others. Please do not share your phone with others. A resident who fails to comply will surrender their phone use for a time to be determined by staff. The phone will need to be turned off by resident & given to staff when entering the house until our Director & other staff have discussed the issue & agree on the outcome of any ongoing issue.

**Reasons for phone being taken away:**

* Having loud disruptive conversations or in any way not keeping your phone use private.
* Use of phones in non-designated areas.
* Not keeping in the spirit of Divine Mercy House rules. The expectations of not using foul language, loud or abusive conversations will always be expected.
* Sharing your phone with any resident not permitted to use their own phone.

The house phone, located in the kitchen, is to be used by the residents for receiving calls and for making local calls only. **The house phone number is 904-288-7953**. The Resident Director will approve and coordinate long distance calls as needed.

When answering the house phone, write down a message with caller’s name and number if the call is for another resident and leave the message on the counter by the house phone. Check there for messages that may have come in for you.

1. **Visitation**

**Visitors are allowed during 30 probation period. Visitors are permitted on a case-by-case basis pending Director’s approval.** Thereafter, only female visitors are allowed to the house and requires prior approval of the Resident Director before entry.If approved, female visitors are allowed in the house’s common areas only, such as the living room, library and lanai. Since Divine Mercy House honors the privacy of its residents, men are never allowed to enter the house without prior approval by the Resident Director. Exceptions include Divine Mercy House board and staff members, maintenance personnel and others, who must be escorted through the house by a staff member. **A resident’s failure to comply will result in immediate dismissal.**

1. **Permission Slips**

The resident must **always** obtain permission from the Resident Director before leaving the house. They are **never** to answer the front door.

If a resident wants to go out for longer than ½ hour, the following information must be given, in writing, no less than 24 hours before leaving: Where are they going, why are they going, when will they return and who will they be with. Applicable phone numbers and addresses must also be provided before permission will be granted to go.A request may be denied if it has potential to be emotionally or physically harmful to the resident or at any time the staff deems the visit to be not in the best interest of the resident or Divine Mercy House. **Divine Mercy House reserves the right to drug test the resident when she returns to the house.**

* A Friday or Saturday overnight stay, spent away from the house, is permitted once a month, after the resident successfully passes the 30-day probation period **and** is in compliance with all Divine Mercy House policies. **Request for permission for an overnight visit must be given to the Resident Director at least 24 hours prior to the desired time away from the house and is granted on a case-by-case basis.**

1. **Issue Resolution**

Each resident will be provided with a journal to record questions and/or issues. The resident will then work on solving the issue herself and sleep on any unresolved matters. If the issue continues to bother her, she may obtain advice/assistance from a staff member during scheduled office hours or at any time in the event of an emergency. If an issue arises with another resident that can’t be resolved directly with that individual, bring the matter to the Resident Director or other staff member to discuss. We are happy to help in conflict resolution.

1. **Discipline**

**Divine Mercy House follows a progressive resident dismissal policy.**

* **First: A resident is given a verbal warning and reminder of the rules.**
* **Second: The resident is given a 2nd verbal warning.**
* **Third: The resident is given a written warning.**
* **If the behavior continues and rule(s) continue to be broken, the resident will be asked to leave. They may be asked to leave immediately or within 24hrs. on a case-by-case basis. If asked to leave immediately, the resident may be given assistance with packing. She might be provided with boxes and/or garbage bags for packing and possibly a ride to a shelter, on a case-by-case basis.**

**Violations that are grounds for immediate dismissal are, but are not limited to: failure to report income or lying about financial information; tobacco, drug and/or alcohol consumption; weapon use; mean or violent behavior and theft.**

**Household Expectations & Tasks**

It is the policy of Divine Mercy House to maintain a safe and clean environment at all times for its residents and staff. Each resident is expected to share in the house’s upkeep by performing all assigned chores. The Resident Director will conduct a weekly inspection of the house to access its cleanliness, safety and any maintenance requirements; ensure preparedness for unscheduled tours of supporters; and uphold liability insurance regulations.

Following are expectations for each room at Divine Mercy House:

* **Living room** – The space must be neat and clean at all times. Each resident is required to return all personal and baby items to her room each evening. Furniture needs to be dusted and the rug vacuumed at least once a week and more often if needed. All plants must be watered weekly.
* **Dining room** – The table must be cleared, wiped and dried after each use. Placemats or tablecloths are to be used on the dining room table at every meal. Booster seats and high chairs need to be wiped down and cleaned (including the floor under them) after each use. Booster seats and high chairs are not permitted at the breakfast bar. The floor needs to be swept every evening after dinner. Weekly cleaning chores include vacuuming, mopping the floor, dusting all chairs, wall hangings, and other furniture.
* **Kitchen** – Dishes are to be rinsed and placed in the dishwasher marked “Dirty” after each meal. The counters, stove top, and inside of the microwave are to be thoroughly wiped clean after each use. Each resident is responsible for cleaning her own refrigerator and freezer space and pantry bins each week and for helping to keep the refrigerator and freezer tidy overall. The refrigerators and freezers are to be wiped down thoroughly, inside and out, once a week. All food stored in the refrigerator and freezer needs to be covered with plastic wrap, a plastic bag or foil or put in a container with a lid. **Each evening the floors in the kitchen and pantry are to be swept and, if necessary, mopped.**
* **Laundry room** – Sheets and towels must be washed once a week. As soon as her items are laundered, the resident must take them back to her room where they are to be folded, hung up or stored away the same day. Before leaving the laundry room, **each resident is to clean out the lint trap in the dryer and make sure no items are left in the machines or on top of them.** All **laundry must be completed by 5:30 p.m. daily.**
* **Bathroom** – In order to keep each resident’s shared bathroom as sanitary as possible, the sink, bathtub, shower and floor are to be cleaned frequently with the supplied cleaning products located in each bathroom. The toilet must be cleaned daily.
* **Bedroom** – Each resident is to empty their trash cans in bedroom and bathroom, into a plastic bag and taken to the garbage bin outside. They are to keep their room clutter-free and vacuum and dust the room weekly. **The bed is to be made before Morning Prayer/Bible Study.** The resident may attach personal items to her room’s bulletin board using push pins only. All items hung directly on walls or doors will be removed. Windows must be closed when the resident is not in the room and when the air conditioning or heating system is on. Blinds must be kept closed overnight.

* **Lanai** – This space must be neat and clean at all times. Each resident is required to return all personal and baby items to her room each evening. The table and chairs need to be wiped down weekly, and the rug needs to be vacuumed at least once a week and more often if needed. All plants must be watered weekly and more frequently in the summer heat.
* **Please turn off all electrical devises when not in use** especially overhead lights, computers, etc. Conservation is important for lowering overhead expenses. Warnings will be given, and if the resident still doesn’t comply and is wasting valuable resources, they may be asked to leave. Please conserve energy!

**Divine Mercy House Resident Agreement Form**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Please print your name in full.)*

have read this handbook in its entirety. I understand the policies set forth and agree to abide by each and every one of them. I realize that these policies have been established for the good of all who reside, work and volunteer at Divine Mercy House.

This agreement form will be filed and retained in my personal permanent record folder until I leave Divine Mercy House.

I have read the rules for the Divine Mercy House and understand that if I choose to break any rules against DMH policy, I will face disciplinary action and will possibly be asked to leave. **I FURTHER UNDERSTAND THAT THERE SHALL BE NO EXPECTATION OF PRIVACY ON THE DIVINE MERCY HOUSE PROPERTY**. All items are subject to search at all times. I understand that DMH will conduct random drug/alcohol/nicotine screenings and I agree to comply with these screenings.

**RESIDENT SIGNATURE DATE**

**WITNESS SIGNATURE DATE**

**Goal-Setting**

1. Where would you like to see yourself in one year? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What are your educational needs in order to achieve that goal(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What are your immediate needs? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. What must happen or is required in order to fulfill these needs? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. What is or was your first step in fulfilling these needs? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Please outline the next steps you will take to accomplish your goal. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Signature Date

**Emergency Contact/Information:**

**Full name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In case of an emergency, who should we contact? List three people if possible:**

**Name Phone Relationship**

 **2.**

 **3.**

**List any prescription medications that you are currently taking:**

**Do you have any allergies?**

**If so, please list:**

*Applicant Information*

 **Date:**

 **First Name: Last Name:**

**Middle Name: Previous/Alias Names:**

**Date of Birth: Driver’s License Number:**

**Marital Status: Social Security Number:**

**Phone Number:**

**Email Address:**

**Have you ever been in a program before? Yes No If YES, where?**

**When did you go there and when did you leave?**

**Why did you leave?**

**How did you hear about our program? Have you applied here before? Yes No**

**When?**

**Why did you leave?**

**By initialing the following, you’re stating the paperwork is attached to this application and originals will be**

**brought with you at the time of check-in.**

Driver’s License or State ID

Court Custody Paperwork

Children’s Birth Certificates

Applicant’s Birth Certificate

Children’s Social Security Card

Applicant’s Social Security Card

*Pregnancy*

**Are you currently pregnant? Yes No (if no, Skip this section)**

**If yes, approximate Due Date:**

**Has a doctor confirmed your pregnancy? Yes No Name of OB/GYN:**

**Have you been receiving regular prenatal care? Yes No How often?**

**Is the birthfather aware of your pregnancy? Yes No**

**What involvement do you anticipate the birthfather having with you during the pregnancy?**

*Applicant’s Children (If more room is needed, please use back)*

**Child’s Name: Date of Birth:**

**M/F Social Security Number: Age:**

**Child’s Father’s Name:**

**Primary Residency/Custody: Self Dad Shared DCF Other:**

**Any medical or mental health concerns or hospitalizations:**

**Are there current custody issues/court dates or concerns? If so, please describe.**

**Is there a child support order in effect and are you receiving it? Yes No If yes, amount:**

**Do you currently or have you ever had a DCF case? Yes No**

**Explain:**