



WORTHY WOMEN RECOVERY HOME (WWRH)

WWRH Mission Statement

Worthy Women Recovery Home is a Christian home that provides recently incarcerated women with re-entry programs and the tools necessary to reduce recidivism rates, substance abuse and addictions, and to empower them to live as positive role models for their children and in their community.

RESPONSIBILITIES OF NEW CLIENTS

THE WWRH IS A 6-24 MONTH TRANSITIONAL RECOVERY PROGRAM. MORAL RECONATION THERAPY COGNITIVE BEHAVIOR WORKBOOKS ARE THE PRIMARY PROGRAM TOOLS. WE ARE CHRISTIAN-BASED. THE FOLLOWING RESPONSIBILITIES MUST BE FULFILLED BY EACH NEWLY ACCEPTED CLIENT WITHIN THE DESIGNATED TIME FRAME:

1. **THE CLIENT MUST COMPLETE A PRE-INTAKE INTERVIEW** INDICATING THAT HER DESIRE IS FOR SOBRIETY AND POSITIVE, PRODUCTIVE REENTRY INTO SOCIETY. Call 219-325-3360.
2. **WEEKLY PARTICIPATION** AS PART OF RECOVERY PROGRAMMING INCLUDES:
 - a. 3 HOURS MRT® OR MRT® SUPPLEMENTAL PROGRAM
 - b. 5 HOURS GED OR LIFE SKILLS/PRE COLLEGE CLASSES,
 - c. 6 HOURS VOLUNTEER WORK
 - d. 10 HOURS CHORES
 - e. 2 HOURS BIBLE STUDY
 - f. HALF HOUR DEVOTIONAL DAILY
 - g. 1.5 HOURS CHURCH ATTENDANCE
3. **THE CLIENT MUST READ AND SIGN THE STATEMENT OF FAITH**, TO INDICATE THAT SHE UNDERSTANDS OUR MISSION.
4. THE CLIENT MUST COMPLETE THE INTAKE PACKET. **(WITHIN FIRST 24 HOURS OF RESIDENCY.)**
5. THE CLIENT MUST READ THE FIRST 38 PAGES OF THE MORAL RECONATION THERAPY MRT® TWELVE-STEP WORKBOOK. **(WITHIN THE FIRST 72 HOURS OF RESIDENCY.)**
6. RECORD OF EMPLOYMENT SHEET MUST BE FILLED OUT IMMEDIATELY IF CLIENT IS ALREADY EMPLOYED
7. VISITOR/ PHONE LIST MUST BE FILLED OUT **IMMEDIATELY.**
8. AN ESSAY WRITTEN OF NO LESS THAN 100 WORDS MUST BE COMPLETED, DESCRIBING HOW RESIDENCY AT WWRH HAS AFFECTED THE CLIENT'S PERSONAL GROWTH, **(WITHIN THE FIRST SEVEN [7] DAYS OF RESIDENCY.)**
9. THE CLIENT MUST READ THE INTRODUCTION TO "12 STEPS TO A SPIRITUAL JOURNEY" WORKBOOK **(WITHIN FIRST 72 HOURS OF RESIDENCY.)**

10. THE CLIENT WILL MEET WITH A HOUSE-APPROVED ENCOURAGER (**DURING THE FIRST THIRTY (30) DAYS OF RESIDENCY.**)

THESE WILL BE COMPLETED **IN ADDITION TO** THE REGULAR DUTIES AND EXPECTATIONS OF RESIDENCY.

CLIENT SIGNATURE _____ DATE _____

Program Guidelines

WE HOPE THAT YOUR GOAL IS SOBRIETY AND A HEALTHY LIFE FOREVER. We exist to encourage and support your hope. The following guidelines should encourage you to successfully participate as a resident in the Worthy Women Recovery Home Treatment Program (WWRH).

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Worthy Women Recovery Home is a Christian home that provides recently incarcerated women with re-entry programs and the tools necessary to reduce recidivism rates, substance abuse and addictions, and to empower them to live as positive role models for their children and in their community.

***Executive Director=ED; Director of Operations=DO**

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (2 Timothy 3:16-17)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Gen. 1 and John 1)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that Salvation is by grace and faith alone in the finished work of Jesus (Ephesians 2:8-9) and that Jesus Christ is the Only Way to have a right relationship with God. (John 14:6)
5. We believe that for the salvation of lost and sinful people regeneration by the Holy Spirit is absolutely essential. (Ephesians 1:13-14)
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8)
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of eternal separation from God. Romans 2:6-16
8. We believe in the spiritual unity of believers in Christ. (1 Corinthians 12)

1. THE FIRST 30 DAYS

New residents will be placed on a 30 day trial basis to evaluate their motivation for sobriety. During

these 30 days, new residents will be closely monitored. Phone privileges are earned based on the resident's compliance. During the first 30 days residents will be provided transportation to necessary appointments. Residents may not have their cellphone during their first 30 days.

2. SMOKING/VAPING

WWRH has a zero tolerance policy regarding smoking and vaping in and around the premises of the Worthy Women Recovery Home. Lighters/Matches/Cigarettes and any other like objects are prohibited at and in WWRH or around the premises. Non-compliance will result in immediate termination from the program.

3. DRUGS/ALCOHOL

The use of alcohol and/or drugs is strictly prohibited. Residents cannot be associated with anyone who uses drugs or alcohol. Residents are required to submit to random observed urine drug screens or other available methods. If the resident cannot produce a sample upon request, she is required to remain in the building until a sample is obtained. If the resident leaves the premises before the urine testing is completed, the resident will be terminated. If you know of another resident who is in non-compliance and you do not notify staff, you will be deemed in non-compliance as well.

4. PROGRAM REQUIREMENTS

Work schedules will be arranged around WWRH mandatory programs, which include Moral Reconciliation Therapy MRT® as our primary program. MRT® supplemental programs include Job Skills, Character Development, Parenting Skills, Coping with Anger and Staying Quit. For bible studies, the 12 Steps to a Spiritual Journey bible-based workbook is used. Workbooks are provided. Resident must complete MRT®, 12 Steps to a Spiritual Journey, Staying Quit and one additional supplemental program. MRT® and 12 Steps to a Spiritual Journey must be completed along with a written testimony, prior to a resident graduating. Residents must attend meetings and are expected to participate timely and with a good attitude. No sleeping is allowed and attendance will be taken.

5. EMPLOYMENT

Residents will begin to seek employment after 14 days, within their 30 day probationary period. Community service hours and/or chores within the home will be assigned until you are employed. Should resident become unemployed at WWRH, resident agrees to actively seek re-employment on a daily basis, along with verification of job searches. Residents are required to present a pay stub with hours worked and income earned. A copy will be placed in the resident's file each pay-period.

6. RENT PAYMENT

Residents will pay rent of \$125 per week, due every Saturday by 10:00am. Residents may ask local churches, Township Trustee, resources, etc. for help. Residents should ask their probation officer about Recovery Works. Rent begins the first day resident arrives at WWRH. If you cannot make a payment, you must make payment arrangements. Once employed, you must make regular payments towards your past rent until it is paid in full. Rent comes before any other wants you may have. If you choose to put your wants first, you show a lack of respect for the program.

7. CURFEW

Residents must be in the building by 9:00 pm (unless otherwise approved by ED). Residents must have lights out at 10:30 PM. Residents will only sleep in their assigned bed and sleeping shall be during lights out only (unless otherwise approved by staff). Residents are not allowed in any other resident's room or bed.

8. MEDICATION

All medication will be kept in locked boxes and dispensed according to directions on the container and by trained Staff only. Residents may not use any medication considered a narcotic or addictive in nature. Resident agrees to sign Authorization of Release form for their Doctor, so that WWRH Staff can discuss alternative medication not considered a narcotic. Residents may not possess over the counter medication or cough syrup. Residents may not use or possess anything that contains alcohol or mood or mind altering ingredients. Residents who are Insulin-dependent diabetics will be required to make arrangements with their Doctor for injector pens, to replace hypodermic needles.

9. PASSES

WWRH does not permit overnight passes. After the initial 30-day probation period, residents can request passes. Requests must be submitted in writing to staff for ED's approval. Passes are granted or denied at the discretion of ED or DO. Authorized passes are from 1 - 3 hour periods. Residents must turn in a weekly schedule with appointments and requests for passes by Sunday evening at 8:00 p.m. Requested schedule will be reviewed and signed for approval by the ED or DO. It is the residents' responsibility to make any changes required by staff, before leaving the premises. All transportation methods must be written on the residents schedule and approved by ED or DO. Resident must sign in and sign out. Inconsistencies in times is not allowed.

10. PERSONAL BELONGINGS

Resident's belongings must fit in assigned space and be neat at all times. Lending any personal belongings, money or medications to other residents is prohibited. WWRH is not be responsible for any personal items belonging to residents. Residents are responsible for protecting items of value. Money or checkbooks can be locked up in the office and a receipt log will be signed by the resident. An immediate family member or pre-approved person can pick up items from a discharged resident, and only if willing to sign a verification form of moving that resident's belongings. Resident's property will be donated within 72 hours of resident leaving the program.

11. ROOM SEARCHES

Staff has all access to all areas of the home at all times. Staff will conduct room searches and unwarranted items that staff collects during room searches will be turned over to the ED. **WATER is allowed upstairs.** Any prohibited items, including food or drink items found will not be tolerated. Resident will be written up and their referral source (Probation, Lawyer, Case Manager, etc.) will be notified of non-compliance of program rules.

12. VISITATIONS

Visitors and hours must be pre-approved by the ED or OD. Visitors with felonies or on probation are not allowed unless they are your children & approved. Male visitations are not allowed; immediate male family members must be pre-approved. Visits are limited to 2 hours. Visitors are expected to adhere to all rules. Visitors will use the front door and sign in/out upon arrival and departure and can be asked to leave at any time. Visitors are subject to search and seizure policies by the La Porte Police Department, Probation, or Parole Department. Any visitor entering must show a state issued I.D. and fill out a visitation form. Failure to provide personal I.D., correct name, or information will result in loss of visitation privileges.

13. CHILDREN

Visits with children are limited to 2 hours, and must be pre-approved by the Director. Visits will be in the family room downstairs. Children are not allowed to use the main and 2nd floor bathrooms.

Children are not allowed to stay overnight.

Failure to comply will result in loss of privilege(s) or discharge from the program. Any violations of these rules will be sanctioned and reported to PO/Case Managers.

PROGRAM COMPLIANCE

- 1. Smoking/Vaping is not allowed, with a zero tolerance policy on and around the premises of the Worthy Women Recovery Home.** Lighter's/Matches/Cigarettes and any other like objects shall not be brought into WWRH or around the premises, nor allowed within the home and it's properties. Non-compliance can result in immediate termination.
- 2. Cell phones are not allowed for the first 30 days, or until earned and pre-approved by Director.** Telephones are available for personal use with a pre-approved phone/visitor/mail list.
- 3. Personal mail will be opened in the presence of resident with staff only.** Letters will not be written or received from jails/prisons without pre-approval from Director. Approved names must be listed on phone/visitor/mail log.
- 4.** Residents will be paired with an encourager, who is trained in the expectations of resident guidelines as set forth by staff.
- 5.** Congregating in the alley or driveway is prohibited. No loud music or discussions are allowed outside of WWRH premises.
- 6.** All residents are to be out of bed, showered, dressed, and beds made (area cleaned) by 7:00 a.m. (Monday thru Friday) Breakfast is to be eaten and kitchen cleaned by 8:00 a.m. Daytime sleeping is not allowed unless approved by staff (due to work schedule or illness). Devotions begin at 8:00 am.
- 7.** No resident is allowed in another resident's room or bed area. No resident is allowed in the staff office at any time.
- 8.** Residents who are not married upon admission are not allowed to enter into any relationship while a resident. They must focus on their recovery. If married, resident must provide proof. **Residents may not communicate with men unless preapproved by ED or DO.**
- 9. Residents are not allowed to enter into a personal/intimate/sexual relationship.** Failure to comply will result in immediate termination.
- 10. Residents will maintain personal hygiene by brushing teeth and showering daily.** Residents will wash their own clothes, towels, and bedclothes as scheduled on the laundry sign up.
- 11. Clothing must be appropriate.** Clothing that is too tight or shows too much cleavage or buttocks, belly area is NOT allowed. Approval is based per Director's discretion.
- 12. Physical aggression, violence, or verbal threats will not be permitted and will result in immediate discharge (and charges will be filed).** No exceptions to this rule. Restitution for destruction of property is required or charges will be filed. Disrespect of any staff members will not be tolerated.
- 13.** If a tampon is flushed down the toilet, tampons will be banned. Residents must dispose personal items sanitarly to avoid paying for plumbing costs that may incur as a result of flushed items.
- 14.** Television time is prescheduled and pre-approved; staff may take TV privileges when necessary.
- 15.** Residents are responsible for their own transportation, after the 30 day probation period.

16. Gossiping will not be tolerated! Horse play, name calling, negative or foul language (cursing) will NOT BE tolerated. Sexually explicit behavior is unacceptable and will result in termination.

17. The weekly cook list comes out every Sunday. If you are on the cook list for that week, you must write down what meals you plan on cooking and items you will need. Meals will be planned around food we currently have in the home. Menus for dinner are to be turned in at the required time (see Operations Director for special menu needs in order to get the groceries in a timely manner).

18. Any resident who is aware of a rule infraction by another resident must notify staff immediately. Protecting WWRH and your recovery shows a solid commitment to this program. If you are aware of something and do not tell a staff member, you are guilty.

19. Resident’s personal area will be clean, tidy and tour ready at all times. Your personal area **will be inspected randomly.** All clothing will be hung or folded on shelf area. Failure to comply will result in loss of privilege(s).

20. A new chore list is issued by Saturday at 8:00 p.m. It is your responsibility to complete assigned chores and additional cleaning as requested by staff. Your chore area will be inspected by staff.

21. DO NOT hoard or waste food. Eat everything you take. CLEAN UP after yourself immediately.

22. Dinner is served at 5:30 p.m. Sunday through Friday. Residents in WWRH at dinner time will meet in the dining room for prayer and eat dinner together. Residents will serve as kitchen teams to cook and clean the kitchen on a rotating basis. Each resident is expected to wash their own dinner dishes. Plates will be made and labeled with name and date, for any resident who is not in the home. If you do not want the plate fixed for you, write home on it and put it in the refrigerator. Residents must eat what they take.

23. Any formal complaint concerning staff or the ministry must be made in writing to the Board of WWRH. Neither verbal complaints nor hearsay will be investigated. After a written complaint is filed with the Board of WWRH, it will be investigated.

24. In the event a resident leaves this residence prior to completion of the program, she will still be responsible for past rent of outstanding fees. A small claims suit can be filed if payment arrangements are not made in a reasonable amount of time.

25. Residents leaving without authorization will be cause for immediate termination and referral sources (Probation, Lawyer, Case Manager, etc.) will be notified.

By my signature, I agree that I have read the guidelines of the WWRH. I understand that I will review these guidelines with the program Intake coordinator before being accepted into the WWRH Program.

_____ Date: _____
Resident- Print and Sign

_____ Date: _____
Executive Director’s Signature