

2011

E.D. Emmanuel Homes,
LLC

2949 New Bern Avenue
Suite106A
Raleigh, NC 27601



WELCOME
WELCOME

[A STEP AHEAD/VETS COME HOME]

Three to Six month Transitional Living Program

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Mission Statement

Services Provided

Assistance Applying for Benefits

Network with pharmaceutical services

Assistance with medication

Food Referrals

Appointment Scheduling

Intake Process

How to Apply

1. Seekers must apply in person. Please calls to make an appointment, appointments are scheduled from 10 a.m. to 2 p.m. (no appointments on Fridays).
2. Seekers will undergo an interview via phone or in person.
3. Paperwork can be mailed to 2949 New Bern Avenue, Suite 106A Raleigh, NC 27610.
4. You will be asked to provide the names and phone numbers of three references (local references preferable). We will also request permission to perform a criminal background check for the past year. **fees will apply*
5. Seekers are required to bring two government issued forms of identification. (social and driver's license preferred)
6. Seekers may also bring Social Security, Income/Employment, Child Support, Social Service Benefits (EBT, Work First, and Medicaid/Medicare), VA, and Housing Assistance verifications for quicker intake.

The Matching Process

1. Initial matching takes place upon completion of your intake process.
2. Once applicants are matched, the parties are provided with general home documents.
3. Clients are asked to follow up by a phone contact with those home matches that interest them.

(COMING SOON) Apartment Rentals Only -Phone Contact, Meeting Roommates and Emmanuel Homes Agreement

The phone interview gives both parties a chance to talk about needs and wants, as well as to exchange information about lifestyle. Any concerns should be raised during the first or second interview. We recommend that participants prepare a list of questions before the phone contact or meeting.

We provide Steps for Selecting a *Home Sharer sheet* to program participants that contains more information during the interviewing process. If the phone contact is promising, the parties usually arrange a meeting and, if that goes well, they begin the process of negotiating a home sharing agreement. Shared Housing Programs parties are strongly urged to sign a written agreement before anyone moves in. We will provide all program participants with a blank home share agreement that they can use as a basis for a written document. The terms of the home share are to be determined by the parties themselves, Shared Housing is not involved in this process.

References

Emmanuel Homes collects three references from each applicant. Please provide accurate information. Potential home sharers can be asked directly for references, or participants can call us and we will share reference information.

Criminal Background Check - Drug and Alcohol Use

All applicants must agree to a criminal background check. Individuals convicted of crimes of violence or serious property offenses at any time in the past, or those convicted of any felony within the past two years will, under most circumstances, not be eligible for the

Shared Housing Programs. Anyone applying for the program is asked to certify that they do not abuse alcohol nor do they engage in the use of illicit drugs. A substance abuse evaluation will be conducted during the initial interview.

Fees

All program participants are asked to pay an application fee of \$20, which includes a criminal background check, and income verification.

After Placement

Emmanuel Homes will attempt to support program participants after they have found placement, however it must be understood that we make no guarantees regarding the suitability of the housing or the home share relationship and that Emmanuel Homes is not liable for any costs or claims that might arise out of the home sharing relationship. We are happy to provide mediation services to Shared Housing program participants providing both parties are willing to support the mediation effort.

Non-Discrimination

E.D. Emmanuel Homes, LLC do not discriminate on the basis of race, religion, national origin, sexual orientation, gender, gender status or mental or physical disabilities.

All E.D. Emmanuel Homes, LLC participants are expected to treat individuals referred by Emmanuel Homes with dignity and respect.

Home Visit – viewing of the unit and home placement

Home Placement

Home Information

Address	
Nearby Hospital	
Nearby Bus Stop	
Day of Trash/Recycle Pick-up	
Maintenance on call	

Facility

Home Rules

1. No alcoholic beverages or illegal drugs allowed in the home or on the premises.
2. No smoking allowed in the home. May only smoke outside in designated areas.
3. No food/drinks allowed in bedroom.
4. All drinking and eating utensils are to be used in the kitchen and dining areas. (Contraband Search and Seizure will be done if necessary.)
5. Consumers must be fully dressed before entering the kitchen or common areas.

6. Consumers may not enter another consumer's room without permission. Borrowing from or lending to consumers is discouraged.
7. Consumer may call and receive phone calls. 15 minute slots will be available in the evenings after 5pm. Consumer must click phone over when another call comes in.
8. Collect calls for a consumer are not allowed.
9. Consumers may not take or accept medications from anyone other than approved staff.
10. All over the counter medications shall be given to staff and administered per MD order.
11. Profanity, aggressive behavior, and violence are not encouraged.
12. Borrowing from other consumers is not allowed. (ex. Money and cigarettes)
13. Lights and electronics such as TV, radios, computers, must be turned off when not in use and when consumer leaves the home.
14. Consumers are responsible for any items they dismantle, break, or destroy in The Emmanuel Home. Payment for the item will be reimbursed from their personal funds.
15. Consumers must maintain a clean bedroom and clean personal space.
16. The length of stay at ASA/VCH program is three (3) months.
17. No alcohol and/or drugs, other than prescription medications will be permitted. All prescribed medications must be kept in the private living quarters of the occupants.
18. No person under the influence of drugs/alcohol is permitted on the premises at any time.
19. In order to remain a resident in Transitional Housing, you are required to sleep at the house, all night a minimum of five nights per week. You may only be away from the program for NO more than two nights within one week.
20. There is NO SMOKING in the homes whatsoever, under any circumstances. You are permitted to smoke outside only. You may not throw your cigarette butts on the ground. Please dispose of your cigarette butts in a safe, flame resistant container, making sure that the flame is completely extinguished before leaving.
21. No guests are permitted in the individual bedrooms at any time.
22. No overnight guests are permitted.
23. No females are permitted on the premises of the men's home at any time, and no males are permitted on the premises of the women's home at any time.
24. No unrelated children are permitted in the residence at any time.
25. Garbage cans must have a liner and must be covered at all times. Place garbage at the curb for collection on the areas designated day.
26. Do not store or place anything on the stairs or in the stairwells.
27. Living areas must be clean and odor-free at all times. Linens and towels must be washed once a week.
28. No items are to be hung on walls, unless hung by ASA/VCH.
29. No furnishings or household items shall be removed from the house. All furnishings and household items are property of ASA/VCH.
30. No food storage or cooking is permitted in the bedrooms.
31. When exiting the living space, make certain that all doors and windows are locked.

32. Clients experiencing problems with other clients should bring the issues to the attention of ASA/VCH for resolution. Please contact: Sha'Brittany Downtin, Administrative Manager or Eloise Downtin, Executive Director (919) 231-2981.
33. No flammable liquids are to be stored in the premises.
34. Each client is expected to uphold the dignity and respect the privacy and rights of the other clients.
35. Any failure to comply with the rules/and or failure to pay rent or damages will result in
 - a. Termination from Housing Program.
 - b. Court Appearance
36. Client agrees to remain a client of the ASA/VCH program.
37. Client agrees to maintain the Treatment Plan assigned while maintaining residence in transitional housing.
38. Client shall adhere to all policies and procedures set by the treatment and housing staff.
 - a. Client agrees to weekly inspections of individual and shared living spaces.

Shared Responsibility'

1. Maintain clean and organized common areas (this includes the kitchen, bathrooms, and dining area/living room)
2. Proper disposal of trash to the designated garbage area. (trash bags are not provided)

Visitation

A visitor is defined as

Suggested Firsts

1. Introduce Yourself
2. Find out what are Facility supplies vs. Personal supplies
3. Hold a house Meeting
 - a. Establish Personal Rules
 - b. Find out likes/dislikes
 - c. Discuss kitchen/bathroom storage
 - d. Arrange a day to wash clothing

Items Emmanuel Homes Does Not Supply

- Food
- Toilet Tissue
- Cleaning Supplies
- Trash Bags
- Food (we do offer food vouchers and food stamp applications, contact for service)
- Hygiene Products (*includes: toothpaste, mouthwash, toothbrush, hair products, deodorant, feminine care, and etc.*)
- *Laundry Products*
- Electronics: TV/DVD player/Radio

Suggested Items to Bring

- Interior door lock
- Personal kitchen utensils, pots and pans

- Clean bed linen
- Bedroom Shoes
- Hamper
- Mattress cover
- Shower shoes
- Shower caddy
- Laundry Products (*washing powder, Clorox, and stain remover*)
- Hangers
- Pajamas/night-wear
- Robe