



Step-Up Housing Program Application

Please Print. Provide full and complete answers to every question. If a question does not apply to you, answer 'N/A'. Incomplete or misleading information will influence your application and/or stay in the program.

First Name:	Middle Name:	Last Name:
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Current Address:	City/Town:	Postal Code:
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Phone Number: ()	Email:	Age:	Date of Birth: (MM/DD/YYYY)
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What is your current situation? Please be as specific as possible.

Why are you applying to the Step-Up Program?

Please select one of the following: I am...

Working

In school

An active volunteer

Looking for work

Other:

What is your source of income?

Are you currently on parole? Yes / No

If yes, include the contact information of your parole officer:

Are you currently taking prescribed medications? Yes / No

If yes, why? (Please provide details)

Do you have a history of drug or alcohol abuse?

Are you willing to take a drug test?

Are you willing to attend life skills courses while in the Step-Up Program?

Please be specific while answering the following questions.

List your **SHORT-TERM GOALS** (to be completed within 3-6 months):

List your **LONG-TERM GOALS** (to be completed within 1-2 years):



Program Breakdown

The Step-Up Program provides a clean and safe living environment to help people make a fresh start in their life. We value living in community, holding accountability, building structure, and paying it forward.

Participants in the program are required to attend the life skills classes offered at the Harvest House Community Centre. The number of classes required varies for each participant. Your Step-Up case worker will assist you with developing a Life Plan for moving forward and will determine the number of classes you must attend.

Harvest House Atlantic (HHA) is a faith-based charity that operates various programs supporting those who have found themselves homeless in Moncton. These programs include an Emergency Shelter, Addiction Recovery Program, and Step-Up Housing. This Hifis form explains how HHA collects data and how your information will be shared with others.

Responsibilities of Residents:

- Maintain cleanliness of your room
- Clean kitchen and bathroom after each use
- Wear proper clothing when in the common areas of the house
- Maintain good personal hygiene (shower at least every 2nd day, wear clean clothing, do personal laundry weekly, wash bed sheets once a month at minimum)
- Maintain responsibility of personal items (laundry detergent, toilet paper, etc)
 - Dish soap and cleaning supplies will be provided

Program Policies:

Drug Usage – This program is designed to help people move forward. Therefore, any drug use outside of prescribed medication is strictly prohibited. If a participant is found to be using unauthorized pharmaceutical drugs, narcotics and/or alcohol, they will be required to meet with program management and leadership regarding their future in the program, with the possibility of dismissal.

Visitors – Visitors must be approved by the House Supervisor and/or the Step-Up Case Worker. Visitors are not permitted in the participant's room and violation of this rule will result in dismissal.

Smoking – Smoking is not permitted in the house. Violation of this rule will result in dismissal.

Non-Payment – Monthly program fee is due on the first of each month. We recognize that at times, circumstances or life situation can happen; if you are unable to make the payment on time you must make alternate arrangements with the Step-Up Case Worker in advance of the due date. Failure to pay may result in dismissal.

Stealing – Stealing will not be tolerated. Any participant stealing will automatically be dismissed.

Room Checks – Room checks will be conducted on a regular basis. If the room does not pass inspection, the first time you will be given a notice. The second time, you will be asked to meet with one of the managers. The third time, you will be dismissed from the program.

Medications – You are required to provide a list of all medications, including dosages.



Program Resident Agreements:

Please read the following Harvest House Atlantic Program Agreements and initial each statement to verify that you fully understand and agree with it:

1. I understand that smoking in the house is NOT permitted. Smoking is permitted in designated areas only.
 2. I understand that weapons are prohibited on the property.
 3. I understand that **this is a drug free program**. Use of illegal substances on or off the property is not permitted.
 4. I understand that random drug testing is required. When a drug test is issued, you will be asked to stay until the drug test is complete. If you refuse, you will be evicted effective immediately.
 5. I understand that prescription marijuana is only allowed to be used in the pill form, not in the form of a cigarette or joint. To qualify, a copy of a doctor's prescription must be submitted.
 6. I understand that the maximum dosage allowable of prescription methadone in the Step-Up program is 60mg. To qualify, a copy of a doctor's prescription must be submitted. Tapering will be done as soon as you see your doctor and proof of tapering will be given to the director, Rose Maskery, on a regular basis, until it is down to 60mg.
 7. I understand that no vulgarity, profanity, violence, rough housing, or wrestling will be tolerated.
 8. I agree to show respect to the other residents, staff, and volunteers.
 9. I understand that pornography is not permitted on the premises. Media (television, movies, literature, music) must be in good taste.
 10. I understand that I must dispose of all garbage in an appropriate manner and in the proper disposal area.
 11. I understand that pets are not permitted, unless proven it is a therapeutic dog. Papers must be provided.
 12. I understand that the noise of my radio, TV, stereo, or musical instruments must not disturb other tenants.
 13. I understand that quiet hours are from 11pm to 8am.
 14. I understand that there is a washer and dryer on site for my personal use.
 15. I understand that permission to hang anything on the walls must first be approved by the Step-Up manager.
 16. I understand that keys will be provided at no cost but if they are lost and require replacement, I will be charged \$5/key.
 17. I understand that if I do not pick up my items after two weeks of leaving the program they will be donated.
- **I understand that I am enrolling in a program and not a boarding/rooming house rental agreement.**
 - **Staff reserves the right to terminate this agreement at any time, should you fail to follow the policies outlined in this agreement. If a participant is terminated from the program during the month, no rent will be returned after the 10th. Before the 10th, you will be getting a prorated rent back.**
 - **I understand that there is a probation period of 30 days upon entering the Step-Up Program. The Step-Up Case Worker or Operations Manager reserves the right to dismiss any non-complying participant.**



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I, _____, have read the Harvest House Atlantic program overview and hereby acknowledge my full understand and commitment to co-operate with the rules of this Step-Up Housing Program. I also understand and agree that a breach of these rules and/or principles will subject me to disciplinary action and/or loss of privileges and/or dismissal from the program.

Dated on this _____ day of _____ / _____ at _____

Applicant's Signature:

Witness:

Thank you,

Rose Maskery
Step-Up Program Director
Harvest House Atlantic
506-855-0626 (office)
Email: rose.maskery@hhatlantic.org