

Kairos Hope

Program Manual

A Guide to Your Journey Through Healing and Transformation

For Residents of Kairos Hope

Effective Date: July 1, 2025

Providing a Safe, Structured, and Supportive Environment for Lasting Change

Kairos Hope

Program Manual

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1. Welcome to Kairos Hope: Your Start Here

Our mission at Kairos Hope is to provide a safe, structured, and profoundly supportive environment for individuals committed to their healing journey. We understand that each person's path is unique, often marked by challenges and trauma. We firmly believe in your inherent strength, resilience, and capacity to create lasting, positive change.

To help you thrive, we've designed a program that thoughtfully balances comprehensive support with clear accountability. This means we'll provide the resources, empathetic guidance, and a nurturing community you need to heal and grow. In return, we ask for your active engagement, willingness to embrace our guidelines, and commitment to taking responsibility for your actions and progress. Your time here is a significant investment in yourself, and we are dedicated to helping you maximize that investment in an environment of trust and mutual respect.

We are committed to a **trauma-informed approach**, meaning our staff are trained to understand the impact of trauma on behavior and well-being. We strive to create an environment of safety, trustworthiness, peer support, collaboration, empowerment, and cultural responsiveness, ensuring your healing journey is respected and supported.

1.1 Intake: Your First Day

Your first day at Kairos Hope, known as Intake, marks your official entry into our supportive community. We understand this can be a time of mixed emotions, and our priority is to help you feel safe and welcomed.

- **Warm Welcome and Check-in:** Upon your arrival, a team member will greet you warmly and guide you through the initial steps. We'll help you get settled into your new room, ensuring you feel comfortable and understand the basic layout.
- **Clarifying Room Expectations:** "Getting settled" in your room includes a brief, respectful check-in. This check-in is conducted by staff to ensure safety and identify any prohibited items. We respect your personal space and will conduct these checks efficiently and respectfully. We'll then help you organize your personal belongings within designated areas, and gently guide you on shared space etiquette to foster a safe environment for all residents.
- **Paperwork and Understanding:** We'll carefully review important paperwork with you. This includes going over this handbook to ensure you clearly understand the program's guidelines and what to expect. We'll provide time for you to ask questions. You'll then sign forms, like the Acknowledgement of Understanding, confirming you've read and agree to our community standards. This process is about transparency, not just rules.
- **Medication Review:** If you have medications, we'll review them meticulously with you to ensure your safety and well-being. We'll then establish a clear and safe plan for their management throughout your stay.
- **Personal Belongings and Electronic Devices:** We'll assist you in organizing your personal items. Please remember that some items are not permitted for everyone's safety and to maintain a therapeutic environment (please refer to Section 2.1,

"Prohibited Items" for a complete list). Your personal electronic devices will be collected and stored securely during intake. Their use is considered an earned privilege later in your program, supporting your focus on healing and connection within the community (please see Sections 2.4 and 4 for more details on electronics policy).

- **Meeting Your Support Team:** You'll have the opportunity to meet some of the dedicated team members who will be supporting you directly, such as your counselor and other key team members.

1.2 Orientation: Learning the Ropes

After intake, you'll go through Orientation for 2 weeks. This is a short time where you'll learn all about daily life at Kairos Hope and how to make the most of your time here.

- **Getting to Know the House:** We'll show you around the facility, including common areas, where groups are held, and other important spaces.
- **Daily Routine:** You'll learn about our daily schedule, like meal times, group sessions, quiet hours, and chores. Following this routine helps you build healthy habits. Being on time is always expected, and you must be ready outside for rides when scheduled.
- **Understanding the Program:** We'll help you understand how the program works, how you'll progress through the Phases, and how to reach your Milestones.
- **Meeting Peers:** You'll start to meet other residents. Building connections here is an important part of your healing journey.
- **Ask Questions!** This is a great time to ask any questions you have. We want you to feel comfortable and know where to find support.

2. Program Rules & Expectations: Living in Community

At Kairos Hope, our rules and expectations are thoughtfully designed to foster a **safe, respectful, and truly therapeutic environment** for all residents. We believe that clear guidelines create a sense of predictability and security, which are crucial for healing and personal growth. Following these rules is essential for your success and the well-being of our entire community. Any deviations from these guidelines will be addressed through our **Restorative Accountability System** (see Section 5), focusing on understanding, learning, and growth.

2.1 General Conduct & Respect

These guidelines ensure that every interaction and shared space contributes positively to your healing journey and the well-being of others.

- **Respectful Communication:** Always treat staff, fellow residents, and visitors with respect, kindness, and courtesy. We expect communication to be calm and constructive.

Disrespectful language, yelling, aggressive tones, or any form of verbal abuse is not permitted, as it disrupts the therapeutic environment.

- **Zero Tolerance for Violence/Threats:** Any act or threat of physical, emotional, or verbal violence toward yourself or others will be taken very seriously and will result in immediate and significant consequences, up to and including dismissal from the program. Your safety and the safety of the community are our highest priority.
- **Confidentiality:** To foster a safe space for sharing and vulnerability, it is crucial that you do not discuss other residents' personal stories or information outside of designated therapeutic group settings. "What's shared here, stays here" applies to the personal information of your peers and is vital for building trust.
- **Personal Property & Shared Spaces:** Please respect the property of Kairos Hope and other residents. Do not move furniture or decorations without staff permission. To maintain order and fairness, you must not store your personal belongings in shared spaces, such as bathrooms, common areas, or laundry rooms. All personal items should be kept within your designated personal space. Theft or intentional damage to property will not be tolerated and will be addressed through our Accountability System.
- **Cleanliness & Order:** Maintaining a clean and organized environment supports your well-being. Keep your personal space (room) clean and organized at all times. You are also expected to participate in assigned chores and contribute to keeping common areas tidy for the benefit of everyone in the house.
- **No sharing any items:** (including clothing, food, personal care products, cigarettes, medication, or money) with other residents. This policy is crucial for maintaining personal accountability, preventing the spread of contraband, deterring debt/bartering, ensuring medication safety, and fostering a peaceful, harmonious, and safe environment for all residents.
- **Prohibited Items:** Possessing any of the following items is strictly forbidden within Kairos Hope and will result in immediate and serious consequences, up to and including dismissal from the program. These items pose a direct risk to your safety and the safety of others, and undermine the therapeutic environment:
 - Illegal drugs or drug paraphernalia
 - Alcohol or alcoholic beverages
 - Weapons of any kind (firearms, knives, sharp objects intended for harm, etc.)
 - Pornographic or sexually explicit materials
 - Gambling devices or materials
 - Items that promote violence, hate, or discrimination.

This list is not exhaustive. Kairos Hope reserves the right to deem any item unsafe or non-therapeutic at staff's discretion, and such items will be confiscated.

2.2 Health & Safety: Prioritizing Your Well-being

Your physical and emotional safety is a primary concern. These rules ensure a secure and healthy environment for everyone.

- **Medication Management and Safety:** The safe handling and storage of medication are paramount for your well-being and the safety of the entire community. It is your sole responsibility to keep your pill tracker secure. If your pill tracker is lost or stolen, or if medications are found outside of the designated tracker, you must immediately notify staff. Failure to do so, or any evidence of medication misuse, will result in immediate consequences, up to and including dismissal from the program.
 - **Medication Storage:** All primary medication supplies are stored securely in a double-locked, staff-monitored office. This ensures medications are kept safe and dispensed accurately.
 - **Resident Dispensing:** You will receive up to a one-week supply of your prescribed medications dispensed in a personal pill tracker. This pill tracker is to be kept within your personal belongings in your room. It is your responsibility to keep this tracker secure and to take your medications as prescribed. Staff will provide regular reminders and support to help you manage your medication schedule. Any concerns or issues with medication should be immediately brought to a staff member's attention.
 - **No Sharing or Misuse:** Under no circumstances are you permitted to share, sell, or misuse medications.
 - **Reporting Concerns:** Immediately report any side effects, concerns, or accidental misuse of medications to staff.
- **No Smoking/Vaping Allowed:** For the health and safety of all residents and staff, smoking or vaping is not permitted anywhere on Kairos Hope property, including indoors, outdoors, or in vehicles.
 - No Smoking/Vaping Allowed. Violation of this rule will result in program probation (15pts), or ultimately, dismissal from the program upon repeated offenses.
- **Fire Safety & Security System:** Your awareness and adherence to safety protocols are vital. Do not tamper with smoke detectors, fire alarms, or emergency exits. You are required to know and follow all posted fire evacuation procedures. The facility's security alarm system is set and active from 10:00 PM to 7:00 AM daily to ensure security during quiet hours.
- **Reporting Concerns:** Your active participation in maintaining a safe environment is appreciated. Please immediately report any safety concerns, suspected rule violations, or suspicious activity to a staff member. Your vigilance helps protect everyone.
- **Emergencies:** In case of an immediate, life-threatening emergency, please contact 911 first, then notify the Executive Director or on-call staff as soon as safely possible after calling 911 and addressing the immediate life-threatening emergency.
- **Non-Emergency Medical Care & Illness:** For non-life-threatening illnesses (e.g., cold, flu, minor injury), inform staff immediately. Staff will assess your condition and facilitate appropriate care, which may include over-the-counter medication (if approved), scheduling a doctor's appointment, or arranging transportation to an urgent care facility.
 - **Medical Appointments:** All medical, dental, or specialist appointments must be scheduled in coordination with staff to ensure transportation and supervision can be arranged. Provide staff with at least 7 day notice for all appointments.

- **Hospitalization:** In the event of hospitalization, Kairos Hope will follow up with the medical facility and your emergency contacts. A plan for your return to the program or next steps will be developed in consultation with the Board of Directors.
- **Drug & Alcohol Testing Policy:** To ensure a sober and safe environment, Kairos Hope conducts regular and random drug and alcohol testing for all residents.
 - **Frequency:** Testing may occur randomly, upon reasonable suspicion, or as part of a scheduled testing protocol.
 - **Procedure:** Tests will be administered by staff and may include urine analysis, breathalyzer, or other approved methods.
 - **Consequences of Positive Test/Refusal:** A positive test result for any unauthorized substance, or refusal to submit to a test, will result in immediate consequences, including but not limited to, adjustment of privileges, program probation, or immediate dismissal from the program. Re-entry protocols, if applicable, will be determined on a case-by-case basis.

2.3 Therapeutic Engagement: Your Commitment to Healing

Your active engagement in the therapeutic process is key to your success and recovery.

- **Active Participation:** We expect you to attend and actively participate in all assigned therapeutic sessions, groups, and individual counseling. Your engagement and willingness to explore challenging topics are vital to your progress and the effectiveness of the program.
- **Workbook Progress:** You are responsible for making consistent, reasonable progress on your assigned therapeutic workbooks. We understand that some topics require more time and reflection. However, if you are unable to finish a milestone within two months, we will schedule a progress meeting to discuss any challenges you might be facing. This meeting is designed to offer support and explore strategies to help you move forward. We want to encourage you to keep working on your workbook consistently, even if a particular milestone takes a longer time to process and complete.
- **Follow Counselor Guidance:** Your counselor is your primary guide in this journey. Please cooperate with your counselor and consistently follow their guidance regarding your personalized treatment plan, assigned therapeutic activities, and recommendations.
- **Honesty & Openness:** To make meaningful progress, you are encouraged to engage in your therapeutic process with honesty and openness. We understand this can be challenging, but withholding information or being dishonest can hinder your healing journey. Our staff are here to support you in processing difficult truths in a safe and non-judgmental space.

2.4 Electronic Devices & Internet Use

Our policy regarding electronic devices is designed to support your healing process by minimizing distractions, fostering in-person connection, and protecting the safety and privacy of

our community. These rules apply to all electronic devices used within Kairos Hope, whether provided by us or your personal devices when you've earned access to them. Any misuse or violation will result in consequences as outlined in the Restorative Accountability System (see Section 5).

- **Secure Storage at Check-in:** For your initial focus on integration and healing, all personal cell phones, laptops, tablets, and other electronic devices will be collected at resident check-in and kept in a locked, secure cabinet. Access to personal devices is an earned privilege that will be phased in as you progress through the program (see Section 4 for details on earning privileges).
- **Designated Use Areas:** When electronic device privileges are earned and permitted, their use (phones, computers) is only allowed in designated common areas. They are not allowed in bedrooms or bathrooms to promote healthy communication, protect personal privacy, and prevent isolation or withdrawal from the community.
- **Monitoring for Safety and Well-being:** When electronic device privileges are earned, all devices used on Kairos Hope property (including our provided devices or your personal devices connected to our network) will be subject to monitoring software. This monitoring is in place to protect your safety and the safety of the community by limiting exposure to harmful content or activities that could hinder your recovery. Our intention is to create a secure online environment, not to shame or control, but to support your healing journey and minimize potential triggers or risks. Any concerns regarding online content or interactions identified through monitoring will be addressed supportively by staff or your counselor through the Restorative Accountability System.
- **Monitoring Discretion:** To ensure a safe and therapeutic environment, Kairos Hope staff conduct routine and random monitoring of all electronic device usage, including phone communications and internet activity. This monitoring is conducted in accordance with program guidelines and staff discretion, focusing on adherence to prohibited activities and appropriate use. Please remember that phone/computer usage is a privilege, not a right, and is granted to support your recovery.
- **Approved Contacts Only:** All communication with people outside of Kairos Hope must be with individuals on your approved contacts list. Your counselor will help you create and maintain a "call list" of individuals (e.g., family, healthy support people) whom you are permitted to contact. If staff notice unhealthy behaviors or interactions resulting from communication with someone, this will be brought to your counselor's attention for discussion and supportive intervention.
- **Changing Your Approved Contacts List:** We understand that your needs and relationships may evolve. To add or remove individuals from your approved contacts list, you must submit a written request to your counselor or a designated staff member. This request will then be discussed with your counselor and the clinical team to ensure the change supports your ongoing healing and safety. Changes are typically processed within 2-3 business days after the review. For safety reasons, contact with unapproved individuals is strictly prohibited.

- **No Contacting Other Residents' Contacts:** To maintain clear boundaries and privacy, you are strictly forbidden from contacting other residents' friends, family members, or other personal contacts.
- **No Sharing Devices:** To ensure personal accountability, privacy, and prevent potential issues, you are not allowed to share personal cell phones or Kairos Hope-provided computers with other residents. Sharing passwords for computers is also prohibited.
- **No Pictures/Videos of Others:** Respect for privacy is paramount. You are not allowed to take pictures or videos of other residents, staff, or visitors without their explicit, verbal permission.
- **Strictly Prohibited Online Activities:** The following activities are strictly prohibited on any electronic device or internet service within Kairos Hope, as they can significantly hinder your recovery and compromise the therapeutic environment:
 - Accessing social media platforms or chat rooms (for recreational purposes).
 - Accessing any inappropriate sites, including but not limited to: pornography, gambling sites, dating sites, or sites promoting violence, hate, or illegal activities.
 - Accessing gaming or recreational sites.
 - Participating in any illegal activities on the internet.
- **Approved Downloads Only:** To maintain the integrity and security of our systems, do not download software or documents onto Kairos Hope computers, or onto your personal devices while connected to Kairos Hope networks, without explicit staff approval.
- **No Malicious Use:** Any malicious use, disruption, or harm to Kairos Hope computers, networks, or internet services (including hacking activities, attempting to bypass security, or creating/uploading computer viruses) will result in immediate loss of electronic privileges and significant consequences through the Restorative Accountability System, potentially including dismissal.
- **Personal File Deletion:** It is your responsibility to delete all personal files before transitioning from the program. Additionally, Kairos Hope will conduct a purge of all resident-associated files from program devices within 2 weeks following your departure to ensure data privacy.
- **Acknowledgment Forms:** Before using Kairos Hope's phone or computer services, or your personal devices under monitoring, you must read, understand, and sign the relevant Phone Acknowledgment Form, Computer/Internet Access Acknowledgement Form, and/or Monitoring Agreement. Kairos Hope will keep these signed acknowledgments as a record of your understanding.

2.5 Our Team: Your Dedicated Support System

At Kairos Hope, you're never alone on your healing journey. Our compassionate and experienced team is dedicated to providing you with the highest level of care, guidance, and support. We work collaboratively to ensure your safety, well-being, and progress, creating an environment where you can truly thrive.

Here are the key roles within our team and how each member contributes to your success:

Executive Director

The Executive Director leads Kairos Hope with vision and dedication. Their primary role is to oversee the entire operation of the program, ensuring that our mission is upheld and that all aspects of the organization run effectively and compassionately. They are responsible for:

- **Strategic Leadership:** Setting the overall direction and long-term goals for Kairos Hope.
- **Program Oversight:** Ensuring the quality and effectiveness of all therapeutic programs and services.
- **Operational Management:** Overseeing financial health, fundraising, and administrative functions.
- **Community Relations:** Building and maintaining partnerships with community organizations and stakeholders.
- **Final Authority:** Providing ultimate oversight and approval on significant program decisions, including resident dismissals, in consultation with the Restorative Team and Board of Directors.

Counselor

Your Counselor is your primary guide and advocate throughout your time at Kairos Hope. They are a trained professional dedicated to your individual therapeutic process. Your counselor will:

- **Individualized Treatment:** Develop and continually adjust your personalized treatment plan, including setting therapeutic milestones.
- **Therapeutic Support:** Provide individual and group counseling sessions, helping you process trauma, develop coping skills, and achieve your personal goals.
- **Progress Monitoring:** Track your progress through your workbook milestones and overall recovery journey.
- **Resource Connection:** Connect you with external resources, specialists, and aftercare planning as needed.
- **Liaison:** Serve as a primary point of contact for approved family members and external agencies regarding your progress.

Program Manager

The Program Manager ensures the smooth day-to-day operation of the Kairos Hope residence and the consistent delivery of our program. They are vital in maintaining a structured and supportive living environment. Their responsibilities include:

- **Daily Operations:** Overseeing the daily schedule, house routines, and activities.
- **Staff Supervision:** Guiding and supporting the designated team members and residential staff.
- **Resident Support:** Being a consistent presence in the house, offering guidance, and addressing immediate resident needs or concerns.
- **Rule Adherence:** Ensuring residents understand and adhere to program rules and expectations.

- **Discipline Implementation:** Overseeing the consistent application of restorative solutions and consequences as determined by the accountability system.
- **Crisis Intervention:** Responding to and managing immediate situations or crises within the residence.

Restorative Team

The Restorative Team plays a crucial role in maintaining our therapeutic community by fostering accountability and growth through a non-punitive, learning-focused approach. This team typically includes your counselor, Program Manager, designated volunteers, and members of the Board of Directors. They are responsible for:

- **Conflict Resolution:** Facilitating healthy communication and resolution during conflicts or misunderstandings among residents or with staff.
- **Accountability Process:** Guiding residents through the Restorative Meeting process, addressing program adherence issues, and developing Success Plans.
- **Probation Oversight:** Managing and overseeing the probation process, including weekly check-ins and Immediate Change Plans.
- **Problem-Solving:** Collaborating to understand underlying behaviors and develop strategies for positive change.

Board of Directors

The Board of Directors provides governance, oversight, and strategic guidance for Kairos Hope. Comprised of dedicated volunteers with diverse expertise, the Board ensures the program operates ethically, effectively, and in alignment with its mission. Their responsibilities include:

- **Fiduciary Oversight:** Ensuring the financial health and integrity of the organization.
- **Strategic Planning:** Contributing to the long-term vision and sustainability of Kairos Hope.
- **Policy Governance:** Approving major policies and procedures.
- **Program Support:** Providing guidance and support to the Executive Director and senior leadership.
- **Ultimate Review:** Reviewing and approving significant decisions, such as resident dismissals, to ensure fairness and adherence to program values.

Volunteers

Our dedicated Volunteers are an invaluable part of the Kairos Hope family, offering compassionate support and enhancing the community environment. Their role is primarily supportive and nurturing.

- **Supportive Presence:** Providing a kind and encouraging presence, engaging with residents in positive, approved activities.
- **General Assistance:** Assisting with non-critical tasks such as meal preparation support, organizing common areas, or facilitating recreational activities.

- **No Critical Matters:** Volunteers are not involved in individual resident cases, therapeutic planning, accountability processes, or any matters of importance that require staff authority, clinical judgment, or access to sensitive resident information. All critical communication or concerns must always be directed to a leader.
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3. Baseline Privileges: Your Starting Point

Upon your arrival at Kairos Hope, you'll be granted Baseline Privileges. These are the fundamental resources and supportive freedoms available to all residents during your initial adjustment period. They are carefully designed to help you stabilize, settle in, and safely begin your therapeutic journey within our community.

It's important to understand that while these privileges are extended to support your growth and well-being, they are tied to your engagement with the program and the safety of the community. They can be adjusted or temporarily removed if they are misused, if your safety or the safety of others is compromised, or if they interfere with your healing process. Any such adjustments will be clearly explained through our Restorative Accountability System (see Section 5), focusing on understanding and learning.

What Are Your Baseline Privileges?

- **Phone & Device Access (Calls & Texts Only):** During your initial stay, your personal cell phone will be collected upon check-in and securely stored. You'll receive a Kairos Hope-approved device (which may be your own phone with monitoring software, or a house phone). Your use will be limited to approved calls and texts only with safe individuals on your approved contacts list. This boundary helps you focus on your program, build in-person connections within the house, and reduce external distractions that might hinder your initial stabilization. Emergency contact access is always guaranteed. All communication is monitored as per Section 2.4 to ensure safety and support your recovery. You'll earn increased usage in later Phases of the program.
- **Privacy in Your Room:** While we respect your privacy, routine safety and wellness checks of rooms will occur daily and may include visual inspections by staff. Comprehensive room searches may be conducted periodically or if there is reasonable suspicion of policy violations, with or without the resident present, to maintain safety and program integrity.
- **Visits (Team Only Outings):** During this initial phase, your primary focus will be on integrating into the Kairos Hope community. Therefore, you will not have any visits outside the house with non-staff members. Your outings will be limited to supervised group activities exclusively with Kairos Hope team members (e.g., local walks for exercise, recreational activities, supervised errands). This privilege may be adjusted if

it's not used responsibly or if it conflicts with your immediate program goals for stabilization.

- **Food Preparation & Dining:** You can prepare and eat meals at your own discretion within our shared kitchen and dining areas. We strongly encourage healthy eating habits and value shared community meals as a time for connection. If food-related issues arise (e.g., misuse or neglect of shared resources, hoarding, restrictive eating, bingeing, purging, or other behaviors impacting your health or recovery from an eating disorder), more structured guidelines or supportive interventions may be introduced to ensure your well-being and maintain a healthy community environment. Individuals on SNAP are expected to provide their own food and are not to share their SNAP benefits with others.
- **TV and Entertainment:** Access to TV and entertainment is available in common areas for relaxation and recreation. We ask that you make mindful choices about content. Misuse, such as neglecting your responsibilities, monopolizing shared resources, or choosing content that could be triggering (e.g., excessive violence, explicit material, themes related to past trauma that are not part of a therapeutic processing exercise with staff), could result in adjustments to this privilege. Our aim is for entertainment to be a source of calm and positive engagement.
- **Kairos Hope-Provided Computer Access:** Access to Kairos Hope-provided computers is available in common areas for approved educational, developmental, or transitional purposes (e.g., job searching, online learning, creating resumes, managing essential personal affairs). Your personal laptops and other electronic devices will be collected upon check-in and securely stored until you earn the privilege of personal device use in a later Phase. All computer and internet activity on Kairos Hope devices is monitored as per Section 2.4.
 - **Computer Use Hours & Check-Out:** To use a computer, you must check it out with a staff member. Requests for specific usage (e.g., applying for a job, accessing an online course) are typically processed within 2-3 business days to ensure appropriate supervision and resource allocation.
- **No Personal Money:** During this initial phase, your focus is entirely on your recovery journey. Therefore, you will not have access to personal cash, bank accounts, or debit cards. All essential needs, including housing, food, and program-related supplies, are provided by Kairos Hope. During Baseline, Kairos Hope provides for your basic needs. Any approved purchases requiring funds before Phase 2 will be facilitated by staff, and a clear process will be communicated for such instances. This helps you focus on your recovery without financial distractions or burdens.
- **Financial Responsibility**
 - While Kairos Hope provides for basic needs, residents may incur 'other required items or expenses' (e.g., specific vocational training materials, specialized tools for employment, or certifications, such as a driver's license necessary for obtaining approved employment). In some cases, Kairos Hope may, at its discretion, provide upfront payment for these essential, work-related expenses, creating a 'Resident Advancement Tab.' This is a loan, not a gift, and will be repaid by the resident through an agreed-upon repayment plan once they secure

employment. All such arrangements must be pre-approved in writing by program staff, and the repayment terms will be clearly outlined and signed by both the resident and a Kairos Hope representative. These expenses are ultimately the resident's responsibility, and budgeting for them will be part of your financial goals. Discuss any potential required expenses and the possibility of an advancement tab with your staff member for guidance and planning. (See appendix G)

Why Privileges May Be Adjusted: Focused on Your Growth

The purpose of baseline privileges is to support a positive, cooperative environment conducive to your recovery. We understand that navigating new freedoms can be a learning process. If these privileges begin to interfere with your safety, your personal growth, or your respect for yourself or others in the home, they may need to be modified.

- **Weekly Review for Adjustment:** Any changes to your privileges, whether temporary restrictions or a path to regaining them, will be clearly explained through the Restorative Accountability System (see Section 5) and will be reviewed weekly during your accountability check-ins with your counselor or a designated staff member. This consistent review ensures you receive ongoing support and clear feedback on your progress.
- By respecting and using these privileges responsibly, you actively contribute to a supportive and stable community. Our goal is to help you build the skills, self-awareness, and trust needed to earn greater freedoms and prepare for increased independence as you move through your healing journey.

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- **Workbook Progress:** You are responsible for making consistent, reasonable progress on your assigned therapeutic workbooks. We understand that some topics require more time and reflection. However, if you are unable to finish a milestone within two months, we will schedule a progress meeting to discuss any challenges you might be facing. This meeting is designed to offer support and explore strategies to help you move forward. We want to encourage you to keep working on your workbook consistently, even if a particular milestone takes a longer time to process and complete.
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5. Accountability: Ensuring a Safe & Supportive Community

At Kairos Hope, clear and honest communication, along with a compassionate approach to accountability, are essential for your personal growth and for maintaining a safe, stable, and supportive community for everyone. Our accountability system is thoughtfully designed to

provide structure, guidance, and clear pathways for learning when rules are not followed or progress is impacted. We believe that mistakes are opportunities for growth, and our system supports you in understanding the impact of your actions and making choices that align with your healing journey.

The Restorative Meeting

When an issue or rule violation occurs, a Restorative Meeting will be held within 48hrs. This meeting typically involves you and a designated team member. For more serious or repeated issues, the full Restorative Team (which includes your counselor, a designated team member, and potentially members of the Board of Directors, as outlined in Section 2.5) may be involved. The primary purpose of this meeting is not punishment, but to facilitate understanding and collaborative problem-solving:

- **Discuss the Incident:** Both you and the designated team member will have a chance to openly and respectfully share your perspective on what happened. We value your voice and aim to understand the situation from all angles.
- **Understand the Cause:** Together, you'll explore why the issue occurred, what underlying factors or triggers might have contributed to it, and the impact it had on yourself and the community.
- **Create a Success Plan:** You'll collaborate to create a Success Plan (See Appendix C) with clear, actionable steps for moving forward, addressing the behavior, and reinforcing positive choices. Both you and the designated team member will sign this plan to ensure mutual understanding and commitment. This plan may include specific Restorative Solutions (see Appendix B) tailored to support your growth.

Documentation & The Point System

To ensure fairness, transparency, and effective tracking of behaviors, we use a structured point system. Every incident, whether minor, moderate, or major, is carefully documented and added to your personal chart. This helps us track patterns over time, provides a clear record for discussions during restorative meetings, and offers an opportunity for you to reflect and refocus on positive behavior. Your chart is updated after every incident and is always available for your review upon request. During any restorative meeting, you will be given a copy of your chart to review and discuss in detail.

How Incidents Are Classified: Incidents are classified as minor, moderate, or major by the team member who witnessed or was directly involved in the incident. Issues that pose immediate safety concerns may automatically escalate to probation or dismissal.

How the Point System Works:

- **Minor Incident: Earns 3 points.**
 - Examples: Missing assigned chores, being mildly late for scheduled activities, not waking up on time, not completing mentorship assignments, minor program rule

violations (e.g., leaving personal items in common areas, not tidying up after oneself).

- **Moderate Incident: Earns 5 points.**

- Examples: Skipping a mandatory program activity (without prior communication), ignoring clear instructions from a team member, being dishonest about minor issues, repeated minor incidents, showing disrespect towards staff or peers, inappropriate language (after prior warnings).

- **Major Incident: Earns 10 points.**

- Examples: Significant community disruption (e.g., verbal altercations, blaming, stealing), refusal to participate in the core program (e.g., therapy, groups), unsafe behavior (e.g., leaving a stove on unattended, not securing the house at night), major instances of dishonesty or sneaky behavior, repeated moderate violations without demonstrated improvement.

Accountability Steps based on Points:

- **Any Incident:** Leads to a Restorative Meeting with a designated team member (or a member of the Restorative Team for more serious issues).
- **10+ Points:** The Restorative Team is notified and may become involved to offer extra support and guidance, reviewing your progress and the incident patterns.
- **15 Points:** Results in Probation, requiring weekly meetings with the Restorative Team to create and review an Immediate Change Plan.
- **20+ Points:** May result in Dismissal from the program (see Dismissal Procedures below).

Reducing Points: Demonstrating Growth & Responsibility You can actively work to reduce your point total by demonstrating consistent positive progress, accountability, and commitment to your Success Plan:

- **-1 point:** For completing one full week without any new incidents.
- **-2 points:** For successfully completing a specific Success Plan or Immediate Change Plan outlined in a Restorative Meeting or during Probation, as approved by your counselor or the Restorative Team.

This system ensures clarity and fairness while offering continuous opportunities to grow and succeed through your engagement.

Probation Procedures

Probation is a significant and serious step in our accountability process. It's a structured opportunity to address critical concerns and create a clear, guided path for immediate and sustained improvement. This is a period of heightened focus and intensive support, offering a crucial choice point: to fully commit to the necessary changes, or face the possibility of exiting the program.

- **Initial Meeting with the Restorative Team:** When you reach probation status, you will meet with the full Restorative Team to discuss the situation comprehensively. Together, you will collaboratively create an Immediate Change Plan, which includes clear, actionable steps and goals designed to help you improve specific behaviors and re-engage successfully with the program. This plan will also outline the specific conditions of being on probation, which may include a temporary adjustment or loss of earned privileges.
- **Weekly Check-Ins:** During your probation period, you will meet with a designated team member weekly to review your progress, discuss any challenges, and adjust the Immediate Change Plan if needed. These consistent meetings provide ongoing support, encouragement, and accountability to help you succeed. During these weekly check-ins, the team will specifically review:
 - Your progress on the goals outlined in your Immediate Change Plan.
 - Any new incidents or behavioral patterns.
 - Your current point total and potential for point reductions.
 - The status of any adjusted privileges and the criteria for their restoration.
 - Your overall engagement and well-being.
- **Probation Length:** The specific length of your probation will be determined by the Restorative Team. It will depend on the severity of the situation, your demonstrated commitment to the Immediate Change Plan, and the consistent progress you make.
- **Court Notifications:** If you are on court-ordered probation or parole, your probation status at Kairos Hope will be reported to your probation officer (PO) or parole officer.

Probation is not simply a disciplinary action; it is a final, structured chance to demonstrate your commitment to change. We strongly expect and encourage you to engage fully and earnestly with this process. Your active participation is paramount to getting back on track and continuing your journey toward a successful outcome within Kairos Hope. Failure to make sustained and demonstrable progress during this period will lead to consideration for dismissal from the program.

Dismissal Procedures

Dismissal Procedures: A Last Resort

Dismissal from the program is a very serious and final step that occurs only after all other therapeutic and accountability options have been exhausted, or in the case of a major, zero-tolerance rule violation that fundamentally compromises safety or the therapeutic environment. Our aim is always to support you in remaining in the program and achieving your goals.

Reasons for Dismissal:

- **Zero-Tolerance Violations:** The following actions will result in immediate dismissal from the program. These actions fundamentally compromise the safety and integrity of our program and the well-being of all residents:
 - Any illegal drug use, on or off Kairos Hope property.
 - Possession of any weapons or making threats of violence.
 - Engaging in physical altercations or fighting.
 - Bringing or inviting any unauthorized visitors onto Kairos Hope property.
 - Leaving the property without informing a designated team member.
 - Tampering with the security system.
- **20+ Points:** If you accumulate 20 or more points on the accountability system, and there has been no positive change after the probation process, dismissal will be considered.
- **Major Rule Breakage:** A single major rule infraction (as determined by Kairos Hope Restorative Team) or behavior that seriously disrupts the safety, integrity, or therapeutic environment of the program may lead to immediate dismissal.

Notice of Dismissal:

- When a decision for dismissal is made, you will be given immediate notice.
- You will have no more than **12 hours** to exit the home after being told of the dismissal.
- You cannot stay overnight after receiving notice of dismissal.
- See Dismissal Checklist in Appendix E

Decision-Making Process: The Executive Director will make the final notification for dismissal. This decision will be approved by the restorative team and the Kairos Hope program board.

Final Decision: Dismissal is a final decision and cannot be changed. It is a last resort taken to ensure the safety, well-being, and continued progress of the program and all its residents.

Appeals Process: Your Right to Be Heard

We believe in fairness and your right to be heard. If you believe a decision regarding an incident classification, point assignment, or privilege adjustment is unfair or incorrect, you have the right to appeal.

- **How to Appeal:** You must submit a written appeal to the Executive Director within 24 hours of the decision. Your appeal should clearly state why you believe the decision should be reviewed and provide any supporting information.
- **Review Process:** The Executive Director, in consultation with the full Restorative Team, will review your appeal within 3-5 business days. They may schedule an additional meeting with you to discuss your concerns.
- **Final Decision:** The decision of the Restorative Team on appeals is final. We commit to a thorough and respectful review of your concerns.

Personal Property Upon Departure/Dismissal: Upon planned departure, residents are responsible for removing all personal belongings. For residents who are dismissed or leave

unexpectedly, personal belongings will be held for a period of 30 days from the date of departure. After this period, any unclaimed items will be considered abandoned and may be donated or disposed of. Residents or their designated emergency contact must arrange for pick-up of belongings within the specified timeframe.

6. Grievance and Complaint Procedure

Kairos Hope is committed to ensuring a safe and fair environment. If you have a concern, complaint, or grievance regarding staff conduct, another resident's behavior, or program policies, you have the right to formally express it.

How to File a Grievance:

1. **Inform Staff:** Discuss your concern with your assigned staff member or another available staff member as soon as possible.
 2. **Formal Grievance Form:** If the issue is not resolved or you wish to escalate, request a 'Grievance Form' from staff.
 3. **Submission:** Complete the form clearly outlining the nature of your complaint, relevant dates/times, and individuals involved. Submit the form to the Executive Director
 4. **Review Process:** Your grievance will be reviewed by the Board of Directors within 14 business days.
 5. **Resolution/Response:** You will receive a written response outlining the findings and any actions taken or proposed resolution within 21 business days.
 6. **Confidentiality:** All grievances will be handled with discretion and confidentiality to the extent possible, consistent with maintaining safety and program integrity. Retaliation against any resident for filing a grievance in good faith is strictly prohibited.
-

7. Resident Rights

As a resident of Kairos Hope, you have the right to:

- Be treated with dignity, respect, and compassion at all times.
 - A safe, supportive, and clean living environment.
 - Privacy to the extent consistent with program safety and therapeutic needs.
 - Participate in the development of your individualized treatment plan.
 - Receive appropriate medical care and attention when needed.
 - Confidentiality of your personal and treatment information, as protected by law.
 - File a grievance or complaint without fear of retaliation.
 - Be informed of program rules, expectations, and consequences.
 - Access communication with approved contacts, consistent with program guidelines.
-

8. Acknowledgement of Understanding

Please read and sign this acknowledgment to confirm you understand the policies outlined in this handbook.

I, the undersigned, acknowledge that I have received and read the Kairos Hope Resident Handbook. I understand the expectations, rules, and consequences outlined within this Manual, including but not limited to:

- The **Baseline Privileges** provided upon my entry into the program.
- The **Program Rules & Expectations: Living in Community**, which apply to all residents at all times.
- The **Phased Progression** for earning increased privileges, including the phased access to personal electronic devices, driven by my completion of therapeutic milestones.
- The **Accountability System**, including the Point System, the Restorative Meeting process, Probation, and Dismissal procedures.
- My responsibility to participate actively in restorative meetings and follow all guidelines for behavior improvement and program expectations.
- I understand that Kairos Hope reserves the right to monitor all phone and computer activity for safety and program adherence, and that I have no expectation of privacy in the use of these devices within the facility.

I understand that failure to comply with program rules and expectations may lead to consequences, including but not limited to point accumulation, restorative meetings, probation, and possible dismissal from the program. I acknowledge that I have had the opportunity to ask questions and seek clarification on any part of this handbook.

By signing below, I confirm that I understand and agree to abide by the policies and procedures described in this manual.

Resident Name (Printed): _____

Resident Signature: _____

Date: _____

Kairos Hope Representative Signature: _____

Date: _____

Appendix A

Internal Guidance for Staff: Trauma-Informed Intake & Orientation Checklist

This checklist ensures a consistent, trauma-informed intake and orientation process for every new resident, covering all essential information and support.

- **Pre-Intake Communication:**
 - Confirm arrival time and provide clear directions.
 - Reiterate what to bring/not bring.
 - Review all collected supplemental documents for completeness.
- **Arrival & Welcome:**
 - Warm, welcoming greeting by designated staff.
 - Offer water/snack.
 - Initial brief check-in to assess immediate needs/comfort.
- **Rooming & Settling In:**
 - Guide resident to their assigned room.
 - Conduct a respectful, collaborative room check-in (documenting existing conditions).
 - Assist with personal item organization; clearly explain designated storage.
 - Review shared room/space etiquette (quiet hours, cleanliness, respecting boundaries).
 - Explain the secure storage process for electronic devices and other restricted items.
- **Paperwork & Consent (Transparency Focus):**
 - Review the Resident Manual, highlighting key sections (rules, communication, support).
 - Answer all resident questions thoroughly.
 - Obtain signed Acknowledgement of Understanding for the manual.
 - Process any remaining Release of Information forms (ensure all entities discussed in interview are included).
 - Confirm receipt of Suicide Safety Plan.
 - Confirm receipt of Critical Overview.
- **Medication Management:**
 - Review all incoming medications with resident and designated staff.
 - Establish clear medication storage and dispensing protocols.
 - Address any immediate medication needs or concerns.
- **Financial & Practical:**
 - Confirm receipt of insurance card copy and photo ID.
 - Address any immediate needs (e.g., toiletries, clothing).
- **Program Orientation & Structure:**
 - Introduce key support staff (counselor, residential staff, etc.), explaining their roles.
 - Provide a tour of the facility, highlighting common areas, group rooms, quiet spaces, and safety exits.

- Explain the daily schedule, including meal times, group therapy, individual sessions, chores, and free time.
- Clarify when the structured daily schedule begins for the new resident (e.g., following morning).
- Outline the program phases, milestones, and how progress is tracked.
- Explain the importance of punctuality and attendance.
- **Trauma-Informed Support & Safety:**
 - Briefly reiterate Kairos Hope's commitment to trauma-informed care.
 - Explain the process for seeking support if feeling overwhelmed, triggered, or in crisis.
 - Outline the grievance/feedback process (how to voice concerns, who to talk to).
 - Briefly mention conflict resolution strategies used within the community.
- **Community Integration:**
 - Facilitate initial introductions to other residents.
 - Encourage participation in community activities as appropriate.

Appendix B

Restorative Solutions (Potential Consequences)

During a Restorative Meeting, as part of a Success Plan, or during Probation, the following solutions may be implemented to address behaviors, encourage accountability, and support your growth. This list isn't exhaustive, and solutions will be tailored to the specific incident and your individual needs:

- **Electronic Device Adjustments:**
 - Blocking Social Media or Specific Apps (if using personal device).
 - Technology Blackout: Temporarily returning to Kairos Hope-provided devices or losing all electronic access for a set period.
- **Privilege Adjustments:**
 - Loss of Earned Privileges: Temporarily revoking access to privileges earned in higher phases (e.g., personal phone, unsupervised outings, overnight visits).
 - Loss of Free Time or Access to Entertainment (TV, gaming).
 - No Participation in Special Events or Outings.
 - Restricted Contact with Specific Individuals (if they are a negative influence).
- **Accountability & Reflection:**
 - Extra Chores or Work Detail (e.g., deep cleaning, organizing shared spaces).
 - Mandatory Reflection Time / Journaling on the incident.
 - Community Apology (written or verbal to those impacted).
 - Educational Assignments (e.g., reading an article related to the issue and summarizing takeaways).
 - Skill-Building Tasks (e.g., a project focused on time management, anger regulation).
 - Increased Accountability Check-Ins with staff or mentors.
 - Assigned Gratitude Journaling.
 - Personal Impact Plan (writing how the incident impacts personal goals).
- **Therapeutic & Community Focus:**
 - Mentor Session (scheduling additional one-on-one time with a mentor).
 - Supervised Activities (requiring supervision during certain activities to rebuild trust).
 - Temporary Room Restriction (spending non-sleep time in community spaces to reduce isolation).
 - Proactive Counseling Sessions (requiring additional therapy focused on the root cause of the behavior).
 - Community Presentation (preparing and delivering a talk to residents about the impact of specific behaviors).
 - Group Contribution (leading or assisting in planning a group event or activity).
 - Practice Role-Playing (rehearsing better decision-making through guided scenarios).
 - Family Contact Restriction (limiting family calls temporarily if the situation relates to unhealthy dynamics).

Appendix C

Success Plan For Use Within Restorative Meetings

This plan is created collaboratively to address specific incidents or challenges, foster understanding, and outline clear steps for your continued growth and successful engagement in the Kairos Hope program.

Resident's Name:

Date of Meeting:

Level of Severity:

Description of Incident: {Date of Incident}

Reason Given (Resident's Input):

Identified Barriers (What contributed to the incident/behavior?):

Support Needed (How Coule Kairos Hope will support you?):

SMART Steps Necessary for Plan Completion

- ☐
- ☐
- ☐
- ☐
- ☐

Resident's Identified Solution/Commitment (Resident to articulate in their own words what they commit to doing to prevent recurrence and grow from this experience.):

Deadline to Complete this Plan:

Signatures for Mutual Understanding and Commitment:

Resident:

Designated Team Member:

Appendix D

Immediate Change Form

This form is used to create a detailed plan for residents who are placed on Probation. The purpose of the Immediate Change Form is to ensure the resident understands the gravity of the issue, outlines specific steps for improvement, and tracks their progress.

1. Resident Information

Resident Name:

Meeting Date:

Incident Date:

Individual's Present at the Meeting:

2. Incident Overview

Description of the Incident:

Immediate Impact:

3. Root Cause and Exploration

Resident's Explanation:

Contributing Factors:

Identify any emotional, mental, or external stressors (e.g., past trauma, personal conflicts, substance use) that may have played a role in the incident.

Team Observations:

4. Immediate Action Steps (To get Completion Points back)

Restorative Actions:

Behavioral Expectations:

5. Goals for Change and Improvement

Short-Term Goals (Within 1 Week):

Within 3 Days:

Within A Week:

Within 2 Weeks:

Long-Term Goals (Within 1-3 Months):

Within 1 month:

Within 3 months:

By The End of Program:

6. Support and Resources

Team Involvement:

External Support:

Skills to Develop:

7. Accountability Measures

Immediate Consequences Due To Probation:

Meeting Dates For Reviews:

Probation Completion Date:

Consequence For Non-Compliance:

7. Resident's Commitment to Change

Resident's Statement:

The resident writes a personal commitment to change and improvement, acknowledging their responsibility and commitment to working through the plan.

Resident Signature: _____

Director Signature: _____

Date: _____

Appendix E

Resident Dismissal - Essential Checklist For Internal Kairos Hope Staff Use (Quick Reference)

Resident Name:

Date of Dismissal:

Notifying Staff:

1. Dismissal Reason (Check ONE):

- ☐ Zero-Tolerance Violation: (e.g., Drugs, Weapons, Fighting, Unauthorized Visitors, Leaving Property Uninformed, Security Tampering)
- ☐ 20+ Accountability Points
- ☐ Major Rule Breakage

2. Pre-Notification & Notification:

- ☐ Restorative Team & Board approval confirmed.
- ☐ Resident notified clearly of dismissal reason & 12-hour exit window.
- ☐ Resident informed: No overnight stay after notification.
- ☐ Resident informed: All personal belongings (meds, locked items, food) will be returned.
- ☐ Safety assessment completed.
- ☐ External contacts (PO/Parole) notified, if applicable.

3. Departure Logistics:

- ☐ All personal belongings (meds, electronics, food) returned to resident.
- ☐ All Kairos Hope property collected (keys, phones, etc.).
 - Phones/Computers
 - Towels/Rags
 - Bathroom Caddy
 - Hamper/Laundry Bag as needed
 - Library Books
 - Containers
- ☐ Offer basic resources/support information.
- ☐ Transport provided to Hannibal Public Library/Women's Shelter, if no other safe plan.
- ☐ Staff supervision during exit.

4. Unique Situations:

- ☐ Resident left property and was not allowed back in
 - Resident can schedule a pick-up with a 3 day notice.

Staff Signature:

Date Completed:

Appendix F

Kairos Hope Resident Employment Agreement Packet

Step 1: Employment Approval Process

1. Complete a Work Approval Request Form

- Before applying for a job, residents must complete an application to work and be approved by the Board
- Once hired, Residents must submit a form detailing the job, hours, location, and duties before beginning employment.

2. Eligibility Criteria

- Employment must align with Kairos Hope's mission and values.
 - Jobs in the following industries are prohibited:
 - Bars, nightclubs, or any establishments serving alcohol as their primary business.
 - Adult entertainment venues or sexually explicit environments.
 - Any other location deemed triggering or unsuitable by Kairos Hope Board.
-

Step 2: Resident Employment Rules

1. Location and Transportation

- Employment must be within the local area of Monroe City unless prior approval is granted.
- Residents working outside the local area must arrange their own transportation.
- Kairos Hope will provide transportation for the first 3 months. Residents may be required to contribute to transportation costs (e.g., OATS transport).
- By Month 3 of working, residents are expected to have saved and planned for personal transportation, including obtaining a valid driver's license and a vehicle.
 - Failure to do so will be reviewed by the Board. This may result in additional fees for continued transportation, disciplinary action, or extra responsibilities and accountability as outlined by the Board.

2. Work Hours and Scheduling

- No overnight shifts are allowed.
- Residents may not exceed 40 hours of work per week.
- Residents are responsible for submitting weekly work schedules and their paystub to Kairos Hope team for rides and transparency.

3. Program Participation and Responsibilities

- Employment must not interfere with Kairos Hope responsibilities, including:
 - Attending all mandatory classes, group sessions, and meetings.
 - Completing household duties or community assignments.
- Remember: The services, housing, and resources provided by Kairos Hope far exceed any financial gain from employment.

4. Financial Stewardship

- Residents must enroll in *Financial Peace University* within 90 days of starting employment and adhere to the curriculum. This is provided through Kairos Hope.
 - Residents are expected to open a bank account and have a checking and savings account within 2 weeks of starting employment.
 - A portion of income must be allocated to savings, tracked through monthly budget meetings with a Kairos Team mentor. This portion is typically %20 or more based on what your mentor sees fit. Goals and expectations laid out by the mentor are considered program expectations for that resident.
 - Examples include but are not limited to, not having credit cards, reviewing bank activity regularly, or blocking money apps.
 - As residents begin earning income, they will contribute 7% back to Kairos Hope. This promotes financial responsibility and supports the sustainability of the program while empowering residents to invest in their own growth.
-

Step 3: Resident Agreement

By signing this agreement, I understand and agree to the following:

- I will seek approval for my employment and adhere to the guidelines set by Kairos Hope.
- I will uphold my responsibilities within the program, ensuring that work does not detract from my recovery journey.
- I acknowledge that failure to follow these rules may result in a reevaluation of my participation in the Kairos Hope program.

Resident Name (Printed): _____

Resident Signature: _____

Date: _____

Team Member Signature: _____

Date: _____

[illegible]

Section 3: Financial Goals

1. What are your financial goals for the next 6–12 months?
(e.g., saving for transportation, building an emergency fund)

Key Expenses You Are Working Towards	Amount Needed	Desired Date

Section 4: Balancing Work and Kairos Responsibilities

1. How will you ensure that your job does not interfere with your Kairos Hope responsibilities, such as attending classes, completing chores, or participating in sessions?

2. What strategies will you use to balance your work schedule with the structure of the Kairos Hope program?

3. What potential issues could arise while working (e.g., stress, scheduling conflicts, transportation difficulties)?

4. How do you plan to address these challenges if they occur?

5. How will you communicate with Kairos Hope Team if work-related issues impact your participation in the program?

Section 5: Acknowledgments and Agreement

By signing below, I affirm that the information provided is accurate and that I have carefully considered how employment will align with my recovery and program goals. I agree to:

- I will not begin work until this application is reviewed and approved by Kairos Hope Board.
- I will comply with all rules outlined in the Kairos Hope Resident Employment Agreement.
- I understand that failure to follow employment rules may result in a reevaluation of my program status.
- I will seek jobs aligned with the guidelines provided by Kairos Hope.
- I will communicate openly with staff about my progress and challenges.
- I will prioritize my responsibilities within the program above my employment.

Resident Signature: _____ **Date:** _____

Team Signature: _____ **Date:** _____

Notice Of Employment Form

Instructions:

This form must be completed and submitted to Kairos Hope once employment is secured. It ensures that all work-related details are documented and aligns with program expectations.

Full Name: _____ **Date:** _____

Section 1: Employment Details

1. Employer Name: _____
2. Work Location Address: _____
3. Job Title/Position: _____
4. Start Date: _____
5. Approximate Shift Schedule (days and times): _____

Section 2: Work Needs

1. Does this job require a uniform or specific attire?
☐ Yes ☐ No
 - If yes, please describe: _____
 - Do you have these items? _____

2. Are there other required items or expenses (e.g., tools, equipment, training)?
☐ Yes ☐ No
 - If yes, please describe: _____
 - Do you have these items? _____

Section 3: Acknowledgements

By initialing each (), I acknowledge and agree to the following:

1. Program Responsibilities: ()

I will continue to prioritize all Kairos Hope responsibilities, including attending mandatory sessions, completing chores, and adhering to the program schedule.

2. Communication: ()
 - I will inform Kairos Hope immediately of any changes to my work schedule or responsibilities.
3. Work Limits: ()
 - I understand that I may not exceed 40 hours of work per week.

- I will not take on overnight shifts or jobs that conflict with program guidelines.
- 4. Financial Responsibility: ()
 - I will adhere to my financial goals, including completing Financial Peace University within 90 days of starting employment.
- 5. Transportation
 - I acknowledge that Kairos Hope provides transportation for up to 3 months. I should be working towards my own transportation during that time.
 - I understand that I may have to pay for OATS transportation at times.
- 6. Commitment to Program Values: ()
 - I will maintain a balance between my work and recovery journey, remembering the value of the services provided by Kairos Hope.

Resident Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____

Appendix G

Resident Advancement Tab Policy and Agreement

This section outlines Kairos Hope's policy regarding financial advancements provided to residents for essential, work-related needs. Each specific advancement will be documented and agreed upon using a separate "Resident Advancement Form."

Purpose of Advancement: Kairos Hope, at its discretion, may provide upfront payment for essential items or services directly related to a resident's ability to secure and maintain approved employment (e.g., driver's license fees, specific vocational training materials, work-specific certifications, or tools). This advancement creates a 'Resident Advancement Tab.'

Nature of Advancement: This advancement is a loan, not a gift. It is provided to support your progress towards self-sufficiency and must be repaid to Kairos Hope.

Repayment Obligation (General Policy):

- You agree to repay the full amount of any incurred 'Resident Advancement Tab' to Kairos Hope.
- Repayment will commence once you secure approved employment.
- Failure to adhere to the repayment plan(s) may result in adjusted program privileges or, in severe cases, dismissal from the program.

Pre-Approval and Documentation Required:

- All requests for advancements must be submitted to and pre-approved in writing by Kairos Hope staff.
- No advancement will be issued without a fully completed and signed "Resident Advancement Form" specific to that loan. This form will detail the exact amount, purpose, and all repayment terms for that particular advancement.

Resident Name:

Date:

Purpose of Advancement: (Please check one and describe)

- ☐ Driver's License/Permit Fees: _____
- ☐ Vocational Training/Certification: _____
- ☐ Specific Work Tools/Equipment: _____
- ☐ Other Essential Work-Related Need: _____

Total Advancement Amount: \$ _____

Repayment Plan:

- Repayment Commencement: Repayment will begin upon securing approved employment.
 - Payment Frequency (Typically how often you are paid): _____
 - Payment Amount per Period: \$_____
 - Estimated Number of Payments: _____ (Based on total amount and payment per period)
 - Total Expected Repayment Amount: \$_____ (Should match Total Advancement Amount)
-

Agreement Terms:

1. I acknowledge that this advancement is a loan from Kairos Hope and not a gift.
 2. I commit to repaying the full "Total Advancement Amount" as outlined in the "Repayment Plan" above.
 3. I understand that failure to adhere to this repayment plan may result in adjusted program privileges, including restrictions on outings or other earned benefits, and could ultimately lead to dismissal from the Kairos Hope program.
 4. I agree to inform Kairos Hope staff immediately of any changes to my employment status or income that may affect my ability to make repayments.
-

Resident Signature: _____ Date: _____

Print Name: _____

Kairos Hope Representative Signature: _____ Date: _____

Print Name: _____ Title: _____