



# H A N D B O O K

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[cornerstoneforrecovery.com](http://cornerstoneforrecovery.com)



## Our Mission

*To provide a safe and structured environment, conducive to personal growth and a healthy way of life*

## About Cornerstone

Cornerstone for Recovery offers a safe and highly structured environment for those who struggle with the disease of addiction. Residents will begin the process of transitioning back into society while developing the necessary skills to live a clean and sober life. Our goal is for residents to become self-sufficient with their everyday needs and establish healthy bonds with one another. Cornerstone for Recovery residents will be encouraged to utilize a 12-step recovery approach, follow their aftercare recommendations and become productive within their community.

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# Payment Policies

## Rent

- All residents are required to pay first week's rent in addition to the admission fee prior to moving into the property
- Admission fee \$200
- Rent: \$140
- A prorated amount of \$20 per day can be paid towards the first week of rent if the resident moves in any day other than Monday
- Neither rent nor admission fee is refundable once paid
- Rent is due on Friday each week (you are paying for the current week that you are in: Monday-Sunday)
- If any residents are unable to make payment after not paying rent for two weeks, that resident will be asked to leave the property immediately
- If resident chooses not to return to the property, all money is deemed non-refundable
- All money owed can be payable to Cornerstone for Recovery
- Payment can be made with cash, check, or credit card
- A receipt will be issued for each payment made

## Upon Arrival | Probationary Period

- New residents will adhere to a **two week** probationary period, in which they must attend a 12 step meeting every day for the first two weeks
- Curfew will be 10PM every night during probationary period



- Residents are expected to follow through on ALL aftercare plans set up by referring treatment center(s) (PHP, IOP, GOP, etc.) Failure to comply with aftercare will result in discharge/eviction

## **Completion/Discharge**

- Residents are recommended to stay a period of at least six months at Cornerstone for Recovery. This allows enough time to become efficient and comfortable in sobriety, familiar with the area, acquire stable employment, and sufficiently learn life skills to exceed thereafter
- Residents are required to give a two-week notice if they have made plans to move to a new residence
- Upper management may determine a long-standing resident suitable for a less structured environment and encourage resident(s) after the six-month period to make arrangements for the next step in their life and living situation. Our goal is to keep beds available for those still sick in need of help

## **Meeting Obligation**

- All residents are required to obtain a home group within 14 days of moving in to the property
- All residents are required to obtain a sponsor within the first 14 days of moving into the property
- All residents are required to obtain a commitment at their respective home group at the first scheduled business meeting held by said home group
- A commitment is defined as: any task assigned by your respective home group to assist in the operation of said home group
- All residents are required to attend 5 meeting a week. Once a resident acquires a job, a consideration can made on 3-5 meetings a week (must be communicated and accepted by house manager)
- Residents can attend any 12-step fellowship of their choosing



# House Schedule, Employment, Chores & Curfew

## House Schedule

- All residents are required to attend the weekly house meeting
- House chores must be completed by the end of the night
- Curfew is 12:00 am Monday-Sunday NO EXCEPTIONS
- Overnight passes are available AFTER the first 30 days residing in the house
- Overnights will only be allowed after 30 days to residents that do not owe any back-rent
- Overnight pass forms must be filled out and given to the manager for approval
- Overnights will not be allowed for residents who are not rent current

## Employment (Job Search)

- All residents are required to obtain gainful employment within the first 14 days residing in the house
- Unemployed residents are required to complete an active job search outside of the house between the hours of 9 am- 3 pm
- Residents attending a PHP level of Outpatient programming are not required to obtain gainful employment within 14 days IF they are getting weekly financial support.
- Once the resident reaches an IOP level of care, they then have 14 days to obtain gainful employment
- Failure to do so may result in eviction



Any residents currently collecting unemployment will be required to find gainful employment that pays equal or more than their previous employer

- All residents collecting disability and/or are funded by a third party are required to volunteer for no less than 20 hours per week

## Chores

- All residents are required to complete a house chore each night while residing on the property
- Chores must be completed by the end of the night
- All residents must complete their house chore, and have it checked by the appropriate party before leaving the house/going to sleep
- Residents that work at night are permitted to complete their chore during the day; however, those residents must have a senior member of the house approve its completion prior to exiting the house
- A senior member of the house is defined as:

House manager, designated chore checker, kitchen manager, any member of the house that has been living at the property for longer than 90 days

## Curfew

- Curfew is 12:00 am Monday-Sunday NO EXCEPTIONS
- All residents must be at the property and inform the house manager that they are home each night
- Residents must notify the manager if they have to leave the house before 5 am due to work schedules

## Food & Supplies

- Basic food essentials can be provided to residents who need assistance (a letter of residency can also be provided to those who would like to acquire food stamps)



Cornerstone will provide other basic household essentials such as: Laundry detergent, toilet paper, paper towels, cleaning supplies etc.

- Cornerstone will provide all bed linens, pillows, and storage for clothing and other belongings
- A list of house supplies provided by Cornerstone is posted at each house

## **Searching of Rooms, Belongings & Residents**

- House Managers and Upper Management of Cornerstone reserve the right to search bedrooms, belongings, and persons at random. Searches may be based on suspicion of drug/alcohol use, stealing/illegal activity, or possession of paraphernalia/contraband. Cornerstone will comply with law enforcement agencies if a professional search and seizure is deemed necessary

## **Drug Policy**

- All residents will be subject to random drug screening.
- In the event that a resident tests positive for a controlled substance, resident will be required to leave the property immediately and will not be able to return any sooner than 3 days from the date that they were evicted.
- Residents who have been evicted due to non-compliance of the drug policy will be required to pass a drug screen prior to being permitted back in to the property. Return to the property is on a case by case basis and will be decided by management
- If there is a second failed drug screen, resident will be evicted
- Failure to provide specimen within one hour of requested test will be considered a positive urinalysis, unless there is a medical condition.

## **Violations That Can Result in Eviction**

- Positive urinalysis/blood alcohol content
- Fighting
- Destruction of house property



### Stealing from other residents (including food and/or clothes)

- Permitting unauthorized visitors into the house
  - \*no persons of the opposite sex are permitted in houses
- Failure to comply with house rules
- Failure to pay rent- all residents will not be permitted to accrue any more than 2 weeks back rent
- Not obtaining gainful employment within the first 2 weeks of residency or after completing PHP level of care
- Failing to comply with Cornerstone meeting obligations

## Disciplinary System

- All residents will be held accountable for any behavioral issues. House managers can determine whether a person deserves a behavioral contract or if they should be evicted from the property
- Upper management will assist with any necessary interventions
- Expectations of every resident: cleanliness and hygiene, etiquette out of the house and in recovery community, no attitudes of entitlement or pompousness.

## Smoking Policy

- No smoking/vaping inside house
- Smoking/vaping only in designated areas
- Designated areas are located in the back of each property and on balconies facing the rear or side of property
- Only 2 people allowed on balcony at a time
- No smoking on balconies after 11:00 pm
- Be respectful of neighbors and noise levels when outside
- NO SMOKING/HANGING OUT IN THE FRONT OF THE HOUSE

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## **Weapons**

- No weapons of any kind will be permitted on property
- This includes weapons with a license to carry

## **Smoke Detectors/Carbon Monoxide Detectors/Maintenance**

- Smoke-detectors will be provided in every room of the house.
- House managers will conduct monthly checks to monitor battery life of detectors
- Smoke-detectors are NOT to be taken down under any circumstances or batteries removed
- If a smoke-detector is beeping or needs a new battery, please notify a manager immediately so the battery can be replaced.
- Carbon monoxide monitors will be provided in houses that use natural gas
- No candles, incense burners, or any other open flames permitted in houses.
- Residents are not permitted to make and repairs or maintenance without approval from upper management

## **Gym Passes**

- Gym passes must be signed out and returned after use
- No resident should carry or claim a gym pass of their own
- Each house is allotted 4 gym passes to the YMCA to be shared among the residents
- Gym passes are a privilege and can be taken away at any time if protocol is not being followed

## **Hygiene/Communicable Diseases**

- Please be aware that other residents may have communicable diseases and have the right to privacy through HIPPA



Female residents are required to inform their house manager and upper management if they become pregnant while residing at Cornerstone for Recovery

- No sharing of razors or any other health care/personal hygiene products (facial scissors, nail clippers, tweezers, hair clippers)
- All bed linens must be washed weekly
- Please see house manager if you are in need of personal hygiene products (soap, toothpaste, etc.)