



BASIC OUTLINE OF RULES & PROCEDURES PERPETUAL HELP HOME, INC.

Perpetual Help Home, Inc. is committed to providing a safe and dignified place for women **SINCERELY** seeking help for a change in lifestyles. A resident in the program will work through six levels. The levels help move residents from dependency on Perpetual Help Home for most of their needs to independent living. The rules and structure at PHH are not subject to change. We do things the way we do because we have seen that it works.

Some of our rules:

- You are allowed one bag of clothes per person, and only one extra bag for shoes, hygiene, and personal things.
 1. You may NOT bring in pillows, bedding, furniture, tvs, or stuffed animals
- Residents must wash all clothing and shower upon entering the home.
- No alcohol, drugs, or paraphernalia allowed. Tobacco is allowed in designated area. We do random drug testing. We have the right to search a room when necessary.
- Rooms must be kept clean. We do daily room checks.
- Cell phones and computers are allowed.
- We provide transportation during designated times of the day, but residents take over responsibility for their own transportation as quickly as possible. Victoria has a public transit system that is available for use.
- Residents look for a job or school (or both) when they reach Level 2 in our program.
- Residents attend the Christian church of their choice, and attend a Bible study each week.
- Respectful communication to staff and residents is an important part of the program.
- Perpetual Help Home has very strict requirements for budgeting. Each resident must agree that all their money (over \$20) will be turned over to staff and budgeted in the following manner:
 1. 15% given to PHH for rent & board.
 2. 60% to go into personal savings (you have the option to tithe 10% and save 50%)
 3. 25% for personal spending.

There are six levels of our program.

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
<u>Expectations:</u> *Learn house rules & program *Complete intake Book & Job Readiness Classes *Establish goals *ID/SS card	<u>Expectations:</u> *Enroll in school or seek full-time employment (Must be full-time w/in 6 wks)	<u>Expectations:</u> *Hold a full-time job or school *Begin saving *Get involved in church activities	<u>Expectations:</u> *Demonstrate maturity and growth *Provide own transportation	<u>Expectations:</u> *Open checking and/or savings account *Meet all short-term goals	<u>Expectations:</u> *Working on long-term goals *Continue managing finances & transportation
<u>Privileges:</u> *A home	<u>Privileges:</u> *A home	<u>Privileges:</u> *A home *Up to a 12 hour pass	<u>Privileges:</u> *A home *One overnight pass or 2/12 hour passes/wk	<u>Privileges:</u> *A home *Staff approval on passes may be lifted	<u>Privileges:</u> *Supported independence
<u>Restrictions:</u> *No passes *No job until Level 2	<u>Restrictions:</u> *No passes	<u>Restrictions:</u> *No overnight passes	<u>Restrictions:</u> *Failure to follow house rules may restrict pass	<u>Restrictions:</u> *Failure to follow house rules may restrict pass	<u>Restriction</u> *Failure to follow house rules may restrict pass

***All residents must write whereabouts on clipboard DAILY!**