



A Hand Up Ministry

# **PARTICIPANT HANDBOOK**

# Hand Up Handbook

Being a participant in a Hand Up Home is a privilege. One's behavior and attitude must demonstrate this while being a part of the program.

The following is a breakdown of each Phase and the minimum time for each. Each Phase has certain goals and expectations. Participants will apply for the progression from one Phase to another. The Progress Team will review and approve going to the next Phase or give areas the participant will have to improve on to move up.

During the first 90 plus days the participant will work with HU staff and not work an outside job. During this time HU will provide for all individual needs and the participant will get a \$5.00 daily allowance for personal items not provided.

## **Phase I – PROBATION –1- 30 days**

**Goals for Phase 1:** To get settled into the house, in-house job, church, Celebrate Recovery and learn all expectations while maintaining an attitude conducive to growth with self and all others in program.

This attitude will also reflect gratitude for being a part of the Hand Up family. During this Probation

**Phase I** will: **1).** Begin a daily devotional time which can form the basis for a growing personal relationship with Jesus. **2).** Follow all directions. **3).** Complete household chores. **4).** Getting up on a schedule a scheduled time (**6:30 am on weekdays**) **5).** Relationship with Jesus.

*-after 14 days the participant can receive up to 2 - ten-minute calls weekly from approved persons.*

*If after 30 days goals are not completed, Treatment Team will decide to terminate or implement a probationary period of 30 days to complete expectations for goals of phase 1.*

## **Phase I –Induction – 30-90 days**

### **Goals for Phase I:**

To be a full participant in all areas of the program while maintaining an attitude of gratitude for being a part of the Hand Up family. To learn what it means to be honest with oneself, God and with those around me. Practice it with each relationship. Encouraged to connect with a mentor. Must be cleared with director.**1).** Must maintain daily journaling. **2).** Be prepared and participate in all meetings. **3).** Follow ALL rules and guidelines.**4).** Get honest. **5).** Have sponsor/mentor.

### **Privileges Phase I:**

During Phase I,

- During phase I, I can apply to the Progress Team for supervised visits one after 30 days and one after 60 days. The usual time and place will be 2 hours set by HU staff. (After 30 days of probation).

-I agree to submit the request form to the Progress Team before the **20<sup>th</sup> of each** month of visits. If I am applying for the next Phase, I may also apply for visits. If a request is not received before that time, I will not be allowed to have any visits.

- Participant may request up to 4 visitors for each visit.

- may request to have my visitors attend church /Celebrate Recovery with me after 30 days. The decision will be made on an individual basis. **After successful completion of probationary period.**

# Hand Up Handbook

**VISITORS**-All visitors must check in with the staff on duty prior to contact with participant. Staff will greet the visitors as they arrive and leave. I am not allowed to meet my visitors in their vehicle or go to their vehicle at any time during the visit without staff permission. I must wait for them to enter the visitation area before I greet them.

- Visitors may not have or use any drug, alcohol, or tobacco items on the property or in my presence. My involvement with these substances will result in discipline or dismissal from the program.
- All items of any kind brought to me on the visit must be given to the staff on duty at the "check-in." These items may not be given to me but to the staff. **At no time will I be given cash!**

*(After 90 days or the successful completion of the goals of Phase I participant can apply for Phase II)*

## **Phase II- Training 90 days or the successful completion of Phase 1**

### **Goals for Phase II:**

**1).** To be honest with where I am spiritually and emotionally while being committed to dealing with hurts, habits, and hangups. **2).** Progressing in and dealing with my past to find healing, forgiveness, and Hope for the future. **3).** Continue to grow in my personal relationship with Jesus through worship, Bible studies and lifestyle. **4).** Maintain a positive attitude with the values and precepts of the Hand Up family. **5).** Actively participate with 12-step program/studies and all other studies or training provided by HU. **6).** Must have sponsor. **7).** Journal containing daily devotional/teaching. **8).** All homework/bookwork completed on time. During this phase, participants will be evaluated and considered for an hourly job approved by HU staff.

### **Privileges: In Phase II:**

All visits are on 1<sup>st</sup> and 3<sup>rd</sup> weekends unless it is for holidays, or something approved ahead of time. I may apply for Sunday Out Visit from after church/class until 4:00 PM unless the time specified by HU is different. I must be under the supervision of a visitor who is on my approved list. Also, I must return from my Sunday Out Visit on or before the return time. Failure to do so will result in forfeiting the next opportunity for a Sunday Out Visit.

-I agree to submit a visit request form to the Progress Team before the 20th prior to the month of visits. If I am applying for the next Phase, I may also apply for visits. If a request is not received before that time, I will not be allowed to have any visits.

-Person supervising must be approved. The person picking me up must use the sign out form and agree to supervise and follow directives.

**-All HU rules and guidelines apply while off campus.**

*(After 6 mo. or the successful completion of the goals of Phase II participant can apply for Phase III)*

# Hand Up Handbook

## **Phase III – Ministry (After 6 mos.)**

**Goals for phase III: 1).** To become actively involved in ministry through TMC and Freedom CR. **2).** Demonstrate the love of Jesus by loving others as Jesus does. **3).** Volunteering for opportunities to serve others. **4).** Maintain an attitude of gratitude for being in Hand Up program. **5).** Continue to be an active participant in all training provided and directed by HU. **6).** Experience ministry opportunities.

## **Privileges: In phase III:**

During the Ministry Phase, I may apply to the Progress Team for a weekend pass before the 20<sup>th</sup> prior to the month of visits. If I am applying for the next Phase, I may also apply for visits (one weekend and one Sunday afternoon). A weekend visit is considered Friday after 5:00 PM and return on Saturday before 5:00 PM. (other times for 24-hour pass can be scheduled and approved)

## **Guidelines for passes/home visits:**

### **Parents and approved relatives only.**

24-hour visits can be 1 visit monthly on the 1<sup>st</sup> or 3<sup>rd</sup> weekend with 1 unsupervised visit after church/class monthly on another Sunday.

-sign out form must be signed and agreed to by supervising person. A person agrees to follow and to report anything not in agreement with Hand Up expectations.

-Standards of music, conversation and attitudes/behaviors must reflect and be in harmony with the expectations found in this student handbook.

-I will only drive motor vehicles when I am with my accountability person and have a valid driver's license.

-Tobacco, Alcohol and drug use is not permitted at any time while in program.

-Participants must be accountable (with receipts) for everything they spend from their personal funds.

-Participant must stay with their host. The host will determine who is appropriate to contact the participant. Visiting with the opposite gender, including ex-spouses, is not allowed. The only exception are approved relatives or significant others of the opposite gender.

-I may not use the telephone unless I have my host's permission (and then only those who are on my approved contact list).

-I will not assume liberties which my host has not granted (even if it's my parents' home, ask permission).

-Should a problem or temptation arise, I will call the director.

-Participants must continue to have regular devotions/quiet times.

-I agree to leave and return at the times which have been approved by staff.

-I will not accept any money while in the program.

**-I will not get any tattoos or piercings while I am on pass or at any other time while in program.**

**-No facial piercings allowed while in program and limit one pair of earrings.**

*(After 9 mo. or the successful completion of the goals of Phase III participant can apply for Phase IV)*

# Hand Up Handbook

## **Phase IV – Re-entry (Pre-paring for re-entry).**

**Phase IV goals:** **1).** To be fully connected in community through ministries and connections gained while in program. **2).** To be making plans for re-entering the community by planning job, place to live, **(Plan provided to staff)** and maintaining activities/ministries which will help me maintain and move forward in life. **3).** To complete my written testimony and set up sharing with Freedom Celebrate Recovery. **4).** Continue to be thankful for the opportunities given me through Hand Up demonstrated by my behaviors and with my testimony.

## **Privileges Phase IV:**

During the Re-entry Phase, I may apply to the Progress Team for a weekend pass before the 20th prior to the month of visits. If you are applying for a Phase, you may also apply for visits. Friday after 5:00 PM and return on Sunday before 9:00 am for church and class at TMC. Parents and approved relatives only. I can apply for a full 2-night weekend during the first month in phase 5.

I can apply for a (2) two -night weekends visits during the final 30 days of this phase.

-sign out form must be signed and agreed to by supervising person. A person agrees to follow and to report anything not in agreement with Hand Up expectations.

-Be allowed up to 2 -30-minute phone calls weekly. Approved mentor calls are unlimited.

**(Approximately 45-60 days before projected completion I with complete survey for completion and turn in to the Progress Team)**

**\*\*\*Phase V** -after completion of 90 days of aftercare, the participant successfully graduates a hand up ministries. Requirements of aftercare:

1). remain drug alcohol and tobacco free. 2). Stay connected by attending church and Celebrate Recovery. 3). Maintain healthy relationships. 4). Maintain good relationships with employer. If you experience a job change complete a two-week notice with your current employer. 5). Maintain a weekly mentor relationship. **Graduation completed after Phase V.**

## **SPIRITUAL EMPHASIS GUIDELINES:**

Spiritual Emphasis includes prayer, CR, meetings, church, group and individual devotions.

a. I understand that I will be given a loose-leaf notebook in which to keep my personal notes from sermons, teachings in church, CR, etc. I will take my notebook to all services.

b. I understand that I will be given a journal in which I will write my daily devotions.

c. Evening Devotions – WE encourage each participant to have evening devotions unless you have been out at spiritual meetings or services. This is led by a house representative (lead person).

d. Morning Devotions – Personal daily devotions and reflecting are essential to each of our walks with Christ, so this is a vital part of our program.

# Hand Up Handbook

- e. During the first 6 mo. participant will focus on personal relationship with Jesus Christ through participation and completion of Celebrate Recovery 25 lesson study. Individual studies focused on personal relationship with Jesus are encouraged with approval from.
- f. Group prayer will be encouraged for everyone prior to going to rooms for bedtime each evening. It will be a time to share needs and or praises from the day encourage one another but also pray with and for each other.
- g. Sunday evenings (at least) there will be a group time to study, reflect, and process step work and or other chosen topics. Connection with and learning to trust each other will be a huge part of your journey in becoming the man/woman God created you to be.

## COMMUNICATIONS GUIDELINES

I must agree to communicate only with those on my approved contact list. It is limited to immediate family and mentors. Any other person will have to be approved by the Director. All people on approved contact list are required to be supportive of me participating and completing the Hand Up program.

## LETTERS:

- a. Letters may be written and received the day I arrive and sent and received as soon as mailing list has been approved and I may write as many letters as I like.
- b. For students without money in their account, Hand up will provide stamps for two letters a week.
- c. I agree that Hand Up directors may open and inspect all my mail at any time.
- d. I will give my letters to my house manager, unsealed, to be given to HU directors.
- e. I agree not to try to sneak letters or messages out to people not on my contact list, either for myself or for another student.

## PHONE CALLS:

- a. I agree not to make or receive any telephone calls during my first two weeks (14 days) in the program. Then I may be allowed to make or receive a total of (2) ten-minute calls per week.
- b. A week is understood to start on Monday and run through Sunday. I understand that there are no "make-up calls". (If I fail to make two calls in one week, it does not accumulate onto the next weeks.)
- c. I agree to make all calls on the house phone provided but with house manager knowledge. I understand all calls show on my phone bill. Numbers as well as length of calls will be monitored.
- d. Check for times that calls can be made during the week with the Director.
- e. I understand that it is my responsibility to notify the people on my contact list of the hours I may receive a call.
- f. No calls made between **9:00 pm or 6:00 am** unless it involves work and should be reported to the housing manager.

# Hand Up Handbook

g. **Anyone found with an unauthorized cell phone in their possession could be terminated from the program.**

h. No use of internet or social media while in the program unless authorized by director of program. Home visits included. (February 24, 2019)

## PACKAGES:

a. I must submit a request form to the House Manager or Director listing all requested items, before having any package sent or brought into me. This means that the request must have been approved before I may ask my family to send or bring the package.

b. All packages brought in by the visitors must have been approved by the House Manager or Director or the visitor will be asked to take the package back home with them.

c Any **money**, medication, packages, or anything else I allow to be given directly to me by the visitor will result in discipline.

## House General Rules:

1 All participants are expected to take care of their own personal belongings, laundry, maintaining a clean room, and a neat appearance.

2 Meals and kitchen chores should be a team effort and an environment of working together. After each meal things should be cleaned and put away with each person doing their part.

3 A list of needed items should be kept and given weekly to the Director.

4 **Everyone** is expected to help keep the bathroom and common areas clean. Deep cleaning needs to take place on a weekly basis and a rotating schedule of areas assigned as needed.

5 Outside areas, especially the entrance areas, are everyone's responsibility and need to be kept always looking as good as possible.

6 Each person does their own laundry and maintains a schedule that works well with others. Cleaning area as well as lent filter after each use. Laundry needs to be folded and put away as washed and dried.

7 Bedrooms should be cleaned and kept in order daily. Beds made and clothes put away before leaving in the mornings. Closets and drawers are to be neat and always organized.

8 No alcohol, tobacco, or illegal drug use or non-approved chemical or drug use.

9 Participants are subject to random drug screens.

10 All areas are subject to be searched without any notice or reason.

11 Each participant is encouraged to report and will be held accountable for knowledge of HU rules not being followed by anyone in the house. This includes all volunteers.

12 No facial jewelry is allowed while in the program. Limit earrings to (2) pairs.

# Hand Up Handbook

**I have read the Hand Up handbook and agree to follow it while in the program. I understand my attitude toward the program must always demonstrate that I am doing my very best. I will maintain by my behavior that it is a privilege to participate in Hand Up.**

\_\_\_\_\_  
(Participant signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
Date

Hand Up Handbook

FINANCIAL GUIDELINES:

Financial agreement must be signed and thus agreed to upon entering the program.

Each participant will be given an opportunity to open a checking account with Bank of Dade. All monies earned while in the Hand Up program will be deposited in this account. Participant will be given a debit card to use monies from the account. (No cash withdrawals unless pre-approved).

Receipts must be turned in weekly for all purchases. Account may be temporarily locked if receipts not received.

\*No cash, cash cards or outside revenue can be in participants possession at any time. Debit cards cannot be used from Monday until Friday afternoon unless approved by Hand Up.

Each participant will be required to fully participate in financial training's offered and supported by Hand Up.

\*\*\*I Understand that any debt or financial obligation owed to A Hand Up Ministry upon my dismissal or completion of the program will be collected prior to the participant receiving remaining balance of funds in the participant's Hand up account. If the participant is dismissed from the program their account at Bank of Dade will be closed.

Financial Agreement/ A hand Up Ministry Fees:

Participants in Hand Up are required to work a full-time job after reaching Phase 3. At this time they will begin paying Room & Board.

Male Residents ..... \$290.00

Female Residents ..... \$250.00

This weekly fee Includes: \*Administration Fees \*Room/ Board/Meals \*Transportation

Participants will pay fees on a weekly basis. There will be a \$10.00 late fee if fees are not paid by Friday of each week.

Phases I and II will work in the Hope House Cafe or with a Hand up partner for 1 to 120 days upon admittance into a Hand Up Ministries to cover transportation, administration fees, meals, room, and board. Participants will be provided with a \$5 spending allowance for each day worked. If a participant works all scheduled days for the week, Hand up will provide an additional \$5.

I have read and agree to the above breakdown of budgeted income during time spent in A Hand Up program.

\_\_\_\_\_ Staff Initial \_\_\_\_\_

(Participant signature) Date

revised 6/22/26