



quality recovery housing

## Resident Handbook

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# **Section I: General Information**

## **Welcome**

Shoreline Living Solutions (SLS) is a drug & alcohol free environment. SLS is committed to maintaining the safety, health, and continued recovery success of our residents.

To our new residents, congratulations, you have just made one of many positive decisions to enhance your life and continue to grow. We here at Shoreline Living Solutions are proud to join forces with you and assist you to reach your goals. Shoreline Living Solutions is a recovery house designed to encourage men afflicted with substance abuse issues to build a solid recovery foundation based on a 12-step philosophy. Our intention is to support residents to reintegrate into the world, focused on their recovery with a sincere desire to lead a healthy and sober lifestyle.

Although Shoreline Living Solutions encourages a one year length of stay or longer, residents are asked to commit to at least six months upon admission.

This Handbook is intended as a general orientation to SLS philosophy, mission, vision, residency requirements and expectations. Policies and rules stated herein are those in effect at the time of publication and may be amended from time to time. By accepting admission to SLS, each individual implicitly agrees to policies and rules as they may be amended.

## **Philosophy**

We believe in a strong 12-step program. Residents are required to attend NA and/or AA meetings as described in the Shoreline Living Solutions House Rules Signature page, obtain and use an NA or AA sponsor and become involved in a home group.

Shoreline Living Solutions believes in the philosophy that one addict/alcoholic helping another will help him to stay clean and sober. Shoreline Living Solutions helps residents take the crucial steps to recover their lives in the following ways:

- Taking responsibility for self physically, mentally, socially, and spiritually;

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- Taking responsibility for their home and neighborhood by participating in the upkeep of the house inside and outside;
- Taking responsibility towards and maintaining employment and/or school, or volunteer work.

### **Mission**

Shoreline Living Solution's mission is to provide a safe living environment for those who are recovering from alcohol and drug addiction and to encourage those who want to change and improve the quality of their lives.

### **Vision**

Shoreline Living Solutions vision is to be the most viable, reliable, safe recovery housing resource for its residents.

## **Section II: Program/ Residency Guidelines**

### **Alcohol & Drugs**

Shoreline Living Solutions maintains a zero tolerance policy regarding the use or possession of drugs or alcohol, subject to the policies described in the "Relapse" section of this handbook. All residents must abstain from the use and possession of drugs and alcohol while living in the recovery housing of SLS.

All residents are required to take drug/alcohol test when asked. Residents who test positive or refuse to take drug/ alcohol test will be asked to leave residency at SLS immediately. No narcotics (also called opioid pain relievers), methadone, Suboxone (buprenorphine), benzodiazepines or medical marijuana are permitted (further discussed under Relapse).

All residents are expected to have a written plan of recovery and follow all the prescribed steps to recovery. Failure to follow written plans may jeopardize a resident's stay at SLS recovery housing.

### **Employment**

Residents are required to obtain employment within the first 30 days. The hours of employment must fall in between the curfew for that particular day. This rule can be modified if the resident will be attending an IOP, volunteering or attending school a minimum of 20 hours a week.

Residents will be required to leave the house on a week day (Monday – Friday except holidays) basis to look for work. Residents are required to be out of the house by 9:00 am until 4 pm. Residents may return at noon for lunch but must leave again.

If residents are unable to secure employment within 30 days, residents will be required to attend CT Works The Workforce Connection or another vocational and employment agency such as APT Vocational Services or State of Connecticut Bureau of Rehabilitation Services (BRS).

CTWorks/Workforce Alliance  
560 Ella T Grasso Blvd, New Haven, CT (203) 867-4030  
[info@workforcealliance.biz](mailto:info@workforcealliance.biz)

CTWorks/America's Job Center  
37 Marne St Hamden CT (203) 859-3200

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### Apt Vocational Services

495 Congress Ave New Haven, CT

phone: 203-781-4600

### BRS

#### Southern Region

414 Chapel St., Suite 301, New Haven, CT

phone: 203-974-3000

## **AA/NA Meetings**

SLS believes in a strong 12-step program. New Residents are required to attend 30 meetings in 30 days. After 30 days, residents are required to attend a minimum of five AA and/or NA meetings per week and become involved with a home group.

Additionally, residents are required to find an AA or NA sponsor start step work within the first 30 days and continue to do step work.

Residents are required to complete a meeting schedule (within 3 days of admission and every 90 days) and give it to the house manager for your file. Please contact the house manager to make revisions to your schedule.

SLS further believes in the philosophy that one addict/alcoholic helping another will help him to stay clean and sober. Residents are encouraged to help the new residents by offering them rides to meetings and introducing them to other recovering addicts and sober people.

## **House Meetings**

All SLS residents are expected to attend the weekly house meeting unless their absence has been approved by staff. During this meeting the house manager and residents will address issues, concerns, and comments residents may have.

## **Chores**

All residents are expected to clean up after themselves daily and maintain personal hygiene and maintain the cleanliness of the common areas.

All residents will be assigned a weekly chore to be completed on a daily basis and to participate in any special projects that are requested by the manager of the house. Unemployed residents may be given additional chores.

## **Smoking**

SLS is a smoke free environment. Smoking and vaping is strictly prohibited in the house. Residents, visitors and staff can smoke outside in designated areas.

## **Probationary Period**

New residents are considered to be on their Probationary Period for at least the first 30 days. Residents are not off the Probation Period until notified by the House Manager or owner.

## **General**

SLS understands that profanity or use of derogatory terms including, but not limited to, racial or ethnic slurs, may offend another resident and contributes to the demeaning of individuals and a decline of civility. SLS believes in each individual's right to live in an atmosphere of mutual respect and dignity. Persistent use of inappropriate language may terminate a resident's stay.

Residents are expected to respect the house and all that is in it, including furniture, appliances, outdoor equipment, heating and air-conditioning units, etc. Residents are not allowed to turn thermostats up or down.

New residents are encouraged to obtain an AA/NA home group and sponsor while on their Probationary Period.

New residents will not be authorized to be away on overnight passes from the house until completion of their Probationary Period (further discussed under OVERNIGHT PASSES).



## **Personal Property**

SLS house managers, owners and volunteers will not be held responsible for the theft or loss of any resident's personal belongings.

All residents of SLS are encouraged to limit the amount of belongings that they bring in to allow room for others.

Residents are not allowed to put personal belongings (e.g. family pictures) in the house common areas living room, kitchen, and dining room.

## **Medication**

SLS Residents will be responsible for keeping any prescribed medications in a safe manner. Narcotics (also called opioid pain relievers), methadone, Suboxone (buprenorphine), benzodiazepines or medical marijuana are **NOT** permitted.

SLS is not responsible for residents taking medications. Residents are expected to take medication as prescribed by their physician.

Residents will provide medication information at the time of initial intake and discuss further use with management.

If you are prescribed prescription medications by a doctor during your stay at this residence, you must contact the house manager immediately to discuss it.

## **Food Expectations**

Residents are not allowed to store any food in their bedrooms. Any food found stored in bedrooms could terminate resident's stay.

## **Overnight Passes**

An overnight stay will not be allowed within the first 30 days. Overnight stays are typically for Friday and Saturday nights. However, residents who work on the weekends, an overnight stay, may be taken during the week.

In order to qualify for any overnight stay, Residents must request the overnight by notifying the house manager at least 2 days before the expected date(s) of the overnight, have rent paid up to date, be following all guidelines, and have all chores completed.

## **Visitors**

All SLS resident guests/visitors are not permitted in the house prior to 9am and after 9pm.

No visitors are allowed in resident's bedrooms. Immediate discharge is possible if visitors are found/ or expected to be in residents' bedroom.

Visitors who are under the influence of a mood altering chemical or suspected to be are not allowed on SLS Inc.'s property.

Visitors are not allowed at the house if resident they are visiting is not in. Visitors are not allowed during any house meetings.

## **Laundry**

Coin operated laundry is available. Residents should not leave laundry in the washer or dryer for any extended periods of time. Residents should not leave the house while washing or drying their clothes.

Residents are responsible for providing their own laundry detergent.

## **Curfew**

Residents' curfew is 12AM Sunday through Thursday and 1AM Friday and Saturday.

If residents are not going to be home by curfew, they are required to call and speak to the House Manager to notify him. Failure to do so may result in a Probationary Period or discharge.

If a resident does not return by curfew, it is the responsibility of other residents to notify the House Manager.

## **Rent & Living Expenses**

SLS residents are responsible for Residential Fees:

Residential fees are calculated on a monthly basis. SLS accepts credit cards, certified check or cash. The residential fee is \$750.00 per month. On a case by case basis, SLS may accept weekly payments of \$175.00

An initial payment of \$1075.00 is required to move in, this will include a \$150 administrative fee, the first month's fee and security of \$175.00 (security returned after moving out, 6 month minimum stay required and final move out inspection has been completed) plus a prorated daily rate of \$25.00 per day for those entering any day other than Saturday.

If paying by the week, an initial payment of \$500.00 is required to move in, this will include a \$150 Administrative Fee, the first week and 1 week security (returned after moving out 6 month minimum stay required and final move out inspection has been completed) plus a prorated daily rate of \$25.00 per day for those entering any day other than Saturday. The weekly fee is due Saturday by noon each week, for the period of Sunday through the following Saturday.

Your security deposit cannot be used to pay your last week's/month's rent or any other week's rent.

Residents are responsible for their own food and telephone. Residents will pay a \$25.00 late fee if rent is not paid by Saturday by noon each week or \$25.00 after the 3<sup>rd</sup> of each month (if paying monthly).

## **Amenities**

Double occupancy rooms

Flat screen television in common areas

Community living areas

Back yard with volleyball and basketball net, outdoor furniture and gas grill

Walk to beach

On-site coin operated laundry

Off street parking

Wireless internet

## Relapse

All residents must abstain from the use of drugs and alcohol while living in the recovery housing of SLS.

Residents who test positive or refuse to take drug/alcohol test will be asked to leave residency at SLS immediately. If you do not pose a safety risk to yourself or other housemates, you may be given the opportunity to stay the night but, you must leave the house and take your belongings with you first thing the following morning.

In the unfortunate event of a relapse, SLS has a three strikes policy. If you relapse, you will be asked to leave the house for one week. A bed will be held for you under the following conditions:

1. Your rent must be current
2. You call the house manager on a daily basis
3. Attend daily AA/NA meetings
4. Test negative for all drugs and alcohol upon your return

2<sup>nd</sup> Relapse: You will be asked to leave the house for at least one week. A bed will be held for you under the following conditions:

5. Your rent must be current
6. You furnish medical clearance from a detox or treatment program
7. Test negative for all drugs and alcohol upon your return

3<sup>rd</sup> Relapse: You will not be able to return to the house unless you complete a residential treatment program. If you want a bed held for you while you are in treatment;

8. Your rent must be current
9. You furnish documentation of successful discharge from a treatment program
10. Test negative for all drugs and alcohol upon your return.

## Moving Out & Eviction

There will be **no refunds** due to relapse, theft of property, physical force against another person in the house, failure to disclose the use of prescribed medication or violation of any house rule which warrants eviction.

Management requires at least a six month stay and two weeks' notice when leaving on good terms.

Failure to follow any house rules may result in immediate termination, and there will be no refund of fees paid.

Residents, who leave SLS recovery house for any reason, have 72 hours in which to remove all of their personal belongings. Personal items not removed within 72 hours will be donated to charity by SLS.

## Section III: Resident Relations

### OPEN DOOR POLICY

SLS believes that our residents are most important. SLS believes that open communication within an atmosphere of mutual trust and dignity is of prime importance to its residents. Realizing that effective communication is always a two-way street, SLS values resident's constructive opinions and suggestions. Because SLS believes in team effort and an open atmosphere, it encourages residents to meet and discuss suggestions, problems or concerns with peers and staff as needed. In most cases, talking with one's peer is the most effective way to deal with a problem or suggestion. However, residents may discuss problems or suggestions with house manager instead of, or in addition to, their peer.

### PROBLEM REFERRAL PROCESS

Most household and peer issues are resolved through direct and clear communication between the two parties.

Those residents who wish to choose a more formal procedure may choose the Problem Referral Process.

Should a resident choose the Problem Referral Process, he should use it within a reasonable time after the problem occurs.

**Step 1:** The resident discusses the problem with the house manager. In most cases, a problem can be resolved satisfactorily at this point. A resident who is not satisfied may present the problem in writing to the owner. The Owner will consider the problem and will respond within 5 business days, unless the owner believes the circumstances warrant additional investigation.

**Step 2:** Residents who deem the owner's response unsatisfactory may refer the matter in writing to The Connecticut Community for Addiction Recovery (CCAR), 198 Wethersfield Ave, Hartford, CT 06114. In cases in which CCAR believes further inquiry is required, a written response will be sent to the resident and house within 15 business days stating a review committee will convene and give a decision within 15 business days after concluding its review. The decision of CCAR'S Review Committee is final and binds all parties. The Review Committee will give the resident and owner a written record of the decision.

## Acknowledgement

This handbook is intended to provide guidelines for residency requirements, rules, and expectations for Shoreline Living Solutions (SLS). Residents of SLS are expected to review the resident handbook and abide by the regulations set forth.

The handbook does not create a contract between the Resident and SLS. No policies in the handbook or any oral interpretation of the policies and procedures create an express or implied contract of residency between SLS and residents regarding length of occupancy, expectations, house rules, or any program requirements.

SLS reserves the right to change any portion of this Handbook at any time based on program or agency needs. In the event of a change to the handbook residents will receive written notice of the change. This written notice of change shall be considered residents official notice and should be maintained with their personal records for later referral.

By signing below the resident hereby acknowledges receipt of their Resident Handbook and further acknowledges that he/she is responsible for abiding by all policies herein and understands that they are primarily responsible for review of the Resident Handbook.

\_\_\_\_\_  
Resident Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Name Signed

\_\_\_\_\_  
SLS Signature

\_\_\_\_\_  
Date

## Shoreline Living Solutions House Rules

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1. I agree not to possess or consume Alcohol and/or Drugs while residing at this property. If I am taking prescription medications that are prescribed by a doctor, I will provide that information at the time of initial intake and discuss further use with management. If prescribed prescription medications by a doctor during my stay at this residence, I will contact the house manager immediately to discuss it. No narcotics (also called opioid pain relievers), methadone, Suboxone, (buprenorphine), benzodiazepines or medical marijuana are permitted.
2. I agree to take random screens for drug and alcohol use administered by management upon request.
3. If the test has a positive reading the resident will be asked to leave the house immediately. If a resident is unable to produce a urine sample within 1 hour of the request of the house manager, the drug screen will be considered positive. If for some reason the test is inconclusive or the manager is uncertain about the results, the resident will be asked to have a drug screen performed at an independent laboratory at the discretion of the manager.
4. I agree not to steal others' property while I am a resident of the house. This includes personal property and food belonging to other residents of the house.
5. I agree not to go into any other residents' rooms. I agree not to give permission for someone to go in my room. In case of an emergency, two people must be present and the house manager must be notified.
6. I agree not to use physical force against anyone in the house while a resident of the house. This includes threatening and/or verbal harassment of other residents or management. I understand that I may be evicted for such behavior.
7. I agree to pay the residential fee on time and in full each week. The due date of the residential fee is on Saturday by noon and by the 3<sup>rd</sup> for residents paying on a monthly basis.
8. I agree within the first 30 days to actively seek and obtain employment. The hours of employment must fall in between the curfew for that particular day. This rule can be modified if residential will be attending an IOP or volunteering a minimum of 20 hours a week.
9. I agree to follow the curfew, which is 12AM Sunday through Thursday and 1AM Friday and Saturday.
10. I agree to attend 30 meetings in my first 30 days of residency. After my first 30 days. I agree to attend minimum of five AA and/or NA meetings per week if I have less than one year in recovery and a minimum of four meetings per week if I have over one year in recovery. I agree to find a home group, an AA or NA sponsor and start step work within the first 30 days. I agree to continue doing step work.
11. The house meeting on Sunday at 9:00 pm is mandatory.
12. I understand that overnight stays away from the house are a privilege and must be cleared with the house manager beforehand. An overnight stay will not be allowed within the first 30 days. Residents must request the overnight by notifying the house manager at least 2 days before the expected date(s) of the overnight, have rent paid up to date, be following all guidelines, and have all chores completed.
13. I agree to show financial responsibility if I bring a motor vehicle on the property. I will provide a valid driver's license.
14. Registration, and proof of insurance coverage.
15. I agree to keep my room clean and orderly at all times, as well as maintain the cleanliness of the common areas.

## Shoreline Living Solutions House Rules

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16. I agree to do the weekly chore that is outlined by the Chore Coordinator when assigned and to participate in any special projects that are requested by the manager of the house.
17. This residence is smoke-free. There is no smoking or electronic cigarettes allowed inside the house at any time.
18. Smoking in the house may result in immediate dismissal. Smoking and or vaping is allowed outside only. Cigarette butts must be disposed of properly.
19. No overnight guests will be allowed, including family members. Any guests will be limited to the common areas of the house, and must have at least 90 days clean and sober. Residents should bring the presence of questionable guests to the house manager's attention immediately.
20. I will not engage in an intimate relationship with any other resident.
21. I agree to retrieve my belongings and personal effects no later than 72 hours after leaving the residence. I understand that if I do not, they will be donated to charity.
22. I agree to inform management if I have reason to believe that another resident has relapsed. Failure to do so may result in my dismissal.
23. I understand that at any time, my room is subject to search by management
24. Residents are expected to clean up after themselves daily this consists of making your bed and picking items off your bedroom floor and maintaining good personal hygiene.
25. Residents are not allowed to have visitors in their bedrooms at any time.
26. Residents must understand that profanity when spoken tears down, and are asked to strive to make every effort to talk to one another with respect; failure to do so could terminate your stay.
27. Residents are not allowed to have weapons on the property.
28. Residents who consistently do not adhere to the house rules will run the risk of being expelled from the house.

I have read and fully understand the guidelines for residency, I understand they are subject to change at any given time, as management requires. I understand and agree to the above terms.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date





Shoreline Living Solutions and \_\_\_\_\_ (resident's name) agree to the following terms:

- 1. The residential fee is \$175.00 per week or \$750.00 per month.
2. The weekly residential fee includes room and utilities only.
3. If paying by the week, an initial payment of \$500.00 is required to move in, this will include a \$150 Administrative Fee, the first week and 1 week security (returned after moving out (6 month minimum) and final move out inspection has been completed) plus a prorated daily rate of \$25.00 per day for those entering any day other than Saturday.
4. Your security deposit cannot be used to pay your last week's/month's rent or any other week's rent.
5. The residential fee is due Saturday by noon each week, for the period of Saturday through the following Friday.
6. Residents will pay a \$25.00 late fee if rent is not paid by Saturday by noon each week or \$25.00 after the 3rd of each month (if paying monthly).
7. There is a nonrefundable fee of \$50.00 for linens and towels (wash cloth, bath & hand towel).
8. Management requires at least a six month stay and two weeks' notice when leaving on good terms.
9. There will be no refunds due to relapse, theft of property, or physical force against another person in the house or failure to disclose the use of prescribed medication.
10. Failure to follow any house rules may result in immediate termination, and there will be no refund of fees paid.
11. The resident fee is due by Saturday each week, for the period of Sunday through the following Saturday.
12. There will be a \$25.00 charge for any checks returned for insufficient funds and the individual will no longer be allowed to submit personal checks.

I understand and agree to the above terms.

Applicant's Name, Applicant's Signature, Date, Manager's Name, Manager's Signature, Date