

FAVAR MINISTRIES

Fathers Against Violence And Repeat-Offenders, Inc.



HOUSE OF FAVAR

REENTRY PROGRAM

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“House of Favar”

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FAVAR Vision

The vision of FAVAR is to rebuild /restore the hearts and minds of previously incarcerated individuals by way of spiritual renewal and discipline, substance abuse treatment and job development.

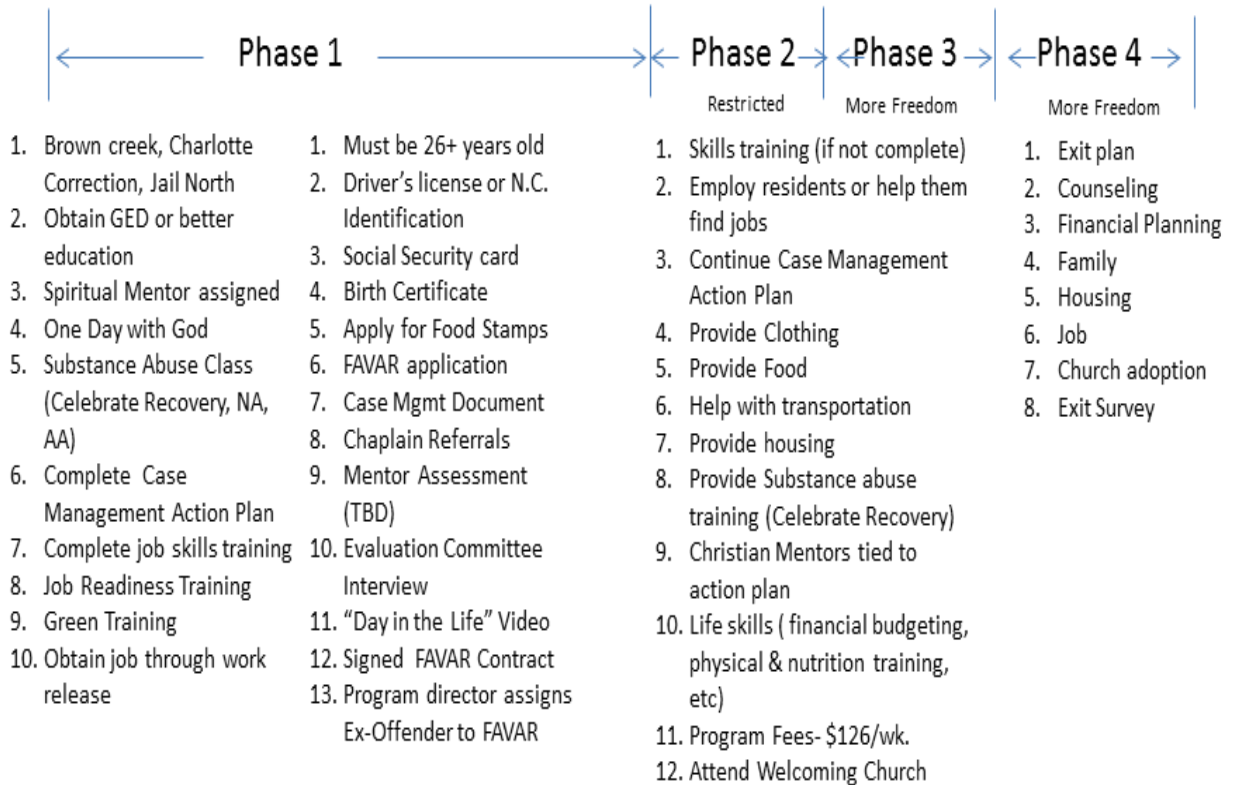
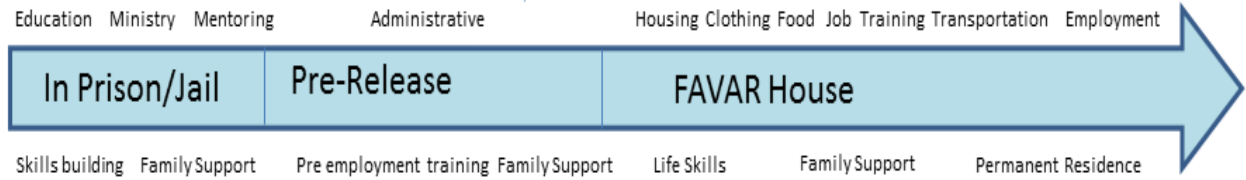
We will generate facilities that will be used to house men and women during their reentry into society. During their stay they will be afforded the opportunity to become productive taxpaying citizens while focusing on their careers, improving their life skills, and restoring lost, torn or destroyed relationships which ultimately reduce the recidivism to less than 10% in the house of FAVAR.

Goals for the Clients

- Complete program for skills training and post secondary education that will result in a meaningful employment
- Complete substance abuse and life skills training classes
- Secure full time employment
- Rebuild/build relationships with family members
- Define or Refine their relationship with Christ
- Build-up credit scores (Beacon)
- Prepare for home ownership

Provide Mentors who will provide a continuum of care consultation from six (6) months prior to release from prison until exiting the House of FAVAR program.

House of FAVAR Program



Phases – Program Levels at House of FAVAR

The House of FAVAR program offers supervised independent living in a program that has four sequential levels that allows the client to earn higher levels of freedom and personal responsibility over time.

Phase 1 is a period of 6 months prior to release where the inmate acquires/completes the necessary requirements to enter the House of FAVAR.

Phase 2 is the period when a new client has completed Pre release requirements and is now ready to work a recovery program aided by a mentor.

Phase 3 is a mid-range level where the client is allowed a limited amount of freedom to move independently and required to demonstrate a higher level of personal accountability and continues to be aided by a mentor. In phase 3 the client begins engagement with a church and home groups.

Phase 4 is a higher level where the structure and supervision are significantly decreased and the expectation for personal accountability and initiative are significantly increased.

Clients in this phase have highly individualized programs.

Arriving at the House

Upon arrival at the house, you will meet with the staff to review the contract regarding your residency. You will be assigned a room and given a general orientation of the house. Parolees/Probationers are responsible for registering with the parole/probation officers within 24 hours of your release from jail/prison. You will be given a drug screen upon initial entry into the house.

Once moved into a room, maintenance and cleanliness of your areas are your responsibility. Roommates must work together to build a climate of mutual respect and harmony while sharing a room. Do not borrow any furnishings from other areas. Do not hang anything on the walls (only stand-up pictures are allowed).

House of FAVAR Services

Supervised Independent Living

This program serves individuals coming from jail or prison with or without a substance abuse history. It includes activities that ensure clients abide by their conditions of probation, intensive probation, or parole.

All clients are provided structure and close supervision in sequential levels to successfully work a recovery program so they can maintain their sobriety. The program also includes services to help them grow spiritually and physically in the Christian faith, find employment, learn budgeting skills, learn social skills, learn computer literacy, improve their credit score and access all the services they need to help them resolve problems in life. This would include:

A comprehensive continuum of support services including a Pre Release Program, 12 Step Recovery Group Meetings, Open Discussion Groups, Spiritual Counseling, and Special Workshops such as Life Skills, Budgeting, Healthy Families and Work Readiness Classes. We recognize that the disease of addiction affects an individual physically, mentally, emotionally and spiritually and that recovery must occur in all of these areas. Our clients are voluntary participants in our program, and agree to abide by the program guidelines outlined in this manual.

Program service fees for all Clients:

The fee for all clients is \$100/week. All pay stubs must be reviewed by House of FAVAR staff. If a client falls behind in payments by more than \$200, the client is required to develop a "program fee repayment contract" with the house supervisor. The client must pay his \$100 per week fee and then use 25% of remaining wages to pay on their back payments. This repayment plan stays in effect until the account balance is \$0.

A client will be asked to leave the program (at the discretion of the house director) if:

- The client owes more than \$500 in program service fees.
- The client fails to meet the terms of the repayment contract for a second time
- The client does not make a scheduled payment and neglects to discuss the matter with the house supervisor.
- Improper or inappropriate behavior.

The house director will decide whether to allow reentry of any client to the program.

Food Subsidy and Preparation

New clients may apply for Emergency Food Stamp assistance (if applicable) to enable them to buy food until they find full time employment. House of FAVAR will provide some foods when available from donations or Food Banks. All meals are prepared by the clients, as are the other duties for maintaining unit cleanliness.

Community Meetings

A weekly community meeting is held for all clients. House of FAVAR staff will announce upcoming activities, discuss rule changes, discuss client concerns and termination appeals, announce Pass Requests, Phase Changes and take maintenance requests. These meetings also provide clients an opportunity to make suggestions to improve the program. Any decisions will be made by the house staff.

Transportation

House of FAVAR will provide transportation whenever possible for clients to go to and from work, and Medical /social services /legal appointments, program activities, church and /or alternate activities and weekly store runs. Some of which will be provided for a nominal fee. Upon approval, clients are encouraged to obtain their own transportation especially when job sites are not close by. House of FAVAR policy is that clients should feel safe and comfortable in the agency vehicles. The vehicles should be a clean environment and include pleasant conversation and respectful behavior towards one another. Music harmful to the recovery environment will not be allowed in House of FAVAR ' vehicles. House of FAVAR vehicles are a moving advertisement for the program. Therefore, clients must refrain from cussing, or smoking while in the vehicle. Clients may obtain information on how to use Mecklenburg public transportation. Transportation rules are as follows:

1. The House of FAVAR drivers is an extension of staff. Therefore they're responsible for the vehicle as well as the clients who are riding. Everyone is expected to treat them with respect as they would a staff member.
2. All appointments must be scheduled ahead of time (as soon as you are notified) and staff notified. This includes all appointments.
3. You must notify transportation and Employment Coordinator of any changes in your work schedule and expect up to a one hour pick up window.

Activities

One of the critical aspects of recovery is the creative use of leisure time. Idle time, boredom, lack of recreation and fun can greatly increase the probability of relapse. Involvement and participation in social activities with Drug-Free Programs and people are encouraged. Supervised activities are periodically planned for the entire community. **Attendances at all House of FAVAR functions are mandatory.**

Employment Search

After completion of the Pre Release Program and Job Readiness Training, clients must immediately seek full time employment. When a job of choice is not available, temporary and/or fast food employment is required. House of FAVAR encourages clients to apply for as many jobs as possible, as often as possible. Clients must not decline reasonable employment or quit a job. After securing a job, clients must complete an Employment Information Form. If extenuating circumstances will prevent a client from being at the house by 6:30 PM, clients are required to call the house of FAVAR supervisor or director in advance to notify them. A Skills Assessment will be conducted prior to employment and an evaluation will be conducted 90 days after employment by the house supervisor. ***If you quit or walk off your job and you don't make the program fee the next week, you will be asked to leave the program.***

School:

Education is highly encouraged GED / Post Ed., Vocational and Rehabilitation. However, school must coincide with work – if you are attending school full time then you are required to work part-time and if you are attending school part-time then you are required to work full-time.

INSPECTIONS:

Units will be inspected for cleanliness and for any unauthorized activities daily, at any given time.

TV AND STEREO:

House of FAVAR will furnish TV in the dining room. TVs in the bedroom are a privilege and can be taken out at the discretion of the house supervisor. Stereo equipment can be brought to the program at your own risk and can only be played with the use of personal earphones.

RULES AND PROCEDURES

Violation of any of the following rules may result in restrictions, special work assignments, loss of Phase or immediate discharge from the House of FAVAR.

1. Room and board will be provided by FAVAR Ministries at no cost to the client. Clients will only be responsible for program service fees.
2. Program service fees: All clients are required to pay \$14.29 per day or \$100 weekly in program service fees which will entitle them to the services rendered by the House of FAVAR, including job referrals, life skills assistance, food, clothing, and assistance with transportation whenever available. These fees will be used exclusively for the administration of the program. However, at any given time a client is found in violation of a rule, he may be asked to bring current any outstanding balances and will be terminated from the program.
3. Once a client falls in arrears, he will be expected to pay his current week's fees plus a minimum of 25% towards his arrears.
4. House of FAVARs has a zero tolerance alcohol and drug policy, any client who uses or is suspected of using alcohol or drugs while living at the House of FAVAR will be asked to leave immediately.
5. Clients must not be found in possession of or use of any illegal drugs and /or alcohol, as well as the abuse of legal, prescribed medications. Any client suspected of using must submit to a Breathalyzer test and or urine drug screen. Refusal to do so will be considered an admission of guilt.
6. Random drug or alcohol testing may be done at any time. A charge of (\$15.00) will be required for a drug test prior to going on any overnight stay.
7. Clients will not be allowed to have illegal drugs, drug paraphernalia or weapons in or on their possession at any time.
8. Any violent act or threats of violence will not be tolerated, and may be grounds for dismissal.
9. Smoking will be allowed in designated smoking areas only. **Smoking will not be allowed inside any House of FAVAR.**
10. Room searches may be conducted by the House Director and/or House Supervisor at any time.
11. House of FAVAR will work in conjunction with probation, parole and all treatment facilities.
12. No person in the House of FAVAR (employee, volunteer, or client) shall on the grounds of race, gender, disability, religion, national origin, or sexual orientation be excluded from the participation in, or be denied the benefits of, or be subject to discrimination under any program or activity associated with House of FAVAR. Excluding Sex offenses and HIV-AIDS clients, because of our limited abilities we utilize our referral programs to assist these clients.
13. At times a client will be asked to move from one house to another or from one room to another.
14. All clients will be assigned house chores. It is the client's responsibility to make sure that their chores are completed daily.
15. Everyone must be present for the 6:30 evening meal Monday-Sunday (unless your job or a program associated activity makes this impossible to do). Breakfast and dinners are available for you. Also various items will be available for you to make lunch and take to work.
16. House Meetings are mandatory every Tuesday at 6:30 PM. These meetings are for sharing information and addressing any problems that may arise in the House. When problems arise, we use a group consensus approach in reaching agreements. At the discretion of the House Director, these agreements can be overridden.
17. Cell phones will not be use and will be placed in vibrating mode during the evening meal and nightly programs.
18. Bible Study is mandatory participation Monday-Friday at 5:30 AM.
19. Violence (verbal, mental, physical, etc), slander, gossip, negative attitudes, flagrant disobedience, threats, or blatant disrespect will not be tolerated and may be grounds for dismissal.

20. Involvement in illegal acts of any kind will not be tolerated, and may be grounds for dismissal.
21. No solicitation for sexual favors, or sexual contracts, will be tolerated and may be grounds for immediate dismissal.
22. No sexual contact of any kind will be allowed between clients, volunteers and/or staff. Violation of this rule will be grounds for dismissal.
- 23. Any client caught stealing will be prosecuted to the fullest extent of the law.**
24. Gambling, profanity, stealing, pornographic material, etc. are not allowed in the program, and may be grounds for immediate dismissal.
25. There will be no pets of any kind allowed.
26. Clients are responsible for keeping their bodies and living areas clean and neat. Washing clothing and chores are inclusive.
27. Clients are required to provide copies of their pay stubs once they are found in arrears.
28. Clients must meet with the House Supervisor on Monday's and Tuesday's between the hours of 10:00am until 6:00pm on a weekly basis to discuss their accounts, whether they are employed or not when found in arrears.
29. Direct Deposit is not allowed unless the client is in Phase 3 or is required by the employer. If the employer requires the client to have direct deposit, proof must be shown to the House Supervisor.
30. If a client has been a client of House of FAVAR for at least 6-months or less than one year, has a zero balance and gives a two-week notice they will receive a certificate of completion.
31. If a client has been a client of House of FAVAR for 1 year or more, has given a two week notice and has a zero balance they will receive a plaque.
32. Clients requesting any correspondence from the office of Favar Ministries should have a 48 hour window.
33. Clients will be asked to place **all trash** in plastic garbage bags before putting it into the trash receptacle.
34. Absolutely no visitors will be allowed, unless otherwise approved by the House Supervisor or House Director.
35. Each client will be responsible for their guests reporting to the office to sign in and out. The client will also be responsible for their guest's behavior.
- 36. House of FAVAR will not be responsible for any injury incurred by child/adult.**
37. Visitation in parked cars in any House of FAVAR parking lots is not allowed.
38. No guests are allowed beyond the House Supervisor's office.
39. Each client must sign out and sign in when going or coming, **NO EXCEPTIONS!**
40. Each client at the House of FAVAR must adhere to the laundry schedule provided by the House Supervisor.
41. Clients are personally responsible for replacement or repairing of damaged property caused by their negligence.
42. Clients are required to promptly attend all scheduled meetings and activities.
43. Clients are expected to check meeting schedule each week.
44. Anything that is placed within the facilities through donations, such as food, television/stereo equipment, bedding, dishes, furniture, etc., **ARE THE PROPERTY OF THE HOUSE OF FAVAR** and will not be removed for any reason!
45. Clients must submit individual cell phone numbers to House Supervisor for emergency purposes only.
46. The House Director is the only one who can make the decision for a client to have a car.
47. Radios and stereos are allowed in rooms if played with the use of personal ear phones. Upon exiting rooms please turn off all lights, audio and stereo appliances.
48. Unemployed clients at home during the day must attend all meetings assigned by Case Manager.
49. Clients who work first shift jobs must attend all evening meetings.
50. Clients who work second shift will attend the noon meeting.
51. Third shift clients must attend all evening meetings.
52. All employed clients who are off during the week, will be required to attend the noon and the evening meeting.
53. The House Supervisor and the House Director are the **ONLY** people who can give permission for missing meetings, going to outside meetings, going out with sponsors, or anything else that has to do with recovery or group attendance.

54. Clients will dress appropriately at all times. All clients will refrain from vulgar or sexually provocative dress. All clients are to be dressed and in attendance for the bible study by 5:30 AM and beds are to be made by 8:00 AM daily no one is allow in bed beyond 8 am unless they worked within the previous 8 hours.
55. There will be a transportation fee of \$5.00 within the city limits and \$10.00 (each way) outside the city limits (within a 50 mile radius) charged for daily transportation to and from work and other appointments. Beyond 50 Mi. radius will be at the discretion of House Supervisor.
56. **House of FAVAR will not be responsible for any damage, loss or theft of personal property.**
57. Do not leave coffee cups, cigarette butts or any trash outside or on the window seals. Do not rest cigarettes on the window seals.
58. Anyone leaving the House of FAVAR without notice will be given 24 hours to remove their personal articles, and the House of FAVAR will not be responsible nor held liable for any loss or damage.
59. Clients that leave without notice will not be allowed back into the House of FAVAR until they have met with the director and house supervisor and a decision is reached.
60. Clients are responsible for notifying their probation/parole officers of any changes concerning them. Each client who is on probation or parole must submit their Probation/Parole Officer's name and number to the Office Manager.
61. If your clothes are finished washing and drying your clothes should be immediately removed or you may lose washing privileges.
62. Violations are subject to but not limited to program termination.
 - First write-up maybe oral or written (supervisor discretion)
 - Second write-up will be written
 - Third write-up program termination (Director's discretion)
63. *Education is highly encouraged GED / Post Ed., Vocational and Rehabilitation. However, school must coincide with work – if you are attending school full time then you are required to work part-time and if you are attending school part-time then you are required to work full-time.*

Clients of House of FAVAR are program participants, and do not have renter's status. House of FAVAR may discharge a client if they are in violation of these rules and regulations or as deemed necessary.

Clients can ask for assistance from any of the following staff members who may be in the House of FAVAR Office, or can be reached otherwise as follows:

Office 980.237.4787.

Client

Date

House Supervisor

Date

Attachment A

HOUSE OF FAVAR PROGRAM WEEKLY MEETING SCHEDULE WILL BE POSTED IN THE MAIN OFFICE AND DAYROOM EACH WEEK.

<p>MONDAY 5:30am - 6:30am Bible Study 6:30am - 7:00am Chores 7:00am - 8:00am Breakfast (optional) 8:00am - 6:30pm Job Search Working Job Training/School Substance Abuse Classes (AA/NA/CR) 6:30pm - 7:30pm Bible Study 7:30pm - 8:30pm Dinner</p>	<p>TUESDAY 5:30am - 6:30am Bible Study 6:30am - 7:00am Chores 7:00am - 8:00am Breakfast (optional) 8:00am - 6:30pm Job Search Working Job Training/School Substance Abuse Classes (AA/NA/CR) 6:30pm - 7:30pm House Meeting 7:30pm - 8:30pm Dinner</p>
<p>WEDNESDAY 5:30am - 6:30am Bible Study 6:30am - 7:00am Chores 7:00am - 8:00am Breakfast (optional) 8:00am - 6:30pm Job Search Working Job Training/School Substance Abuse Classes (AA/NA/CR) 6:30pm - 7:30pm Open 7:30pm - 8:30pm Dinner</p>	<p>THURSDAY 5:30am - 6:30am Bible Study 6:30am - 7:00am Chores 7:00am - 8:00am Breakfast (optional) 8:00am - 6:30pm Job Search Working Job Training/School Substance Abuse Classes (AA/NA/CR) 6:30pm - 7:30pm Favar Recovery 7:30pm - 8:30pm Dinner</p>
<p>FRIDAY 5:30am - 6:30am Bible Study 6:30am - 7:00am Chores 7:00am - 8:00am Breakfast (optional) 8:00am - 6:30pm Job Search Working Job Training/School Substance Abuse Classes (AA/NA/CR) 6:30pm - 7:30pm Open 7:30pm - 8:30pm Dinner</p>	<p>SATURDAY 7:00am - 8:00am Breakfast (optional) 8:00am - 6:30pm Personal Time AA/NA/CR Classes 7:30pm - 8:30pm Dinner</p>
<p>SUNDAY 8:00am - 2:00pm Worship Time 2:00pm - 6:30pm Personal Time 6:30pm - 7:30pm Dinner</p>	

Attachment D

FAVAR Program Selection/Acceptance Process

In order to qualify for this program each candidate must meet a certain criteria.

- Must be on post release, (probation or parole) waivable.
- Cannot have contracted any (**terminal**) illnesses, Aids, HIV, or Cancer.
- Must not have any charges or convictions of any sex crimes and cannot be a registered sex offender.
- Must obtain a satisfactory or better adjustment record since incarceration.
- Must be willing to adjust and conform to the rules and regulations of society.
- Must be willing to abide by the rules of The House of FAVAR.
- Each candidate must have a minimum of six months left on probation after his/her active sentence (waivable).
- Must not have any offences related to sex crimes or crimes against children.
- Must be healthy and able to work a 40-hour week job.
- Must be 26+ years old (at the discretion of the Board of Directors)
- Must be a Christian

Referrals to the FAVAR Program:

A great portion of this program will depend upon referrals, from Chaplains, Wardens, mentors and institutional staff. Upon receiving a referral the evaluation Committee will conduct an interview with references. Referrals will be accepted only from someone that is creditable and that has a reasonable background on the individual. A referral alone does not constitute or grant one an evaluation, however all referrals will be considered. All candidates must send in a House of FAVAR application before the evaluation process can begin.

Evaluation Process:

1. Evaluation Committee will consist of a minimum of two individuals. These individuals will be responsible for communicating with the institutions and those that give referrals.
2. The Evaluation Committee / representative will be responsible for going into the institution and conducting an evaluation of the individual preparing to reenter society and delivering their findings back to the Evaluation Committee.
3. The Evaluation Committee / representative will also be responsible for going into the neighborhood to confirm family ties and how law enforcement will feel about the individuals coming back into the community. Also the Evaluation Committee / representative will confer with the family for their recommendations.
4. If a candidate violates any rules before leaving the institution he/she will forfeit their chances for entering the program.

Evaluation Committee Approval/Disapproval:

Upon careful review the Evaluation Committee will make a final decision as to who will be eligible to participate in this program. Once a candidate becomes approved, institutional programmers or chaplains will be notified.