

## Sarah's House



### Living in Freedom Everyday

907-746-9675

202 S. Alaska St.

#### Connect Palmers Mission Statement:

Connecting individuals and families to the Love of God by creating opportunities for the local Body of Jesus Christ to aid in helping meet practical needs

#### Sarah's House Mission Statement:

Connecting ladies with a safe and caring place to stay, where they can encounter the Love of God and learn that His Promises are for them Today!

Connect Palmer and Sarah's House is a Christ Centered Training Program. Training Individuals Basic Work and Living skills to help them live Christ Centered lives based on the Principles found in God's Word.

#### Sarah's House:

We are a training center with housing available to help women ages 18 and above with moving their lives in a new direction, by providing Christian growth and discipleship for those who qualify.

Services are provided without regards to race, creed, gender, color, religion, age, national origin, disability or other biases prohibited by State and Federal Law.

**We are not a drug treatment facility or a assisted living facility.** All residents must be drug and alcohol free for at least 30 days prior to admittance. This includes any and all narcotic prescriptions. If an applicant has had issues with **any** drug or alcohol abuse in the past they are required to get an assessment from Set Free Alaska or Akeela prior to admittance. The applicant must be willing to follow through with the recommendations made from the assessment, to be eligible for residency. Those with Physical or Behavioral Health Issues beyond the scope of our program will be redirected to the programs that can properly care for those with special needs.

**We are a Life Skills Training Center with a Work Ready Program.** So individuals staying at Sarah's House must be willing and able to work a job. This includes both a physical and mental ability to be employed full time. If you are pursuing or collecting disability you would not be eligible for this program. Applicants must be ready and willing to work hard for the Life change they desire.

## ADMISSION REQUIREMENTS

- ✎ A completed application must be submitted in order to be considered for admission. You also must complete an interview with director and/or board member prior to entrance.
- ✎ The applicant must voluntarily apply. Continued participation in the program is also voluntary. You must be willing to commit yourself for a minimum period of at least 16 weeks or as long as needed to complete all 4 phases, before you will be considered for admission.
- ✎ Applicant must be at least 18 years of age
- ✎ To be eligible for this Program you must be physically and mentally willing and able to be employed.
- ✎ Court matters need be clarified prior to admission. This **can** extend the time of your commitment to allow time for your court ordered requirements and completion of each phase.
- ✎ **All medications** must be approved by the Program Director prior to entrance
- ✎ If you are taking regularly prescribed medication, you must submit medical records of your diagnosis as well as a statement from your doctor that he/she will continue to write prescriptions for you throughout the entire program.
- ✎ If you are taking any type of psychotropic medications for depression, anxiety or bipolar disorder, etc., you must include a treatment summary from your doctor with your application. As well as letter stating that you are able to participate in a highly structured, strenuous work program without the need of therapy.
- ✎ Medical problems must be addressed prior to admittance. You must provide medical records of any condition which may limit your abilities to perform at full capacity. This is needed to determine eligibility to the program.
- ✎ There is a \$50.00 induction fee required at the time of entrance. This fee is non refundable.
- ✎ We ask that family and friends donate to the program on a monthly basis. We ask for 450.00 toward rent and utilities, however it costs a minimum \$800.00 per student each month to operate this program.
- ✎ You must enter the program with a valid driver's license or state issued photo ID
- ✎ You must agree to submit to random drug screens and room searches. This is done to ensure the integrity of the program.

Sarah's House Residential Application

Name \_\_\_\_\_ *Date:* \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No \_\_\_\_\_ Contact No. \_\_\_\_\_  
Age \_\_\_\_\_ DOB \_\_\_\_\_ ***You will need a photo ID***

Due to the nature of our program, it is completely voluntary. Those desiring to enter the program must enter with the understanding they plan to complete the entire program. It can take 5 to 12 months to complete all 4 of the Phases and Graduate.  
***Intakes are done Only on Tuesdays, Wednesdays and Thursdays***

Please fill out the Application to the best of your ability.

1. Where did you hear about this Program?
2. How do you think this program might help you?
3. When was the last time you have used alcohol and took drugs? **Please be specific on all usage.**
4. Where was your last place of residence? \_\_\_\_\_  
What are some of the things you think have contributed to your homeless situation.
5. This Program is a Christian Faith Based Program, with a purpose of Bringing God into the middle of all your life choices. Please share your thoughts on this?

6. This is the basic daily schedule while you are at Sarah's House

Monday -Friday – Residents are at the Training Center from 8am to 4:30

8:00am – 9:00 Connect Palmer Devotions

9 am – Connect Palmer Training and workshops

11:30-12 Lunch

12:00 –4:30 Various locations Training, and Community Volunteer

4:30-6:30 Chores and Dinner Prep

6-10 Free Time (on nights that there are no required activities scheduled)

Curfew Sunday -Thursday 9:30 – Friday and Saturday 10:00 Lights Out 10:30

Evening activities that are expected weekly

- a. Fresh Start Monday Evening
- b. Step Studies/CR Thursday evening
- c. Celebrate Recovery Saturday Evening
- d. Church Sunday Morning
- e. Bible Studies & Life Groups times and days vary
- f. Various Community Outreaches and Events (times and days vary)
- g. Saturday Deep Cleaning apartment 9am-1 Mandatory House Meeting 1:30pm

### **PROGRAM Phases**

The program is broken down in 4 phases

#### **1<sup>st</sup> Phase: SPaM – Minimum 2 Weeks**

The Introduction Period is 2 weeks. We call it SPaM, it's time for the new residents to

**Seek, Pray, and Meditate.**

Cell Phone and other outside distractions are removed. Free time in the evenings and weekends will be limited and in-house. This allows you to have the time needed to adjust to the schedule here and to **SEEK** the Lord, spend time in **PRAYER, and MEDITATE** on His Word, Psalms 19:14, Luke 15:8, 1 Timothy 6:11) No Cell Phones are allowed for this 2 weeks.

#### **2<sup>nd</sup> Phase: Foundations**

The Foundations Phase has a series of Bible Study work books and Fresh Start lessons and Processing Books that are to be completed during this phase.

In addition to the Bible Course work, If there is a need for outpatient drug or alcohol treatment, it would need to be completed to go on to the next phase.

Residents are assigned a volunteer mentor to help with setting goals, tracking progress, time and money management

During this time the resident is asked to look at the Foundational Core Values that they are building their life on. And through the Christ centered classes, workshops, and events we challenge the residents to allow God to help them establish a new Foundation, with the values found in the Bible.

#### **3<sup>rd</sup> Phase: God's Word Design**

Gods Work Design is at least 3 weeks, This Phase begins when resident is ready to look for full time employment. Using the Job Hunting Hand Book. The resident establishes a Job-Search Plan and works toward securing employment. This Phase ends when the resident has obtained full time employment.

#### **4<sup>th</sup> Phase: LIFE Connect**

LIFE Connect begins when the resident has full time employment. This part of the Life Skills Program resident will be working on budgeting a minimum of 4 paychecks. And creating an 'Exit Plan' that addresses transportation options, housing opportunities, and set up their support circle for when they are living on their own.

7. Any questions about the schedule describe above?

8. The Budgeting part of the program starts with weekly income and spending reports. and will require residents to be open and transparent with their personal finances, including providing bank statements. Would have difficulty with allowing someone help you with personal finances?

9. It is much easier to allow God into life changes, if we have a relationship with Him. Please describe what your relationship with God is like at this moment. (Please be honest, it's okay, sometimes hardships cause us to struggle with who and where God is, and what He is doing. It is not required you have a relationship with God to do this program. But you will be presented His perspective, from His word about work and about the Good things He has planned for you.)

10. Do you have any Income or financial means of supporting yourself?

a. if the answer to #10 is **yes** from what sources and how much?

Source	Amount	Source	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

b. If the answer to #10 is **No** please answer the following,

	yes	No
Do you Smoke	_____	_____
Do you have a Cell Phone?	_____	_____
Automobile	_____	_____

If yes to any of the above, where do you get the funds to support/maintain these?

We are a non-smoking facility.

11. Do you own a vehicle that you would like to use and/or parking at Sarah's House?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please provide the following.

Copy of the title, registration, and proof of insurance

Vehicles are not allowed on the property unless they are properly titled, registered and it must have auto insurance.

I do have auto insurance. \_\_\_\_\_ with \_\_\_\_\_.

*Initial* *Insurance company*

### **Vehicle Usage Policy**

- ✎ Anyone who has a vehicle on property must pay full rent.
- ✎ A Vehicle Usage agreement must be signed before they will be permitted.
- ✎ The Vehicle cannot be used for anything other than work and mandatory meetings. For phases 1-3. (not used during free time)
- ✎ Phase 4 will have an additional usage agreement that reflects your goals.
- ✎ Vehicle must be registered, insured, and residence must be licensed. You must provide a copy of all three for your file.

12. I understand there are no pets at Sarah's House. Initial\_\_\_\_\_

13. Sarah's House is living space for those involved in the Foundations Program, LIFE Connect (life skills program) AND God's Work Design program's. (work ready program) it is a full time program. This means, when you come down for devotions, that is the beginning of your day and from 8:00am to 4:30pm you will be engaged in program activities. Medical appointments and personal appointments need to be schedule during slow times and program activities will need to be made up. If involved with other agencies, they must directly connect to the goals of the program and goals you have addressed with your mentor. (Financial Goals for all Sarah's House residence is full time work that will give you the ability to 'earn their own living" 2 Thess 3:12)

IF you are court ordered to participate in other meetings, workshops, classes and activities, you can expect that the program will be longer than 5 months. This will be discussed at your interview.

Individuals must be WILLING and ABLE (both physically and mentally) to go to work full time. And must be willing and able to work at a job the Lord provides, which may not be the 'Career of your Choice" to start out with. *Colossians 3:23 Whatever you do, work heartily, as for the Lord and not men. 2 Thessalonians 3:10 If anyone is not willing to work, let him not eat.* You need to be physically able, mentally competent, and substance-abuse free to participate fully in this program.

Is there any reason you feel you are unable to work full time?

14. Items to bring when coming to Sarah's House:

Sarah's House is small apartment; while staying here you need only the very basics for living here. You will be working very hard on specific life skill goals, please help all the ladies living at Sarah's House by not bringing a lot of extra personal items into the home while living here. Your personal belongings need to fit in your drawers and closet space provided.

Personal clothing and hygiene items. Limited to 3 suitcases or medium boxes.

During Phases 3 and 4 Computer, tablets, and or cellphones are allowed. At the client's own expense and risk. (but are not permitted during Phases 1-2)

Appliances and furniture is not allowed, Other personal items will need to be stored at client's expense off site, we do not have space available for personal storage.

Bed linens and towels are provided for use at Sarah's house.

15. Do you have any medical conditions that require prescriptions. Yes \_\_\_\_ No \_\_\_\_  
If yes, please explain and list prescriptions.

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**Any form of Suboxone and/or Methadone or any other narcotic prescriptions are not allowed while at Sarah's House**

Any Resident struggling with any addictions currently or in the past are required to have an assessment with Set Free Alaska or Akeela. And you are required to participate in the treatment they prescribe.

If you do have prescriptions at any time during your stay at Sarah's House, you must have a lock box to keep prescription medicine in. You may purchase one from Connect Palmer or you may purchase your own.

I will purchase my own. \_\_\_\_\_ I will purchase one from Connect Palmer. \_\_\_\_\_

Under certain circumstances you may be required to open your lock box for staff. Refusal will lead to dismissal.

16. Are you currently on disability? Yes \_\_\_\_ No \_\_\_\_  
If yes, please tell us about your disability

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17. Do you have a disability application in process? Yes \_\_\_\_ No \_\_\_\_  
If yes, please tell us about your disability

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18. Do you have frequent or on-going appointments? Weekly \_\_\_\_ Monthly \_\_\_\_  
List Time and Location

Day of week	Time of Day	With whom	Location
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

19. Are you pregnant or do you suspect that you may be pregnant. Yes \_\_\_\_ No \_\_\_\_  
If Yes, How far along is the pregnancy. \_\_\_\_\_ Months \_\_\_\_\_ Weeks

20. Are you currently employed? Yes \_\_\_\_ No \_\_\_\_ Full- time \_\_\_\_ Part-time \_\_\_\_  
If yes, employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
Hours you normally work \_\_\_\_\_  
What are your pay periods? Weekly \_\_\_\_ Bi Weekly \_\_\_\_ Monthly \_\_\_\_  
Direct Deposit Yes \_\_\_\_ No \_\_\_\_ Day of the week you get paid on. \_\_\_\_\_

21. If not employed and have no means of paying rent. Do you have a sponsor that could sign the attached Support Sponsor Agreement Yes \_\_\_\_ No \_\_\_\_

22. Do you currently have an open legal case pending? Yes \_\_\_\_ No \_\_\_\_ (I'm out on bail, but I have not gone to court yet)

23 Are you currently working with OCS? Yes \_\_\_\_ No \_\_\_\_  
If Yes to either 22 or 23, what are the charges?

24. Are you currently on Probations or Parole? Yes \_\_\_\_ No \_\_\_\_  
If Yes, please answer the following questions.

Supervised or Unsupervised \_\_\_\_\_

Where and What was/were the charge/charges?  
\_\_\_\_\_  
\_\_\_\_\_

Date of conviction? \_\_\_\_\_

How long are you on probation/poral? \_\_\_\_\_ How long do you have left? \_\_\_\_\_

PO's Name/ Number \_\_\_\_\_

Please, List any requirements that need to be meet while you are on probation/Parole.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

25. List the 5 main life goals you feel staying at Sarah's House will help you to Accomplish.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



I \_\_\_\_\_, understand that my main purpose for being here is to learn a new way to live and make healthy life choices. I am choosing to live under Sarah's House Rules. My commitment is to complete the program which may take a minimum of 5 month but up to 12 months.

Accountability is a big part of Sarah's House. It is hard as an adult to let people into your life in a transparent manner. The Basic Rules listed here reflect boundaries that are to help you as a resident to stay on course in moving toward the changes and goals you are wanting for your own life and for the protection of all the other that are in the Connect Palmer Programs. A complete book or our policies and procedures can be provided by email or printed copy

While living at Sarah's House:

\_\_\_\_\_ I understand this is just a small overview of the basic rules and policies, and that I will need to familiarize myself with Sarah's House Policies and Guidelines to understand all the rules and expectations of the program. The Policies and Guidelines are available upon request.

\_\_\_\_\_ I understand that the Room and Board fee is 450\$ per month. It may be prorated if you are moving in after the 10<sup>th</sup> of the month. Attached is a Sponsor Agreement that will need to be signed by my sponsor if I am unable to pay the rent myself.

\_\_\_\_\_ I understand I'm committing to complete all 4 phases of the program and that it is a minimum of 16 weeks but may but up to 12 months depending on my ability to complete each phase.

\_\_\_\_\_ I agree to be open and honest about my complete financial situation with my mentor and staff.

\_\_\_\_\_ I will not possess or use alcohol or drugs at any time, while living at Sarah's House, on or off the premises and I will help to maintain a safe and sober environment.

\_\_\_\_\_ I will not curse or use off-color expressions or bodily gestures.

\_\_\_\_\_ I agree to take any random drug test that is required when asked by staff. Refusal will lead to dismissal.

\_\_\_\_\_ I understand I am required to attend church on Sunday Services at Church on the Rock Palmer as well as "Fresh Start Palmer on Monday nights as well as various life groups, recovery groups, community service events and fundraisers.

\_\_\_\_\_ I understand I am required to participate in the Foundations, LIFE Connect Program and the God's Work Design Program the entire time I'm living in Sarah's House.

\_\_\_\_\_ I agree to join in Devotions at Connect Palmer at 8:00am to 9:00each morning, Monday through Friday and I agree to the nightly Curfew of 9:30pm Sun-Thur and 10pm Fri and Sat, to be at home and in the house.

\_\_\_\_\_ I understand that those I visit with in-house or off site need to be approved by staff. And they need to have signed an agreement to fully support my commitment to recovery and the new direction I'm wanting to take my life. And their contact information must be on file. (Guests will not be approved unless they are drug and alcohol free for 90 days or more.)

\_\_\_\_\_ I agree that there are to be NO male guests allowed in Sarah's House at any time for any reason.

\_\_\_\_\_ I understand my room must be kept neat and orderly at all times. And I agree to participate in Household chores, cooking assignments as scheduled by staff.

\_\_\_\_\_ I understand that these rules are to help me change the way I live and to protect house mates that are living with me.

\_\_\_\_\_ I agree to participate in all Sarah's House functions and events as scheduled by staff and directors. (examples – fundraising, community outreach or community service events)

\_\_\_\_\_ I understand that not following any of the guidelines and rules of Sarah's House will result in a request to leave. (see Non-Compliance and Discipline Policies) If I'm requested to leave or leave by my own decision, I will not be allowed to reapply for Sarah's House for 30 days.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Staff Signature

\_\_\_\_\_

Date

I will call you for an interview time to discuss this application. Thank you very much for applying for the program.

Sherry Carrington

# Sarah's House



907-746-9675

202 S. Alaska St.

## Support Sponsor Agreement

I \_\_\_\_\_, have reviewed the Sarah's House Policies and Guidelines. I understand that \_\_\_\_\_ is a residence at Sarah's House and is working hard to take her life in a new direction. I am 100% in support of their commitment to complete the program and complete all their goals and objectives while living at Sarah' House.

I understand that this resident is required to have a Support Sponsor to commit to pay rent of \$450 per month, due on or before the 5<sup>th</sup> of each month. I understand her commitment is for a minimum of 5 months up to 12 months and I am agreeing to cover the rent each month while she is in the program or until she has obtained employment and can pay the rent on her own. I understand she will be working with a Mentor on budgeting and will be informed when the resident is in the position to pay rent in part or in full.

If resident moves in after the 10<sup>th</sup> of the month, the rent can be prorated for the first month.

I understand if the resident moves out early or is dismissed from the program early that there are no refunds for rent paid.

Requested Move In Date \_\_\_\_\_ Actual Move In Date \_\_\_\_\_

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

Signature \_\_\_\_\_

Sponsor Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Connect Palmer Staff \_\_\_\_\_

Signature \_\_\_\_\_