



The Oaks Ministry Housing Program

The Purpose: To provide transitional housing and Christian-based support services for women who desire to actively work towards financial stability and other life goals.

The Mission: The mission of the Oaks Ministry is to provide hope, healing, and restoration in a Christ-centered residential environment for women in need.

The Vision: We believe every woman can be changed by the knowledge of and a personal relationship with Jesus Christ. The Oaks Ministry strives to show the love of Christ to women who are facing difficult times and are in a transitional state of life. Through sharing Christ's love, we support women through Christian counseling, guidance, and support services so they can become financially stable and responsible members of the community.

Program Application and Acceptance: Women that desire to be accepted into The Oaks Ministry Housing Program must complete an application and submit it to The Oaks Ministry, 290 Bethel Road, Oxford, PA 19363. The application will be reviewed by the Staff of The Oaks Ministry.

After reviewing your application, if the Board determines that you are a possible candidate for the program, they will contact you and set up an interview. If, after the interview, The Oaks Board determines that the program would be of benefit to you, you will be required to complete all the necessary paperwork and submit to a drug test prior to moving into the program house.

If you are in an emergency situation and in need of immediate housing, the Board may make a decision to waive the application process and allow you to move into the property immediately if there is housing space. If you are allowed to move in without going through the application process, you will be required to complete the application within 48 hours. If you do not complete the application and are not willing and/or able to sit for an interview within 48 hours of being allowed temporary access to the property you will be required to vacate the property immediately upon verbal notice from the Resident House Manager.

Evaluation criteria will include program success potential, spiritual growth and commitment, program involvement, ability to get along with others, attitudes, goal, employability, and the passing of a drug test etc. All communicated decisions will be considered final.

Expectations and Responsibilities of Residents

Program Service Agreement: Upon being accepted into the program and prior to moving into the house, you will be required to sign The Oaks Ministry Program Service Agreement Acknowledgement Form along with a Waiver of Liability and Hold Harmless Agreement. The Oaks Ministry Program Service Agreement is not a lease or rental agreement. The Program Service Agreement is your acceptance and agreement to abide by the program's policies and procedures and fulfill all financial obligations of the program. The Oaks Ministry reserves the right to revise the Policy and Procedures and/or the Program Service Agreement at any time without prior notice. **The Oaks Ministry Board also reserves the right, at their sole discretion, to adjust any part of the program as needed to assure the success of any participant in the program.**

Oaks Ministry: The Oaks Ministry is a 9-to-18-month residential program for women in need consisting of three main phases. As the program grows, formal milestones will be established for the completion of each phase.

Phase I: The first phase of the program will last about 2 to 3 months. The program begins with an orientation and evaluation of the resident holistically (mentally, emotionally, spiritually, physically, financially, and relationally). The focus of the first phase is to establish a sense of safety, stability, and security in a new living arrangement. Additionally, this is a period of time to establish new relationships, new routines, and new disciplines as residents participate fully in all elements of the day and evening programs. Activities during the initial period of the program are primarily focused on:

- Introducing disciplines and routines
- Fostering relational connections
- Developing basic life skills
- Encouraging creative outlets
- Cultivating responsibility and accountability

Phase II: The second phase of the program will last approximately 4 to 9 months. The program continues with the introduction of full or part-time employment and the launch of the financial management aspects of the program. During this phase of the program, residents will be required to meet with their financial advisor to set up short and long term financial goals and create action plans with accountability to achieve their goals. The resident will continue with active participation in all programs outside of work hours. This phase of the program will vary in length for residents based on their financial literacy, individual financial needs, and successful accomplishment of financial goals. Activities during this phase of the program are primarily focused on:

- Introducing or developing financial management skills
- Balancing home and work responsibilities
- Establishing short- and long-term goals
- Overcoming obstacles and challenges
- Deeper relational connections

Phase III: The third and final phase of the program will last approximately 4 to 6 months. The program concludes with the tracking of individual short term and long term goals. During the final phase of the program, residents will be provided guidance on

- Creating long term financial plans
- Intentional engagement with the community
- Program continuation planning (counseling, support groups, classes)
- Achieving self-sufficiency milestones (housing, car, certifications etc.)
- Healing places of pain

At the end of Phase III, or at 18 months since arrival, residents will transition out of the Oaks residence into their own new living arrangement. The Oaks Ministry reserves the right to grant or not to grant any extension to the program. Length of extensions granted will be determined by The Oaks Ministry in cooperation with the resident.

Oaks Ministry Program Team & Team Meetings: Each resident at the Oaks Ministry will have a support team around her for the duration of her involvement in the program. The Oaks Ministry Program Team Members include the Executive Director, Program Manager, House Manager, Mentor, Financial Advisor and Mental Health Counselor. Formal team meetings to evaluate the resident's progress in the program will be approximately every thirty (30) days while the resident is participating in the program. All team members, with the exception of the mental health counselor, will participate in the monthly team meeting. Residents are encouraged to prepare for these meetings by completing the **Monthly Team Meeting Form**, providing the required financial documentation, and/or by sharing progress on any goals set forth in the program. It is also a regular time for the resident to bring up any comments, questions or concerns about any part of the program.

Mentoring: The Oaks Ministry program will provide an approved volunteer mentor within the first 30 days in the program. This individual will be dedicated to meeting with you one on one for approximately one hour each week. Many women will communicate and meet with their mentor over and above the one hour but that is the minimum required connection time for the program. The goal of this relationship is to develop a friendship and to provide the resident with a sounding board for advice and challenges throughout a resident's time in the Oaks Program. Team Members reserve the right to discuss your progress in the program with the mentor to ensure that you have the best support possible to successfully complete the program.

Financial Advisor: The Oaks Ministry program will provide an approved volunteer financial advisor within 30 days of becoming employed while in the program. This individual will be committed to meeting with you one on one at regular intervals as needed to privately discuss financial matters. They will assist in any and all ways to help the resident to manage their finances and create financial accountability for the resident for the duration of their involvement in the program. This may include but is not limited to creating savings plans, following a budget, reducing debt, or increasing credit scores. An essential part of living independently is the ability to manage one's finances. Financial integrity is an important life skill and critical to the successful completion of the Oaks Program. All residents will be required to open their own checking and/or savings account at the financial institution of their choice. The financial advisor will monitor the resident's account to verify proper handling of finances and to coach through implementing short- and long-term financial goals. The resident will provide her financial advisor with copies of pay stubs, bank receipts, bank statements, and proof of payment of any and all debts and financial obligations. Residents are encouraged to align their life with the biblical teaching regarding tithing (Malachi 3:10). A tithe is 10% of their gross income given to the local church/ministry of their choice. Please note that lending and borrowing of money between residents or between residents and other team members is strictly prohibited. The ultimate goal of the financial portion of the Oaks program is that each resident will pay down any outstanding debts (legal obligations, fines, fees etc), manage monthly income and expenditures as well as save for long-term financial goals (down payments, schooling, rent or purchase of vehicle etc.)

Mental Health Counselor: The Oaks Ministry program will provide for a mental health intake evaluation within the first 30 days in the program. Once completed, a schedule will be set up for regular mental health counseling sessions with a professional licensed counselor as part of her program for the duration of her participation in the program. Biweekly sessions will be mandatory with an option for weekly sessions if requested or recommended. The counseling sessions will be paid for by the Oaks Ministry unless the resident has insurance that covers mental health benefits. The one exception to this is if a resident fails to cancel or reschedule her appointment within the expected 24 hours' notice, the resident will be responsible for the fees associated with that missed session. The Oaks Ministry will consider counseling from an outside qualified and approved mental health counselor if a pre-existing relationship exists as an alternate to our provided counselor sessions. This will be determined on a case-by-case basis and the fees for said counseling may or may not be covered in place of the Oaks approved mental health counselor pending review. All matters discussed with the mental health counselors are held in confidence under the privacy terms set forth in the patient agreement. The only exception to this is when a resident is a threat to harm themselves or others.

Employment: All residents are to be employable as a condition of their acceptance as a resident of The Oaks Ministry Program. All residents will be employed between the 60th and 90th day of residency.

- Residents receiving SSI benefits are also expected to work. At a minimum they are to have a part-time job to subsidize their income.
- All employment must be legitimate in nature, meaning taxes are withheld, and a payroll check is issued. Jobs where payment is made “under the table” are not considered legitimate jobs.
- The Oaks Ministry reserves the right to verify the resident’s employment, attendance/schedule and job performance with the employer.
- The Oaks Ministry will assist in finding employment opportunities, but the responsibility of finding, and maintaining, employment remains with the resident.
- In the event a resident becomes non-employable for personal or medical reasons, the Oaks Ministry Executive Director will determine their ongoing eligibility for residency.
- Any resident who refuses to work or does not proactively seek employment will be asked to leave the program.

Program Fees: A program fee of \$10.00 per day is payable to the Oaks Ministry by each resident. Each resident must submit the program fee to the Resident House Manager by the first of the month for the upcoming month. Payment will be collected immediately for those with income. Otherwise, payment will be collected after the resident has secured employment and received their first paycheck. Amount due at first payment will be calculated from the first day of employment through the next full month. Each subsequent month will be paid in full by the first of the month. Those currently in program will be “grandfathered” in at the \$5.00 a day fee until completion of the program or dismissal.

All payments received later than (7) seven days past the date due will be subject to an additional two dollars (\$2) per day late fee. This late fee will be paid retroactively back to the 1st of the month when the program fee was due.

If a resident is late paying the program fee:

1. The first time the payment is late the Resident House Manager and/or the resident’s financial advisor will personally meet with the resident to work out the problem.
2. If the resident is negligent in following the Resident House Manager and/or the resident’s financial advisor recommendations and the situation is not resolved, the individual will be dismissed from the program.

Dismissal from the program for late or unpaid program fees does not in any way release the resident’s obligation from any unpaid program fees or other financial obligations due to The Oaks Ministry Program.

Fees paid in advance will be forfeited if a resident is dismissed from the program for any reason or the resident voluntarily leaves the program.

The Program Fee includes:

- Private Bedroom with linens
- Use of all common areas of the residence
- Basic Food Staples & Toiletries*
- Utilities: Electricity, Water and Sewage, Heating and Air Conditioning (if central air is in house)**
- Transportation to Required Programs
- Mental Health Counseling
- Classes Books/ Materials

The Program Fee does not cover:

- Personal Clothing***
- Personal Transportation
- Personal Toiletries and Laundry Detergent
- Damages or loss to The Oaks Ministry property

Basic food is provided by The Oaks Ministry for all individuals not currently receiving government subsidized food plans (EBT). Upon arrival, each resident completes a **Food Inventory Sheet to communicate food preferences and food allergies/sensitivities. Residents who are on subsidized food plans (EBT) will be responsible to purchase foods for their own meal preparation until no longer receiving those benefits. Once EBT benefits expire, Oaks Ministry will provide basic foods for meals to reduce food expenses for residents. All residents are expected to use EBT wisely and with integrity in accordance with the rules and regulations in place from the provider. Many toiletries are available through the generous donations from the local community. Any and all donated items will be made available for resident's use.*

***Failure of any of the mechanical or utility systems or personal property owned by The Oaks Ministry does not constitute a release from the resident's responsibility for payment of the monthly program fee.*

****Residents are eligible for limited amounts of free clothing from local Clothes Closets or organizations that help dress women for success. After arrival, residents with clothing needs can request an appointment be set up with a local agency to assist with clothing needs.*

House Meetings: The Oaks Ministry program will include required weekly house meetings held by the House Manager. All residents will discuss their schedules for the week, resolve any house issues, share about monthly focus topics, and other subjects as deemed by the House Manager. During weekly house meetings, the residents will review the weekly programs including but not limited to book discussions, bible study, Celebrate Recovery meetings, Life Skills Workshops, Mental Health Counseling and any other mandatory outside programs.

Conflict Resolution: The Oaks Ministry program adheres to the Matthew 18 principle regarding differences and disputes that arise between residents and any other individuals including but not limited to other residents or any member of the Oaks

Ministry Program Team. If a conflict arises, the person should immediately go to the other person to seek a resolution. If this does not resolve the issue, then the person should take another person within the Oaks Ministry Program Team, with them in an effort to resolve the difference. If this does not resolve the difference, the person should request to have the differences heard by the Oaks Ministry Executive Director. Such requests should be in writing and submitted within (5) days of the incident. Residents agree to abide by any decision made by the Executive Director in the resolution of differences or disputes.

Personal Hygiene: Good personal hygiene is important for the prevention of disease and illness and it is required to be a part of the program. Residents are expected to shower regularly.

Personal Dress: Residents must wear appropriate attire at all times. Shirts should always cover the midriff, whether bending or reaching up. Bra must be worn at all times except for bedtime. Necklines should be modest with no cleavage showing at any time. Fingertips should touch the edge of shorts or skirts. All clothing must be clean and neat. If you are a smoker, you will be asked to keep all your clothing in a plastic bag until they are washed. Perfumes and other fragrances should be very minimal. Hair should be clean and neatly groomed. Residents may not display offensive language or images on any clothing at any time while a resident of the program.

Personal Behavior: Each resident is responsible for their behavior and conduct while participating in the Oaks program. Each resident must conduct themselves in a way that is considerate of another's need for peace, quiet, privacy, confidentiality and safety. The following behaviors are not tolerated at the Oaks Ministry: Assault, violence, threats of violence, theft, vandalism, possession or use of illegal or unauthorized drugs on or off the premises. Behaviors that offend the dignity of anyone may result in your dismissal from the program. Included but not limited to this prohibited behavior are ethnic, sexist or racial slurs, physical advances or intimidation, abusive or foul language, disruptive behavior, disrespect for others and the possession or viewing of pornographic material.

Personal Property: The Oaks Ministry is not responsible for the security of any resident's personal property left in, on or about the house or property. Personal property must be kept in the residents personal area. Valuables are advised to be kept in locked bedroom areas at all times. At no time is the Oaks Ministry responsible for any lost or stolen items from the property. The Resident House Manager or Executive Director, Program Manager or Board Member reserves the right to inspect any resident's personal property at any time. Any departing resident is personally responsible for removing all personal property from the house and property. If such items are not removed within three (3) days after departure or dismissal of a resident, the unclaimed property will be disposed of or sent to a local charity as a donation. Other arrangements may be made if the departing or dismissed resident has received written approval from the House Manager.

Personal Vehicle: Residents who have their own private vehicle may park it on site at the designated parking spots at the Oak's residence. Each vehicle owned by a resident must be properly tagged, titled, insured and maintained in accordance with the prevailing Pennsylvania State/County/City vehicular laws, standards, codes and regulations. The resident agrees to release the Oaks Ministry or any other organization affiliated with the Oaks Ministry from any and all liability in the event of an accident or personal injury to anyone in said vehicle or in the process of being transported in another resident's vehicle.

Outside Obligations: As a condition of the program, all residents are required to continue to meet any and all of the requirements regarding outstanding or continuing legal issues including court dates, the payment of child support, garnishments, restitution, pending charges, etc. The resident is required to show proof of payment to the Oaks Ministry Financial Advisor on all legal and financial issues. Residents are also required to notify the House Manager and Program Manager of all mandatory outside appointments. Such appointments include drug court or recovery court mandated program stipulations such as random drug tests, appointments with probation and parole, or other outside services providers. It is understood that residents are obligated to participate in such programs as a condition of their release from prison, jail or rehabilitation facilities. These outside obligations will be considered and incorporated wherever possible into the resident's overall program participation. Whenever possible, remote appointments and online program participation will occur onsite at the Oaks residence. Residents will be required to provide proof of participation in all mandated programs that occur off-site.

Curfew: The following curfews apply to all residents of any Oaks Residence:

Sunday through Thursday 10 PM to 5 AM
Friday and Saturday 11 PM to 5 AM

Any long-term adjustments to curfew times (morning or evening) to accommodate work schedules, class schedules or other circumstances must be requested in advance and arrangements made in consultation with both the House Manager and Program Manager's approval. If a resident is going to arrive late for any unforeseen reason, residents must call and notify the House Manager prior to the required time of arrival back to the house. If a resident encounters an overnight emergency and needs to leave the house for any reason after 10/11pm or before 5am, the resident is required to wake and notify the House Manager before leaving the house. Any incidents of missed curfew require documented proof of curfew violation including but not limited to emergency room visits, working late, car issues etc.

Weekend Passes: In the second phase of the program, residents are permitted to request a weekend pass from the House Manager. Weekend passes are to be requested via the **Weekend Pass Request Form** and submitted with at least three (3) days advance notice. No more than one weekend pass will be granted within a thirty (30) day period. Weekend passes will consist of two nights away from the Oaks residence beginning on Friday at 5pm through Sunday at 5pm. Attendance at required programs, early dismissal, or late arrival on a Weekend Pass will be reviewed on a case by case basis with the House Manager and Program Manager. Residents will be required to provide location of stay and contact number for their weekend pass. Oaks Ministry reserves the right to cancel any and all passes in the event that any or all residents do not keep up with the housekeeping duties or other responsibilities of the program.

Log Book: Residents must personally sign in and out using the designated **Log Book** upon entering and leaving the property. The time and destination must both be specified each time. This information will be used for resident's accountability and to locate the resident in the event of an emergency.

Visitors: No outside visitors are allowed on the property. The Oaks Ministry Program Team Members, Approved Volunteers and Board Directors are not considered visitors. This policy is for the best interest of the residents in order to avoid any conflict during their stay. In the event there is an emergency situation that necessitates visitation, the resident must request special permission from the House Manager. They will determine whether or not this exception will be granted. Individuals picking up or dropping off residents should not linger or remain parked beyond pick up or drop off.

Household Responsibilities: All residents are expected to do their part and/or assignments to maintain a clean, safe, and orderly environment. Part of the assigned household responsibilities may be to help with food preparation and clean up. Oaks Ministry will make periodic visits to the property inspecting the cleaning and upkeep of the house and property. All common areas (kitchen, bathrooms, living room, etc.) must always be kept clean and clutter free. The House Manager or staff reserves the right to inspect any and all areas including the residents personal area of the house and/or personal property at any time.

Living Area Expectations: Each resident is expected to:

- Keep their assigned bedroom area vacuumed, dusted and clutter-free at all times. Beds must be made daily.
- No food or drink of any kind (other than water) is to be stored or consumed in the bedroom areas.
- Share the responsibility by doing their part of keeping all shared areas of the house and property clean, vacuumed, dusted and clutter-free at all times.
- Be considerate of others who share house space (including Oaks vehicles) by adhering to the following:

- Maintain a smoke-free living environment. “Smoking” means inhaling, exhaling, burning, vaping, or carrying any lighted cigar, cigarette, pipe or any other device containing any tobacco product. Each property has a designated smoking area for those who smoke. Smoking is not allowed anywhere else on the property.
- Maintain a mostly fragrance-free living environment. Residents should refrain from wearing excessive perfume, cologne, and using other fragrances. Fragrance products can include hand sanitizers, scented lotions, hair products, candles, air fresheners, plug-ins, diffusers, etc.
- Maintain a pet-free living environment. No animals or pets are allowed in the residence or on the property at any time (including fish).
- No burning of candles, incense or open flames of any type are permissible in the bedroom areas or common areas.
- Each resident will be held responsible for the efficient use of all utilities. Note: The thermostat is maintained by the House Manager only and set at 68 degrees in winter and 75 degrees in summer if air conditioned.
- Personal space heaters and/or portable AC units are NOT permissible. Personal fans and electric blankets, less than ten years old can be approved by House Manager on a case-by-case basis.
- All furniture and household items that are the property of The Oaks Ministry may not be removed from the property for any purpose.
- Any Oaks Ministry property taken, damaged, or destroyed must be repaired.

Substance Abuse and Testing: All residents are strictly required to abstain from all use of illegal drugs and/or alcohol while a resident in the program. The Oaks Ministry has the right to randomly drug test residents at their discretion. Refusal to take any test will be considered a positive test result. There is no required amount of hours or days between the tests randomly or intentionally given.

If a resident feels that the test is a false-positive, they may request to immediately submit to another administered test. They must also immediately vacate the property. The cost for the additional test will be the resident’s responsibility; however, the Oaks Ministry Team will deliver the test to the lab. If the lab test also shows positive, the dismissal from the program will stand. If the lab test shows that the first test was a false-positive, The Oaks Ministry will reimburse the resident for the cost of the second test and the resident may reenter the program.

Medication: Medication management and medication administration for prescriptions are the sole responsibility of residents while in the program. Residents will be asked to list all medications on their application, with dosage and prescribing doctors contact information. At their initial interview, residents will bring all medications for physical review. Oaks Ministry requires residents on prescribed medications to be actively managed by a doctor's care for the duration of their time in the program. Any changes to prescribed medications are to be updated via a **Medication Change Form** and

submitted to the House Manager. Failure to take medications as prescribed are grounds for dismissal from the program. Medications are not to be shared with other residents.

Sick Policy: Residents will become sick from time to time while in the program. If a resident is feeling sick, while employed, they are advised to follow their employer's policy regarding sick days. It is suggested that any resident with symptoms of sickness take appropriate caution to reduce the spread of germs and disease. Any resident who does not attend work due to sickness, will be excused from all programs for that day. It is expected that any resident who is sick, will spend the day at home, relaxing and recuperating in their room so as not to spread illness or germs. Any resident who attends work despite sickness, will not be excused from any programs for that day. It is expected that any resident who is well enough to go to work will be well enough to attend required programs.

Forms of Entertainment: It is the desire of The Oaks Ministry that each resident maintain the highest of Christian moral values. Music must be listened to through headphones to avoid disturbing all others living within the house. All reading materials should be of a positive nature. No movies or videos rated higher than PG-13 may be viewed in or on the Oaks Ministry property. The Oaks Ministry reserves the right to remove anything seen as unwholesome from any areas including but not limited to the residents personal area or things considered personal property.

Dating: Residents have chosen the Oaks Ministry in order to focus on their own personal growth, healing and restoration. With this in mind, residents are asked not to date while in the program. If a resident is married prior to entering the program, they may be permitted to "date" their husband as part of the healing and restoration of the marriage relationship. However, residents must always abide by the no visitor policy and all other applicable policies regarding visitors.

Computers: Residents are provided access to the Oaks Ministry computer while participating in the program. All use of the Oaks Ministry computer will be monitored for appropriateness. . If a resident's use of the computer is deemed to be inappropriate it may result in the loss this privilege. Wifi passwords are for House Manager or Oaks Ministry Team Members and will not be available to residents to be used on their own personal devices. Computers are not to be removed from the computer desk and residents are to be considerate of others when it comes to the amount of time spent on the computer.

Cell Phones: Residents that have their own cell phone may use them while participating in the program. Residents will work with their financial advisor to manage the cost associated with cell phone ownership rate plans and apps. Residents must be considerate of others while using their phone both in volume and ring tone selection. Earbuds or Headphones should be worn to listen to music, movies, games etc.

Residents should not be on phones during programs. At the discretion of the House Manager or Oaks volunteer, phones will be asked to be left in room during programs if issues arise with inappropriate phone use.

Mail: It is the responsibility of the resident to notify the US Postal Service of any change of address. Any mail received for a resident after the resident has left the house will be returned to the Local Post Office. The Oaks Ministry reserves the right to require residents to open in their presence any and all mail upon request.

Use of Oaks Ministry Vehicle:

Vehicle use is a privilege (not part of program fee) for residents to assist with transportation needs and can be revoked at any time by the Oaks Ministry for failure to adhere to the following policies and procedures:

- Only valid current licensed drivers are permitted to drive the Oaks vehicles.
- All Oaks vehicles are available to any approved resident to drive regardless of the designated house where the Oaks vehicle is assigned.
- There is no eating, drinking (other than water), or smoking in the Oaks vehicles.
- Car insurance for the vehicle is paid by the Oaks Ministry: the policy only covers trips within a 50-mile radius. Therefore, it is not permitted to be used outside of this radius.
- Only approved residents and volunteers are permitted to drive the Oaks vehicles.
- No passengers are permitted in the vehicle except for Oaks Ministry residents and volunteers.
- All requests for use of Oaks vehicles are made directly to the House Manager.
- Residents are only permitted to use vehicles to drive to and from pre-approved locations. Any additional stops should be pre-approved by House Managers whenever possible.
- Residents are not permitted to put gas in the car. All maintenance to vehicles is to be handled by House Managers.
- All uses of the Oaks vehicle are to be documented in a logbook kept inside the vehicle. The following information must be tracked for each use:
 - Beginning mileage
 - Ending mileage
 - Destination
 - Driver of Vehicle
 - Total miles recorded for each trip

We encourage residents to find their own transportation for their personal needs as much as possible; however, the following serves as a guide for charges associated with vehicle usage.

- Use of the Oaks vehicles is available to residents for transportation to and from the various required Oaks programs such as: Celebrate Recovery, Classes and

Workshops, Mental Health Counseling. Once approved by the House Manager, there are no fees charged for use of the vehicle for transportation to and from these programs.

- Use of the Oaks vehicles is available to residents for transportation to and from work. If approved by the House Manager, there is a fee of .40 cents per mile charged for use of the vehicle for work-related transportation. This fee will be charged regardless of whether the resident is the driver of the vehicle or a passenger in an Oaks vehicle. If residents are carpooling, then a split fee will be calculated and agreed upon and approved by the House Manager. The total mileage charged for each use of the vehicle will begin when the vehicle leaves the Oaks property and ends when the vehicle returns to the Oaks property.
- Use of the Oaks vehicles is available to residents on a case-by-case basis for any other additional transportation needs. If approved by the House Manager, there is a fee of .40 per mile charged for the use of the vehicle. This fee will be charged regardless of whether the resident is the driver of the vehicle or a passenger in an Oaks vehicle. If residents are carpooling then a split fee will be calculated and agreed upon and approved by the House Manager. The total mileage charged for each use of the vehicle will begin when the vehicle leaves the Oaks property and ends when the vehicle returns to the Oaks property.
- Use of the Oaks vehicles in order to meet up with others for a carpool to a different final destination is discouraged. Residents should be in reasonable vicinity of the parked vehicle or return vehicle to Oaks for use by other residents. Prior approval is required if the resident will not be in proximity of the vehicle for any length of time while using it.
- Any conflicts between residents needing to coordinate use of vehicles should be worked out first by each other and if not resolved, a decision will be determined by the House Manager.
- Any resident found violating the car usage policies and procedures will be placed on probation and car usage privileges will be revoked.

Letters of Residence and Program Verification: Residents from time to time may need a letter verifying “The Oaks Ministry Home” as their place of residence or proof of their participation in The Oaks Ministry Program. Written requests for such letters may be submitted to the House Manager five (5) days prior to the date needed.

Solicitation Policy: Solicitation to churches and other organizations, excluding the Neighborhood Services Center, is strictly forbidden. Any Oaks Ministry residents found to be doing this may be dismissed from the program.

UNREQUESTED DISMISSAL FROM THE PROGRAM

Immediate Dismissal: The following constitutes grounds for immediate dismissal from the program:

- Physical Harm (striking someone) or a serious threat of doing physical harm to someone)
- Positive test or observed use of any substance not permitted within the program.
- Medication abuse
- Theft or willful destruction of property.
- Sexual indiscretions of any kind.
- Pornography use or viewing of any kind.
- Failure to meet legal or financial obligations.
- Lawful arrest for jail-able criminal charges or serious motor vehicle violations.
- Failure to adhere to curfew times or extended absences without prior approval.
- Continued inability to co-exist with other residents in a peaceful respectful manner.
- Insubordination to the Resident House Manager, Program Manager, Executive Director or the Board of Directors.
- Failure to meet or abide by any required responsibilities and/or obligations regarding The Oaks Ministries Policy and Procedures.

SPECIAL NOTE: Failure or refusal of a resident and/or resident's visitor to vacate the property immediately after being requested to do so by The Oaks Ministry House Manager and/or Oaks Ministry Team Member and/or Board of Director for any reason may result in local police assistance, and resident and/or resident's visitor will be considered in violation of trespassing laws.

My signature below means that I have read and reviewed the House Policies and Procedures Document and will abide by them.

_____ Resident Printed Name

_____ Resident (Signature)

_____ Date

_____ Witness (Signature)

_____ Date