

**SEA of Change
Mauston, WI**

Family Participant Contract

This contract is for up to 3 months of residency.

It is important to read the following contract carefully and to understand it fully. If there is a statement you do not understand, please ask the person conducting the interview to fully explain it to you before you sign this contract. You are required to sign this document to be eligible for the SEA of Change Housing Program.

This contract is entered into between SEA of Change and:

1. The mission of SEA of Change is for homeless, low-income families with children is to provide **temporary** shelter and case management services to assist families in their search for resources, personal and family growth, and to lead to a more permanent housing situation. The length of occupancy may be dependent upon enrollment date, funding availability, etc. **up to 3 months time.** No state law, local law or ordinance can change this time limit. A transitional housing contract is different than a landlord/tenant lease. The Department of Agriculture, Trade & Consumer Protection provides an exemption for “a dwelling unit operated by a public or private institution if occupancy is incidental to the provision of services.” In other words, **SEA of Change is not bound by the usual landlord/tenant laws nor required to go through the eviction process of the usual landlord/tenant relationship.**

2. Only adult participants, 18 years of age or older, who have children living with them qualify for this Transitional Housing Program. The children must be under the age of 18 and must attend school, if old enough.

3. Program families are **required** to apply for all available housing subsidy programs (i.e., Section 8 Housing Choice Voucher program) within 1 month of signing this contract.

4. Participation in SEA of Change Transitional Housing is **voluntary.** Program participants will have to provide initial and ongoing information

about themselves and their family so case managers can verify this information for eligibility requirements. If the information is found to be inaccurate and not in compliance with program eligibility, the family will be **terminated** from the program and required to move. Program applicants may be provisionally accepted pending completion of a positive criminal background check.

5. This contract is a general contract for all families. At any time an addendum may be added to this contract at the discretion of SEA of Change. The addendum may be added to specifically address guidelines for your family.

6. To ensure the safety, no abusive behavior will be allowed on the grounds or house. Any behavior, which is harmful or abusive, whether verbal or physical is **prohibited**. Any threatening statements made toward volunteers or board of directors is grounds for termination. **THERE WILL BE NO APPEAL PROCESS.**

7. The over site committee must be notified of any changes in household size, makeup, income, employment, housing voucher status, relocation, restraining orders, legal/judicial concerns or other pertinent matters to be discussed individually.

ANY CONTACT WITH LAW ENFORCEMENT MUST BE REPORTED WITHIN 48 HOURS.

Failure to do so could result in program termination.

8. Permission is required before there can be a change in household participation. The transitional program will not accommodate changes in family size from the original application and reported household members until discussed with the over site committee and approved by SEA of Change Board of Directors.

9. All program participants of SEA of Change are **required** to participate in case management activities. This includes a **minimum of weekly meetings** with the over site committee. Adult participants are required to turn in weekly schedules documenting activities. Activities related to program goals will be developed with the assistance of the over site committee and stated in a Family Development Plan. The family will be responsible for working towards **positive and noticeable improvement**. The development plan will include specific anticipated date of transition to permanent

housing. The over site committee will approve and update the development plan and confirm subsequent compliance with the plan. The development plan may be developed in collaboration with other programs.

10. Weekly meetings will last approximately one hour. Accommodations will be made for your employment schedule. The only acceptable reason for missing a meeting is for employment. All other appointments must be scheduled around your weekly meeting. **Missing a mandatory meeting will result in a program citation.** If you are required to miss a mandatory meeting for employment reasons, you must notify the over site committee **in advance** and reschedule that weeks meeting. Three program citations mean termination from the program.

11. No member of the family shall unlawfully manufacture, deliver, or possess with intent to deliver or shall possess or use a controlled substance while participating in SEA of Change Transitional Housing. Possession of drug-related paraphernalia is also prohibited. Any family member engaging in drug-related activities will result in the entire family being immediately terminated from SEA of Change. **You may be asked to take a random drug test. THERE WILL BE NO APPEAL PROCESS.**

12. Firearms and fireworks are prohibited. Smoking is only permitted outside the house and cigarette butts must be disposed of properly and not left lying on the ground. **USE OF ALCOHOL IS PROHIBITED** anywhere in the house and on the grounds. Abuse of alcohol away from the premises that results in a program participant returning to the house under the influence may present a threat to the health and safety of other program participants and may result in termination from the program.

13. **NO** overnight guests are permitted. Any company visiting you is your responsibility. You must accompany them while entering and exiting the house. Company must be gone by 8:00 pm.

14. Program participants are required to keep the house in good order. Garbage must be securely tied and taken out to the appropriate area for weekly pickup. All program participants are required to maintain the house. Sidewalks, hallways, and stairways must be kept clean and clear of objects. Program participants are required to complete tasks including but not limited to, vacuuming, cleaning bedrooms, bathrooms, living area, dining area, and kitchen. An inspection of the house may be done at any time to ensure the

health and safety of the house. If you need assistance in learning these housekeeping skills, volunteers will assist you in learning these skills. If the house is not maintained in clean and sanitary condition, you will be considered out of compliance and will be given 24 hours to correct the situation. As this is a Transitional Housing Program and not the typical landlord/tenant situation, the over site committee and volunteers can and may enter the house for an inspection without prior notice.

15. Program participants are required to report any damages to the building (such as holes in walls, appliance problems, broken windows, doors or fixtures, etc.) within 48 hours. A \$50 fee will be assessed to the program participant for each damage incident. This fee must be paid within 1 month of being assessed so the damages may be repaired as soon as possible.

16. No pets of any sort are allowed. This includes reptiles (snakes or lizards), amphibians, fish, birds, insects, mammals, marsupials, and/or rodents. There will be NO exceptions.

17. If there is not a licensed driver in your household, you will not be allowed to keep a vehicle on the premises.

18. Program participants are required to make use of any and all mainstream resources available to them. This includes monthly use of the food pantry, signing up for food stamps, WIC, TANF and childcare subsidies, etc.

19. The over site committee must be notified of the expected date of a participant family exiting the program. A property inspection and exit interview will be required of the family for successful completion of the program.

20. Program participant families are totally responsible for moving themselves into and out of the house. SEA of Change is **not responsible for the loss or damage of any personal property.**

21. Program families are required to keep drapes, furniture, toys and any other objects at least 12 inches from electric heaters. **Use of candles is prohibited.**

22. Program families are responsible for the care of their children at all times. Parents must not allow their children to play on stairways. Parents

must be aware of their childrens' whereabouts at all times and must monitor their activities. Children under the age of 12 are not allowed to play outside without supervision. Parents must ensure that child care is provided by a qualified provider over the age of 12.

23. SEA of Change will not give any other agency information about your household without your permission. You will be asked to sign a "Release of Information" form if we need to obtain information from another agency. The information received will only be used for case management purposes. The Wisconsin ServicePoint Homeless Management Information System is a separate program with a separate Release of Information form. As a participant in SEA of Change Transitional Housing Program, all information you receive is confidential. This includes information regarding other participants. If SEA of Change discovers confidentiality of another participant has been breached, there will be an immediate meeting between the over site committee and yourself. Breaking confidentiality of other participants could be grounds for immediate termination of the program. **THERE WILL BE NO APPEAL PROCESS.**

24. SEA of Change is mandated to report information related to the health and safety of you and/or your children. We will make a report to law enforcement or to the Department of Human Services if we believe you are a danger to yourself or others, or if we believe there are issues of abuse or neglect.

25. Participants are not allowed to make duplicate keys. **UNDER NO CIRCUMSTANCES, ARE KEYS TO BE GIVEN TO ANYONE OUTSIDE OF SEA of Change.** Doing so may be grounds for termination.

26. In any emergency occurs, program participants need to contact the SEA of Change volunteers or Board. **Emergencies are classified as an immediate concern for someone's safety or severe structural damage that is occurring or could occur to the building if immediate action is not taken.** (Example, broken water pipe, electrical hazards where shock or fire are possible, no heat in winter, etc.) Contractors should not be called by program participants.

27. If you will be absent from SEA of Change Transitional Housing for more than 48 hours, you must notify the over site committee. If you are absent without prior approval, the over site committee will assume you have

abandoned the program. Personal property left behind will be secured in a locked location for 30 days at the expense of the participant family.

28. Any program participant with knowledge of violations of this contract must report those violations to the over site committee.

I/We understand that our participation in the SEA of Change Transitional Housing Program is voluntary. Choosing not to follow this contract, such as not meeting weekly with volunteers or the over site committee, or not working on our Family Development Plan, indicates OUR Choice to leave the program.

I/We have read and understand the SEA of Change Transitional Housing Program Family Participant contract. I/We understand due to program revisions, it may be necessary to review and sign an addendum to this contract. I/We understand that our Family Development Plan is an addendum to this contract.

I/We agree to abide by this contract. I/We also understand that housing is incidental to program services and I/We also understand that failure to comply with any and/or all of the contract regulations may result in our removal from this transitional housing program. I/We understand that three written notices of non-compliance will result in our removal from the transitional housing program.

I/We understand that if I/We engage in any illegal activities, it would be grounds for immediate termination and removal from the transitional housing program.

Participant's signature **date**

Participant's signature **date**

Over Site Committee Chair Signature **date**

Over Site Volunteer Signature **date**