RESIDENT AGREEMENT POLICY

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PURPOSE: The purpose of this Resident Agreement Policy is to provide a safe, structured, and supportive recovery living environment for individuals recovering from substance use disorders. This agreement also ensures full financial transparency and compliance with KY Regulations/Guidelines, NARR, and KYARR standards, including the disclosure of all fees, the use of an accounting tracking system, and clear refund policies. Rent and fees will be tracked for internal accounting purposes, and all residents will receive written information about their financial responsibilities before accepting residency.

SCOPE: This policy applies to all prospective and current residents of The Lighthouse Sober Solutions' recovery housing.

POLICY: The Resident Agreement outlines the responsibilities of both the resident and the Provider to foster a respectful, sober, and accountable living environment. The policy supports person-centered recovery while ensuring clarity around financial responsibilities, safety, behavior, and confidentiality in alignment with KY Regulations/Guidelines, KYARR, and NARR standards.

PROCEDURES:

Residency Requirements

- Residents must adhere to all house rules and Provider policies.
- Sobriety is required throughout the stay in the recovery housing facility.
- Participation in recovery support services is mandatory.
- Residents must attend **a minimum of two (2) therapy sessions per month**. These may be conducted outside the facility, but residents must meet with Lighthouse Sober Solutions' clinicians **at least once monthly** to update treatment plans and recovery goals.
- Documentation/verification is required for any outside therapy.

Fee and Payment Information

A. Fee Disclosure and Agreement (NARR 1.A.3.a / KYARR)

- Prior to accepting any payment or funds from a resident or third party, the Provider will disclose **in writing**:
  - All fees and charges that the resident **will or could potentially** be responsible for
  - What each fee covers
  - When each fee is due
  - Whether any fees are waived or delayed (e.g., first 30 days)
  - Any phased or tiered fee structure, if applicable
  - Acceptable payment methods (cash or money order only)
  - Where and when payments are to be made
  - Whether any **electronic processing fees** are applied (The Lighthouse Sober Solutions **does not** charge processing fees)
- This information must be **signed and dated by the applicant prior to move-in.**

B. Standard Weekly Rent

- Rent begins to accrue upon admission.
- **Full-time employment:** $130/week
- **Unemployed or Part-time employment:** $100/week
- Rent is due **every Monday (no later than Tuesday)** and covers the **previous week**.
- Residents paying in advance who wish to leave must give **one week's written notice** to be eligible for a refund of prepaid rent.
- **Late Payments:** A late payment policy is in place; however, no late fees are charged. Failure to pay rent in a timely manner may result in discharge from the program.

C. Use of Accounting System

- The Provider utilizes a structured accounting system to document **all resident financial transactions**, including:
  - Rent payments
  - Third-party payments (family, government assistance, or other sponsors)
  - Fee adjustments, if any
- Residents may **request a financial statement** of their account at any time. These will be provided within a reasonable timeframe.

D. Third-Party Payment Transparency

- Residents will be informed **in writing** of any payments received from third parties on their behalf.
- Any refunds due from third-party payments will be returned to the **original payer** unless otherwise agreed upon.

E. Refund Policy

- Refunds will be issued for any **prepaid rent** or **fees**, provided the resident gives proper notice or is discharged **without cause**.
- **No blanket "no refund" policy** is enforced.
- If a resident is discharged **with cause** (e.g., violating rules), prepaid rent may be **forfeited**.
- **Refunds for third-party payments** will be returned to the original payer within a reasonable timeframe.

F. Scholarship/Subsidy Information

- If the resident receives **subsidized or free rent**, the agreement will clearly outline:
  - Duration of free or reduced rent
  - Any conditions attached to the assistance
  - Whether government or private support is applied

Deposit Policy

- **No security deposit** is required at any Lighthouse Sober Solutions residence.
- Therefore, no deposit will be collected, and no deposit-related refund conditions apply.

Behavior

- Residents are expected to:
  - Treat peers and staff respectfully
  - Maintain the peace and harmony of the home
  - Avoid confrontational or disruptive behavior

Safety and Security

- Residents must follow all established safety and emergency protocols.
- Any safety concerns must be reported immediately to staff.

Confidentiality

- Residents are expected to respect the privacy and confidentiality of fellow residents.
- Any breaches of confidentiality may result in disciplinary action or discharge.