

ABJ Services

Independent Living Home

Policies & Procedures Manual

Effective Date: 03/31/2026
Owner/Operator: ABJ Services

1. PURPOSE

ABJ Services provides safe, structured, and supportive independent living housing for individuals transitioning from hospitals, rehabilitation centers, reentry programs, or unstable housing situations. Our goal is to promote stability, independence, and successful community reintegration.

2. ELIGIBILITY & ADMISSIONS

2.1 Eligibility Criteria

Residents must:

- Be 18 years or older
- Be medically stable (no need for 24/7 medical care)
- Be able to perform activities of daily living (ADLs) independently or with minimal assistance
- Agree to follow house rules

2.2 Referral Sources

- Hospitals and discharge planners
- Rehabilitation centers
- Reentry programs
- Social service agencies
- Self-referrals

2.3 Intake Process

- Complete intake application
- Provide identification

- Provide referral documentation (if applicable)
- Participate in intake interview
- Sign Resident Agreement

3. RESIDENT RIGHTS

Residents have the right to:

- A safe and clean living environment
- Privacy and confidentiality
- Respect and dignity
- Freedom from discrimination
- Access to community resources

4. HOUSE RULES

4.1 General Conduct

- No violence, threats, or illegal activity
- No weapons allowed on premises
- Respect staff and other residents

4.2 Substance Use

- No illegal drugs permitted
- Alcohol policy: Not allowed

4.3 Curfew

- Curfew is set at 10pm
- Exceptions must be approved by staff

4.4 Guests

- Guests must be approved
- Visiting hours: To be determined
- No overnight guests without permission

4.5 Cleanliness

- Residents must maintain their rooms
- Shared spaces must be kept clean
- Weekly house inspections may occur

5. STAFF RESPONSIBILITIES

Staff will:

- Maintain a safe and structured environment
- Conduct regular check-ins with residents
- Coordinate with referral agencies
- Document incidents and concerns
- Enforce house rules fairly

6. MEDICATION POLICY

- Residents are responsible for managing their own medications unless otherwise arranged
- Staff do not administer medication unless properly licensed
- Medication misuse must be reported immediately

7. SAFETY & EMERGENCY PROCEDURES

7.1 Emergency Contacts

- 911 (Emergency)
- Local Police Department
- Property Manager

7.2 Fire Safety

- No smoking indoors
- Fire exits must remain clear
- Residents must follow evacuation procedures

7.3 Incident Reporting

All incidents must be documented, including:

- Injuries
- Altercations
- Property damage
- Rule violations

8. FINANCIAL POLICY

8.1 Program Fees

- Monthly Fee: \$850 & up
- Due Date: 1st of the month

8.2 Accepted Payment Methods

- Cash
- Cash App / Zelle / Bank Transfer
- Third-party payments (SSI, agencies, etc.)

8.3 Refund Policy

Fees are non-refundable unless otherwise approved.

9. DISCIPLINARY ACTIONS

Violations may result in:

- Verbal warning
- Written warning
- Probation
- Discharge

Immediate discharge may occur for:

- Violence or threats of violence or other threats
- Drug use on premises
- Serious safety violations

10. DISCHARGE POLICY

Residents may be discharged for:

- Rule violations
- Non-payment
- Completion of program
- Medical or behavioral needs beyond scope

10.1 Discharge Process

- Written notice (when applicable)
- Coordination with referral agency
- Assistance with transition when possible

11. CONFIDENTIALITY

All resident information is confidential and will only be shared with authorized parties as required by law or with written consent.

12. GRIEVANCE PROCEDURE

Residents may file complaints by:

- Submitting written grievance
- Speaking with staff or management

All grievances will be reviewed and addressed promptly.

13. ACKNOWLEDGMENT

I, _____, acknowledge that I have read and understand the policies and procedures of ABJ Services Independent Living Home.

Signature: _____

Date: _____