



RESIDENT CONTRACT

The Shelter, Inc. TLP program offers residents the opportunity to achieve educational and vocational goals while residing in a home setting, under the support of staff, and under the umbrella of a child welfare agency. Shelter, Inc. TLP seeks to assist residents in working on and achieving their educational, vocational, and life goals. Support (in the form of casework, therapy, staffing, assistance with life skills and groups) is regularly offered to help residents obtain their individual goals. Residents are expected to take advantage of these services and to demonstrate effort towards their goals. Residents work to better their own lives with skills and tools which they can gain through the TLP program.

This lease serves to outline the basic expectations of the TLP program:

1. **TERMS:** Residing in the Shelter, Inc. TLP program requires a commitment to work towards vocational, educational and independent living goals. Biweekly tasks will be identified in conjunction with residents which help them to develop their overall goals. Allowance is distributed based on completion of the biweekly tasks (see allowance section).
2. **PAYMENT:** The ability to pay monthly rent is a big responsibility in learning to be independent. Regular payment can build credit, failure to pay rent can result in an unstable housing situation. Residents do not have rental payment obligations at the TLP, but staff will frequently discuss and educate residents on budgeting, financial literacy and money management. At the beginning of each month, a proposed budget form is turned into the caseworker.
3. **FINANCIAL LITERACY:** Independence relies on the ability to earn income and manage personal finances. Each resident is required to work with the caseworker to complete financial literacy training which focuses on budgeting and financial skills. It is expected that financial literacy will be completed by the scheduled final DCIPP at 20.9 years old.
4. **SECURITY DEPOSIT:** At intake, the resident will complete an initial 'lease agreement' on which he will identify his goals while residing at the TLP.
5. **ONGOING SECURITY DEPOSIT:** Once employed, the resident is required to submit paystubs and verification in order to track and support the youth's employment. Copies of bank statements will also be required in order to help the youth monitor personal savings (separate from the emancipation funds) and determine appropriateness and readiness for an Independent Living Program. Paystub verification is needed for DCFS purposes as well for the Employment Incentive Program funding.



6. **ALLOWANCE:** Residents will receive \$25 allowance every other week for the first 30 days of the program. Following this probation period, a spend down will begin on allowance (see TLP spend-down plan). Allowance distribution is directly aligned with completion of 4 weekly tasks. Tasks not completed on day of staffing are given until Thursday for completion. On Thursday, if tasks and additional chores are completed, then full allowance can be earned.

a. **4 BIWEEKLY TASKS**

- i. **Vocational:** Each resident is expected to obtain and maintain employment. They will have a biweekly vocational task to align with their personal vocational goal. Staff assists residents in understanding the need for employment in order to financially meet their living needs.
 - ii. **Educational:** It is a requirement that a high school diploma/GED will be obtained. Community college/trade school and other training opportunities are strongly encouraged to help youth advance their education. Staff will assist the resident in setting small educational goals (i.e. FAFSA application, college application, college visits) in order to achieve the overall goal.
 - iii. **Independent Living:** Each resident is expected to keep their room clean and to help out with the household chores to teach independent living skills and healthy responsibility.
 - iv. **Life Skill:** Each resident is expected to work on such things as cooking, grocery shopping, budgeting, savings, medical/dental/vision appointments, etc. The staff will assist the resident in identifying areas that need more guidance and support and then assist the resident to achieve these skills.
7. **UTILITIES:** Utilities are covered for the program residents. The resident is required to have a phone. The resident will receive a monthly stipend to be used towards the purchase of a cell phone and plan. Personal phone plans are entirely the responsibility of each resident (see TLP phone contract). The phone stipend is distributed one time per month to each resident at the beginning of each month. The resident has the right to deny these funds and request that these funds be placed directly into his emancipation account. These funds are included in the spend down plan.
8. **OCCUPANTS:** Up to 6 residents may live in the Shelter, Inc TLP. There are 2 residents per bedroom. Only residents are allowed in the bedrooms for safety and privacy of our youth. Guests must follow the guest policy and sign in and provide identification at the office. No food is allowed in the bedrooms.
9. **PETS:** No pets are allowed on the premises. For those interested, please enjoy the view of the llamas, chickens, goats and ducks from the back window.
10. **NOISE:** Shelter, Inc. TLP houses up to 6 residents. The resident agrees not to cause or allow any noise or activity on the premises which might disturb the peace and quiet of another resident and/or neighbor. Failure to follow this term of the lease may result in fine, removal of equipment, etc.



11. **CURFEW:** We follow the community expectations of curfew, which are based on age. If you are under 18 years old, you are expected to be onsite at 11:00pm. If you are over 18 years old, you do not have a community-based curfew. However, you are expected to respect your house mates and maintain a calm and quiet environment after 12:00am and through the overnight shift (11pm-7am). We expect everyone to be back on site at 12:00am unless prior arrangements have been made and/or the youth is at work. If you are not on site at 12am and/or did not make prior arrangement of which you informed the TLP staff, you will be reported AWOL per DCFS request. If you know that you will be staying overnight somewhere, you will need to fill out an overnight form with the staff prior to leaving. Overnight forms are not to be used in place of a later curfew.
12. **EMPLOYMENT:** Ability to work and care for oneself is imperative to independent living. Additionally, DCFS offers the Employment Incentive Program option which offers \$150 per month for up to 12 months so long as the resident has graduated from high school and works at least 80 hours per month. Once a resident obtains employment, he is required to submit verification of his employment and pay stubs to the Caseworker.
13. **MEDICAL:** Personal health is the foundation for a healthy life. Full participation is expected in scheduling and attending medical appointments (including initial nursing assessment, yearly physicals, vision and dental exams).
14. **TLP QUARTERLY TRANSITION/DISCHARGE STAFFINGS:** Ongoing progress and effort toward one's goals is paramount to success in the Shelter, Inc. TLP. Residents are required to attend quarterly scheduled staffings with the Clinical Director, Caseworker, Treatment Coordinator, and DCFS Monitor to assist them in remaining on target for goal completion.
15. **DESTRUCTION OF PROPERTY:** The Shelter, Inc. TLP is a shared home. Destruction thereof or the property will result in fines being deducted through allowance.
16. **PROPERTY MAINTENANCE:** A well maintained home displays pride and comfort for residents. Property will be properly maintained per the house guidelines.
17. **EVICTED FROM PREMISES:** If a youth's case is closed by agreement or court order prior to the youth turning 21 years old, the youth must vacate the premises immediately. The youth will be expected to remove all personal belongings the same day the case has been closed. The agency will not be responsible for storing the personal items or paying for a mover or storage unit. If the items have not been removed within 7 days of the case being closed, the agency will discard all items with no reimbursement to the youth.





RESIDENT HOUSE CONTRACT: LEASE AGREEMENT

Youth Name: _____ **Date:** _____

The purpose of Shelter Inc. Transitional Living Program is to prepare residents for emancipation from DCFS. In order to achieve a successful emancipation, I agree to work on skills of independence while residing at the Shelter, Inc TLP.

I would like to accomplish the following while at TLP:

How TLP staff can help me accomplish those goals:

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1616 N. Arlington Heights Rd., Arlington Heights, Illinois 60004-3980
847.255.8060 Fax 847.590.6184 www.shelter-inc.org