



Shelter + Care

Tenant Handbook



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Carrollton Housing Authority
770-834-2046 ex 101



Shelter + Care Program Overview

How can we help you?



Program Purpose

The purpose of the program is to provide permanent housing in connection with supportive services to homeless people with disabilities and their families.

The primary target populations are homeless people who have:

- ◆ serious mental illness; and/or
- ◆ chronic problems with alcohol, drugs or both; and/or
- ◆ acquired immunodeficiency syndrome (AIDS) or related diseases.

The program provides rental assistance for a variety of housing choices, accompanied by a range of supportive services funded by other sources.

Program Goals

The goals of the Shelter Plus Care Program are to assist homeless individuals and their families to:

- ◆ Increase their housing stability;
- ◆ Increase their skills and/or income; and
- ◆ Obtain greater self-sufficiency.





Shelter + Care Drug/Alcohol Screen Policy

The Housing Authority of the City of Carrollton Shelter Plus Care Program is dedicated to prohibiting clients from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs and/or alcohol with the S+C Program. The program rules and regulations state that possession, usage, buying, or selling illegal drugs/use of alcohol/ or use of prescription drugs unless they are currently prescribed to you is a rule violation.

The Shelter Plus Care Program requires compliance with random drug/alcohol screening. Random drug/alcohol screens will be conducted on a monthly basis by mental health care providers. In addition, drug/alcohol screens may be conducted based on suspicion by S+C Program staff. Negative results will not be charged to client, however, positive results will be sent to the lab for further testing and client will be responsible for testing costs.

Refusal to participate in drug/alcohol screening will serve as a positive test result.

Procedures for Positive Test Results:

1. Legal, Positive Test Results - Consumer must provide documentation/prescription for current prescribed medication. Consumer has 24 hours to produce documentation.
1. Positive Test Results without Documentation- client has three (3) business days to make an appointment with Substance Abuse Treatment Team or walk in to be worked in by Case Manager.
2. Substance Abuse/Alcohol Abuse In Take would include a Treatment Plan/Recommendation would be prescribed. S+C Consumer must follow Treatment Plan/Recommendation as prescribed.

Failure to comply with prescribed Drug/Alcohol Treatment Plan will result in program termination and eviction.

Failure to comply with any/all rules and regulations will result in termination/eviction.

Other Contact Information

Pathways Mental Health Service
153 Independence Drive
Carrollton, GA 30117
(770) 836-6678

Willowbrooke at Tanner
523 Dixie Street
Carrollton, GA 30117
(770) 836-9551

Georgia Mobile Crisis
Response Services
(Benchmark Human Services)
1-800-715-4225

National Suicide
Prevention Lifeline
1 (800) 273-TALK (8255)
suicidepreventionlifeline.org

NAMI
National Alliance on Mental Illness
1 (800) 950-NAMI (6264)
(703) 524- 7600

Substance Abuse Information

Carroll County Substance Abuse
carrollsubstanceabuse.org

Contact Information

Katie "Mary" Collins
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mary@carrolltonhousingauthority.com

You must contact the S+C program **every Monday** by phone and/or in person.

Appeals Process

According to the Fair Market Housing Standards Act, you have the right to appeal an eviction. You have 10 days from the eviction to contact the Carrollton Housing Authority to set up a date and time for the appeal which will be held at 1 Roop Street, Carrollton, GA 30117.

Parties attending will be: Consumer (may bring witnesses), Program Operations Specialist, Program Supervisor, and Community Support Individual caseworker. Issues regarding eviction offenses and consumer's plan of correction and/or discharge plan will be discussed. If a reprieve is granted, the consumer MUST be willing to agree to follow stricter guideline conditions for at least, but not limited to, a 30 day period.

The conditions may consist of:

1. Admission to crisis stabilization unit if clinically indicated.
2. Attending a higher level of day services care activities daily for 30 days.
3. Attending substance abuse treatment program if clinically indicated.
4. Attending outside AA, NA, and/or SA meetings if clinically indicated.

If the consumer agrees to the signed plan but fails to comply, she/he will have 30 days to remove self and belongings from the unit. Legal action will be taken if necessary. You may use one appeal for each 2 years.



Shelter + Care Participation Agreement

Housing Rules/Regulations:

1. Rent is due by the 5th business day of the month, made payable to Carrollton Housing Authority. Only checks, credit/debit cards, and money orders are accepted. Late fees of \$25.00 will be added to all accounts after the 5th business day of each month, if rent has not been paid. You will be evicted for non-payment of your portion of the rental amount!
2. Overnight visitation by persons not permitted to live in the apartment must be approved PRIOR to their stay by the Program Coordinator.
3. Fighting/arguing on apartment premises is NOT ALLOWED. Difficulties with other tenants should be reported immediately to staff.
4. Refrain from criminal activity during S+C participation and assistance.
5. Proof of income must be provided within 14 days of receiving an award letter from Social Security or beginning employment.
6. Must reside (sleep in at night) in unit at least 24 days of each month or risk losing the unit due to no need for shelter.
7. Absolutely NO PETS allowed.
8. Unit should be kept clean and tidy at all times. Monthly inspections will be conducted.
9. Report all maintenance needs to your landlord as soon as they are noticed. Psychological, medical, and/or repair emergencies can be reported to case managers.
10. Any wear/tear to the unit above normal daily usage will be paid for/repared by the tenant.
11. Call S+C Representative every Monday Morning to report in each week- 770-834-2046 ext. 101.

Treatment Rules/Regulations:

1. Possession, usage, buying, or selling illegal drugs/use of alcohol is a rule violation as is using medication NOT currently/legally prescribed to you (this includes opiates and benzodiazepines).
2. Being non-compliant with prescribed medications is a rule violation, as well as sharing, buying, and selling medications.
3. 1st VIOLATION OF RULES 1 & 2: Consumer will agree to attend Substance Abuse Treatment within three (3) days- Appointment must be made by consumer within 24 hours after notice; 2nd VIOLATION of RULES 1 & 2: Eviction.
4. Attendance is mandatory to all Shelter Plus Care tenant meetings (which will be conducted monthly in partnership with Mental Health Care Providers.) Written notice will be provided to all clients.
5. You must be actively engaged in at least three (3) therapeutic activities per week. Services are defined as the following: physician visits, attendance at Peer Support 3 days per week or weekly group therapy, volunteer services in the community 3 days per week, individual counseling, working at least part time equivalent (10 hours per week), attending school (i.e. adult education, GED classes, Technical/University).
6. Must work with community support case managers who will visit 2 to 3 times per month for home visits as evidenced by point sheets.
7. Must be progressing towards self-sufficiency goals prescribed in mental health treatment plan. Treatment team review will occur at a minimum every six (6) months to determine on-going eligibility for program graduation.
8. Random drug screenings are mandatory for Shelter Plus Care residents. Refer to Drug/Alcohol Screen Policy.
9. VIOLATIONS OF RULES 1st violation --written warning; 2nd violation – Eviction.
10. All clients understand that the frequency of treatment is determined by your individual prescribed treatment plan.
11. Clients have at a minimum of 6 months to obtain employment/begin receiving disability/SSI/ or to become full time equivalent enrolled in school or job training program.
12. If client has a Substance Abuse History within at least three(3) years, client is mandated to immediately enroll in Substance Abuse Treatment Program and comply with all Substance Abuse terms.