

# **BETHEL BIBLE VILLAGE**

## **PREPARATION FOR INDEPENDENT LIVING**

**ESTABLISHED  
JANUARY 1993  
(Revised August 2000)<sup>[a]</sup>  
INTRODUCTION**

Bethel Bible Village is committed to providing the best childcare possible to residents.

As part of this commitment, Bethel has been concerned about how to prepare older residents to leave agency care and cope in a complex, complicated society. Former residents of Bethel have related the shock and adjustment problems they have experienced upon release from agency care. Most felt they were not prepared to begin life outside the agency, and most made mistakes and poor judgments that possibly could have been avoided had adequate preparation for independence been available to them. Bethel Bible Village staff have also observed the trauma of older residents as they face living on their own with no support system available to them.

The concerns of our former residents and older adolescents are also being expressed by young adults nationwide. According to Helen D. Stone in her book, Ready, Set, Go, "Several recent studies of young people who were discharged from foster care (Zimmerman, 1982; Festinger, 1983; Jones and Moser, 1984) have reported the problem areas where foster care's young adults differ from the general population or where they find it hard to succeed..." When the young adults were asked what they thought were the most important areas in which agencies should help adolescents in preparation for leaving care, their rankings were (1) job preparation/career counseling; (2) financial area/money management; (3) preparation in ways to get training and further schooling; (4) finding a place to live; (5) counsel on growing up, particularly on sexual matters; (6) marriage and parenting; (7) medical care coverage and availability; (8) household living tasks. Fifty-two percent said they had received little, very little, or no preparation for

discharge. They felt the foster care system must do more to make children aware of alternatives, that preparation for independent living should begin years before final discharge and that preparation should receive a high priority from agencies.

The implementation of the S.U.C.C.E.S.S. (Stability, Understanding, Confidence, Control, Excellence, Scholarship, Sufficiency) program would address many of the concerns, fears, and frustrations of our young people and better prepare them for productive citizenship. S.U.C.C.E.S.S. is designed to teach the tangible and intangible skills necessary for adolescents in out-of-home care to bridge the gap between agency living and independence.

An added dimension of S.U.C.C.E.S.S. is that it incorporates Biblical principles in its program and philosophy. In order for a person to be completely free, they must give themselves to our Lord and Savior, Jesus Christ. S.U.C.C.E.S.S. embodies this doctrine in that young people must yield themselves to the Lord to sincerely understand the Christ-centered elected self-skills He has to offer them. They must also yield themselves to the demands and responsibilities that learning these self-skills requires.

## **S.U.C.C.E.S.S. PROGRAM STAFF**

Housemanagers

Assistant Housemanager

Social Worker

Director of Program Services

Counselor

The Treatment Team consists of Housemanager, Assistant Housemanager, Social Worker, and Counselor. The Director of Program Services is invited to attend any Treatment Team meeting.

## **PURPOSE**

S.U.C.C.E.S.S. is designed to establish a planned, structured program to prepare youth for independence and self-sufficiency. The program takes a threefold approach:

A. Train older adolescents who are at least 16 years old for independence by assuming responsibility for themselves and learning to cooperate in a group living situation.

B. Provide security, counseling, and independent living skills for the future, such as continuing education, budgeting, and work skills.

C. Provide for the physical, emotional, and spiritual needs of each resident.

## **ADMISSION CRITERIA**

A. S.U.C.C.E.S.S. can serve a maximum of sixteen (16) residents on campus. Currently, Bethel has one male cottage and one female cottage with up to eight (8) residents. [\[b\]](#)

B. Acceptance into S.U.C.C.E.S.S. is based on the resident's need for transitional living and on his/her ability to take responsibility for himself/herself.

C. Residents must make application either through the regular program at Bethel or through an approved referral source.

D. Residents must agree to work through the S.U.C.C.E.S.S. step program.

E. Residents must make a commitment to the program by signing a contract.

F. Residents must be actively involved in some academic/vocational program (i.e. high school, GED, vocational/technical, college).

G. Residents must be willing to seek off-campus employment.

H. Residents who have a history of drug usage may be tested for substance abuse upon entry to program and required to submit to random screens thereafter.

I. Minimum IQ of 80. [\[c\]](#)

## **OTHER S.U.C.C.E.S.S. PROGRAM INFORMATION**

## **Appointments**

Resident is required to have a physical exam prior to placement at Bethel Bible Village or within five days after arrival. He/she is also required to have a dental exam and an eye exam within 30 days after placement. After the initial exams, a resident is required to have annual physical exams, bi-annual dental exams, and annual eye exams. Any appointments other than those just mentioned must be approved by Housemanagers [d] prior to scheduling.

Housemanagers are responsible for scheduling any appoints while the resident is on Step 1. After a resident reaches Step 2, he/she will be responsible for scheduling medical, dental, and eye appointments and notifying Housemanagers of the date and time of the appointment.

Counseling appointments will be scheduled by Bethel staff. Housemanagers will notify resident of the date and time of the appointment.

No appointments can be scheduled on Wednesdays due to staff meetings, team and group meetings. Any appointments that conflict with the cottage schedule or previously scheduled appointments may have to be re-scheduled. Any appointments which need to be re-scheduled must be done at least twenty-four hours in advance. Failure to schedule or keep appointments will result in resident being placed on loss of privileges.

## **Automobile Ownership**

Automobile ownership will be granted for residents upon the following standards:

- A. Residents may apply for car ownership at any step if progress has been shown in step goals. (May not drive car until Step 4.)
- B. Resident must have the ability to keep the automobile maintained (gasoline, oil, washing, fluid levels, tire air pressure, etc.). Participate in an auto maintenance workshop, completing auto maintenance checklist (pg. 45). [e]
- C. Resident must secure insurance, which meets minimum state standards for coverage, including coverage for personal injury for all persons in the automobile.
- D. Resident must have a valid Tennessee driver's license. Tennessee state law requires any resident under 18 years of age to have one of the following before being able to obtain a driver's license:
  - a. Proof of previous driving experience (learner permit held for three months, driver education certificate, or out-of-state license held for 3 months)
  - b. Authorized adult to sign Minor/Teenage Affidavit (or notarized copy of a signed affidavit)
  - c. Compulsory School Attendance Form provided by your schoolFor more information visit: <https://www.tn.gov/safety/driver-services/classd/gdl.html>
- E. Resident must be able to purchase the vehicle independent of Bethel Bible Village.
- F. Resident may use savings to purchase an automobile, but must maintain a \$500 balance in his/her savings account. [f]

G. Only the resident who owns the automobile may drive the automobile, and he/she is not allowed to transport any other Bethel residents.

H. Written and notarized authorization by the resident's parent or guardian must be obtained before a resident under eighteen years of age can drive his/her automobile.

I. Resident must complete a Defensive Driving Course prior to driving approval.

A resident may lose driving privileges for the following reasons:

- 1) driving in an unsafe, reckless manner
- 2) DUI charges and/or offenses
- 3) violations of other S.U.C.C.E.S.S. policies.

## **Clothing**

A. Residents are eligible to receive a bi-annual clothing allowance from his/her savings account upon request (up to 20%, not to exceed \$150.00). Step 1-2 residents will be assisted in shopping by their Housemanagers. Step 3-5 residents are responsible for shopping for their clothing and must follow the existing Bethel campus dress code. A receipt for each purchase must be turned in to the Housemanagers within 24 hours.

B. Clothing is available to residents through the Bethel Clothing Barn on a limited basis, primarily for work clothes. Clothing is also available from the Bethel Thrift Shoppes according to Bethel policy. All other clothing needs are the responsibility of the resident.

C. BBV will provide resident with initial uniform for work (if required by employer), but if resident quits the job or is fired within the first 6 months, he/she is responsible for reimbursing BBV for the expense of the uniform.

D. Dress Code

### **1. Work and Recreation/Leisure Activities**

- a. Modest, acceptable summer wear may be worn in season.
- b. Boys should wear a shirt or T-shirt, unless they have been given permission to remove their shirt by BBV staff. This will be limited to appropriate areas.
- c. Proper shoes<sup>[g]</sup> should be worn whenever working.

### **2. Church/Formal Event**

- a. Resident will need at least two sets of clothes which are deemed appropriate for a "dress up" occasion such as church or special event.
- b. Resident must wear appropriate clothing for worship services at church where attending.

### **3. What To Avoid**

- a. Skin-tight clothing
- b. Spaghetti strap tops
- c. Halters
- d. See-through clothing
- e. Mutilated and improperly fastened clothing
- f. Any clothes which convey unchristian principles and values or extol those who do<sup>[h]</sup>
- g. Male ear jewelry
- h. Body piercing/tattoos

**NOTE—The above list is not all-inclusive. Resident will be expected to change any clothing deemed inappropriate by BBV staff.**

## **Curfews**

The number of outings and curfew is dependent upon the resident's step. When residents leave campus, he/she is to sign out on the Sign Out Sheet listing his/her name, date, destination, with whom, **phone number**<sup>[i]</sup>, time out, and time return. Upon return, the resident is to sign in by initialing the actual time return on the Sign Out Sheet and noting the time returned. If plan changes, the resident is responsible for notifying the housemanagers to modify the Sign Out Sheet.

### **Dating/Outing Privileges**

A. A resident in the SUCCESS program may date both on and off campus according to the guidelines for each Step. It is important to remember that dating at any Step is considered a privilege and can be revoked if guidelines are not followed.

B. Regardless of which Step the resident is on, the first two dates with an individual must take place under staff supervision. These dates should preferably take place on a day when all cottage staff is present. No cottage dates should take place when the Assistant Housemanager is on duty alone.

C. Prior to any off-campus dates, the resident is required to meet with Housemanagers to discuss guidelines and expectations of a dating relationship. Housemanagers meeting with the resident's date is strongly encouraged and may be required by the Treatment Team.

D. Planning dates is very important. If a resident is on a Step where he/she can have off-campus dates he/she must turn in a date request 12 hours in advance. Please list beginning and ending times of date, destination, phone number at which they can be reached, and person he/she is with.

E. Dates/Outings are to be approved by the Housemanager(s) that will be on duty the day the date/outing is to take place.

F. Outings may not be broken up (i.e. a 3 hour outing may not be broken down into three 1 hour outings).

G. Available outings on each Step are as follows:

1.     **Step 1**  
One 3 hour cottage outing
2.     **Step 2**  
One 3 hour outing  
One 1 1/2 hour outing  
One outing must take place in the cottage. Only one outing may take place on a weekday unless resident has passing grades in all classes.
3.     **Step 3**  
One up to 5 hour outing  
Two 3 hour outings  
One outing must take place in the cottage. Only one outing may take place on a weekday unless resident has passing grades in all classes.
4.     **Step 4**  
One up to 5 hour outing  
Three 3 hour outings  
One outing must take place in the cottage. Only one outing may take place on a weekday unless resident has passing grades in all classes.
5.     **Step 5**  
Unlimited dates/outings with staff approval

## **Discharge Procedures**

(Signing out of the program)

If a resident eighteen years of age or older desires to leave the SUCCESS program before completing all Steps of the program, the resident must follow these procedures:

- A. Give SUCCESS Social Worker a written notice of intent to leave three days prior to leaving and sign all necessary forms.
- B. Make own arrangements to leave BBV regarding packing and transportation. Arranging to leave must be coordinated with the Housemanagers' schedule. No resident will be able to leave BBV after 10 p.m. or before 9 a.m.
  - B. Pay all debts owed to BBV in cash.
  - C. Inform all social contacts of intent to leave BBV including employers, counselors, and teachers. This must be done in written form or on the phone in the presence of the SUCCESS Social Worker. Inform post office of change of address.
  - D. Leave a forwarding address with SUCCESS Social Worker and notify bank of change of address (this must be done in the presence of Social Worker or Housemanagers).
  - E. Return any books, towels, plates, etc... that do not belong to the resident. A fine will be charged for any items taken that belong to the cottage or another resident.
  - F. Thoroughly clean room and have it inspected by Housemanagers. If there is any damage to any part of the room, there will be a minimum fine of \$25.00.
- H. Return assigned copy of SUCCESS program manual to Social Worker or pay \$4.00 fine. [j]

A checklist is provided in the Forms section of the program manual.

## **Disruption**

- A. A formal warning conference involving the SUCCESS team and the resident will be held to advise the resident of the need to change certain behaviors and give him/her an opportunity to do so prior to dismissal. If no change occurs, then the staff has the authority to make a more appropriate plan for the resident or disrupt the resident from the program.
- B. Disruption situations:
  - 1. Consistent failure to accept responsibility
  - 2. Failure to progress through the SUCCESS step system
  - 3. Illegal action which results in criminal prosecution
  - 4. Violation of program contract

The SUCCESS treatment team will work with the resident to secure other arrangements prior to placement termination.

## **Education**

### **I. High School**

- A. Resident is expected to put forth maximum effort to maintain passing grades. The number of hours the resident is allowed to work each week is based on grades (see employment section).
- B. Tutoring is available, but may be required based on resident's grades or graduation requirements (i.e. TCAP).

### **II. GED**

- A. Resident pursuing the GED will be required to attend GED preparation classes prior to taking the exam.
- B. Resident will be allowed to take the GED exam up to two times. However, a passing grade must be obtained on the second exam or the resident will have to look at other educational opportunities to remain in the program.

### **III. Vocational/Technical, College**

- A. The social worker assigned to the cottage and the education coordinator will assist a resident in choosing an appropriate education program, securing financial aid, and completing application and other necessary paperwork.
- B. Resident is expected to put forth maximum effort in classes and attend tutoring if requested by the Treatment Team.
- C. Resident may be expected to reimburse Bethel for funds used to pay for classes if the resident does not pass the class and has put forth minimal effort.

## **General Educational Expectations:**

- A. Resident must maintain progress toward educational/vocational track.
- B. Resident is responsible for notifying the Housemanagers and Social Worker regarding school conferences as well as turning in progress reports/report cards to the social worker and education coordinator.
- C. Changes in education plans must be approved by S.U.C.C.E.S.S. team.
- D. Extracurricular and graduation expenses will be governed by the existing policy in the Bethel Handbook.  
Bethel will continue to provide routine school supplies.
- E. A resident staying home from school due to illness is restricted to his/her room.  
Permission to stay home from school due to illness must be granted by Housemanager.
- F. Regardless of the educational track chosen, a resident is expected to attend all classes and have no unexcused absences.

## **Employment**



A. Resident must seek employment after reaching Step 2 in order to participate in SUCCESS. Those who are unemployed must become employed within four weeks or his/her appropriateness for the program will be re-evaluated. If work is not secured the resident may be placed on loss of privileges and/or assigned community service.

B. Employment requirements may be altered depending upon extracurricular activities. This will be determined on an individual basis by the Treatment Team. All residents are encouraged to participate in sports if they so desire.

C. All residents are encouraged to find jobs which fit their interests, needs, and schedule. If a resident decides to change jobs, he/she must follow the guidelines listed below:

1. Immediately notify the Housemanagers and Social Worker.
2. Give proper written notice to the employer, as applicable, and serve out the notice.
3. Have another job before leaving the present job.

D. Any resident going to high school as a full-time student and passing all classes may request permission to work up to 30 hours per week including weekday hours. Residents with any failing grades may work up to 15 weekend hours per week. No resident will be allowed to work on Wednesdays. Sunday work schedules are limited to the hours of 1 p.m. and 5 p.m.<sup>[k]</sup>. Working hours will be limited to 10 p.m. Any exceptions must meet the approval of the Treatment Team.

E. Resident who quit inappropriately or is fired must do the following:

1. Immediately notify the Social Worker.
2. Job hunt during leisure hours.
3. Do additional house chores or community service and serve cottage restriction.

The number of days will be determined by the Treatment Team. Following cottage restriction, resident will be dropped to Step 1 privileges until working again.

F. No one should ask to get off work early except for legitimate illness. If a resident needs a specific day off, he/she should ask his/her employer far enough in advance so that he/she won't be scheduled to work. If resident fails to request time off far enough in advance to secure time off, outing/date or pass will be denied.

G. A resident missing work because of illness must remain in his/her room. If a resident misses work for any reason other than illness he/she will have cottage restriction. Dirty/lost uniforms or not keeping up with schedule are not considered legitimate excuses.

H. Work schedules are to be coordinated with off-campus visits and arrangements made to be transported to work if necessary.

I. Work schedules are to be posted as soon as a resident knows his/her work schedule. Resident should plan his/her transportation to work to allow him/her to arrive at work at least five minutes before the shift begins.

J. Resident is not allowed to schedule work during mandatory BBV activities such as: cottage meeting days, individual meeting days with staff, counseling appointment, and church.

K. Resident seeking employment in a business that serves alcoholic beverages **must have** permission from the SUCCESS Treatment Team prior to applying. Resident will not be permitted to have a job which requires him/her to serve alcoholic beverages.

L. Any resident not attending summer school will be expected to work as many hours as the employer will allow up to 40 hours. If resident is in summer school, number of hours he/she is allowed to work will be determined by the Treatment Team.

Housemanagers will serve as a liaison between BBV's SUCCESS program and all employers. They will also monitor each resident's job performance by discussing any relevant job issues with employer.

Housemanagers are required to meet employer in person within two weeks of resident beginning employment.

### **Expectation/Program Violation Notices**

Expectation Violation notices will be completed by Housemanagers each time a resident violates a program expectation or rule. Using the Expectation/Consequences guidelines, Housemanagers will document the infraction, offense number, consequences, and date/time consequences are to be served. The resident and Housemanagers are to sign the notice.

Repeated offenses will result in a Program Violation notice being completed by the Treatment Team, which identifies the circumstances resulting in the violation notice, the plan or action, and expectation for future behavior. This notice is to be signed by each Treatment Team member and the resident. By signing the notice, the resident agrees to the terms stated in the notice. Failure or refusal to comply will result in a disruption meeting.

For each notice, the Social Worker will receive the original to be placed in the resident's file. Housemanagers are to keep a copy in the resident's cottage file for future reference. The resident will receive a copy of each notice.

### **Meals**

An important skill for a resident to acquire is planning and preparing well-balanced meals. Meals in the SUCCESS cottage are prepared by the residents under the supervision of the Housemanagers. Each resident will be required to be involved in preparing at least 2 meals per week. On Sunday, Housemanagers will present a sign-up sheet for residents to select which 2 evenings they prefer to be involved in meal preparation—which includes planning, preparing, and cleaning up. Those residents who are employed may sign up first and should select evenings that will not conflict with work schedules. Meals being prepared should follow the BBV menu.

### **Meetings**

Residents are responsible for punctual attendance of scheduled meetings, conferences, and appointments (work, school, counseling, independent living training sessions).

### **Rent and Board**

Resident who is not attending some type of educational program or who is working full-time will be allowed to remain in the program for a period of time specified by the Treatment Team. He/she must pay rent after employment is secured at a rate established by the Cost of Living Investigation report. The money paid for rent will be returned to the resident upon completing the S.U.C.C.E.S.S. program.

Resident in the situation will be expected to continue cooperating with all program requirements and cottage rules.

## **Savings**

- A. Each resident is required to open a savings account when employed. All savings accounts will be of the type which require cottage staff signature for withdrawals. This is to ensure that money is not removed from savings without permission from staff while resident is off campus.
- B. Each resident on Step 2 will be required to save a minimum of 50% of his/her net pay.
- C. Each resident on Steps 3-5 will be required to save according to the Cost of Living Report, but not less than 50% of paychecks. (See Form section.)

## **Seminars/Program Classes**

Periodically, seminars will be offered covering a wide range of topics, including budgeting, nutrition, smoking prevention/cessation, banking, First Aid/CPR, Why Know? Abstinence, job/interview skills, and continuing education. A resident is required to attend each seminar that is offered unless he/she has previously completed the seminar or has prior approval to be absent. [\[1\]](#)

## **Telephone**

- A. The telephones in the cottage are assigned to the Housemanagers. Resident may use the cottage telephone with the Housemanagers' permission.
- B. If the cottage staff is not present or not near the cottage phone when it is ringing, resident must answer. This is a business phone and must be answered. [\[m\]](#)
- C. Phone calls on the cottage phone are limited to 15 minutes if someone is waiting to use the phone. All residents waiting to use the phone must be permitted to do so before a resident makes a second call. [\[n\]](#)
- D. Failure to answer an incoming call on "call waiting" will result in a loss of telephone privileges. [\[o\]](#)
- E. No phone calls are to be made or received after 10 p.m.

## **Television/VCR**

- A. The cottage is equipped with a television and VCR. Soap operas, soap opera-like shows and other shows (such as those portraying sexually explicit material, witchcraft, violence, etc...) which do not agree with BBV standards are not allowed.
- B. The Housemanagers should make all efforts to assure that movies and television programs watched are appropriate for the group. Violent or sexually explicit movies are not permitted. Staff may use movies and programs as opportunities to talk with the group about issues addressed and what "life

lessons” can be learned. A Christian perspective should always be a guiding principle.

C. No television or computer games during the school week for residents with failing grades.

Suggested addition: Resident will be allowed to have a portable movie player which they can check out during specific time periods approved by houseparents. All movies must have prior houseparent approval.

Suggested cell Phone Policy: Resident will be allowed to have a cellphone under the following restrictions

1. Resident must purchase their own cell phone.
2. Resident must be able to make monthly cell phone payments.
3. Resident will have set time limits for cell phone usage, to be set by houseparent.
4. Cell phone must have restriction on which resident cannot access pornography, or any other material that is not in accordance with teachings at BBV.
5. Resident can only call/ text from approved list by guardian.
6. Resident will be allowed to check out cell phone when he/she goes on dates or outings; cellphone must be checked in when resident returns.
7. Cell phone use is restricted to inside the cottage
8. Resident will not have access to social media while at BBV
9. BBV staff reserves to right to revoke cell phone privileges if resident is not using the device appropriately should resident’s grades start dropping.

Suggested ipod/ mp3 player/etc. policy:

1. All music must be approved by houseparent
2. Resident will have set time limits for device usage, to be set by houseparent.
3. BBV staff reserves to right to revoke this privilege if resident is not using the device appropriately or should resident’s grades start dropping.

## **Transportation**

Each resident will be responsible for coordinating his/her own transportation. Methods of transportation will be determined by step progress. A fee of \$3.50 per week will be charged to residents being transported by Bethel Bible Village vehicles, when the resident is employed. A resident who misses the school bus or van will be charged a \$5 fine per trip. If the resident misses the bus or van more than once in a month period, he/she will be assigned consequences. [\[p\]](#)

On Step 2, a resident may arrange own transportation to and from outings with an approved driver. On Step 3, resident may arrange own transportation to and from outings, and to and from work with an approved drive. On Steps 4 and 5, resident may arrange own transportation to and from outings, to and from work, and to and from school with an approved driver. He/she is expected to return to the cottage within 10 minutes after school is released, off work, etc. Any exceptions need to be cleared in advance with the housemanagers. Failure to return on time will result in the loss of this privilege for one week for every 10 minutes the resident is late.

## **Visitation**

A. Visiting off-campus is determined by step progression.

B. Weekend overnight visiting is determined by steps. Steps 1 and 2 follow the existing campus policy of visiting on the Weekend Off. Step 3 follows the existing policy of visiting on the Weekend Off plus one additional weekend off per month. Step 4 follows the existing policy of visiting on the Weekend Off plus two additional weekends off per month. Step 5 may visit off-campus any weekend with SUCCESS team approval. A resident must fill out a Weekend

Off Request Form and turn it in to the Social Worker by the Monday preceding the weekend he/she wants to visit. Weekend Off may be spent with approved families only.

C. Residents on all steps are allowed to have visitors in the cottage in the common areas according to step progression. However, those who are restricted to the cottage because of failure to comply with the rules may not have visitors during that time.<sup>[9]</sup>

D. Visitors must comply with stated cottage rules and must leave by curfew time. The staff reserves the right to ask any visitor to leave the premises. All visitors must identify themselves to the staff on duty upon entry and must leave the cottage when staff is not present.

E. Visitation in other cottages will be governed by the resident's ability to call ahead and ask permissions from the Housemanagers. Residents from other cottages may visit the SUCCESS cottage with permission from both Housemanagers.

F. Overnight visitors will be determined by step progression, based on available space in the cottage and approval from the Housemanagers.

G. Residents who wish to have long-term visits (Example: Christmas or Spring Break) must get permission for this visit from the Treatment Team in advance.

H. All social visits must be requested and approved 12 hours in advance. Any visits with relatives should be on scheduled visiting Sundays or have prior approval.

I. All guidelines and restrictions established by the guardian will be enforced.

J. A resident may lose a home visit if it is determined that he/she is not properly supervised while at home or if the parents are violating Bethel policies, such as giving the resident cigarettes or other banned materials to bring back to Bethel. A resident may lose the opportunity for his/her next home visit if the parent or guardian reports to the Bethel staff that the resident was unmanageable while at home or refused to abide by parent or guardian guidelines. The Social Worker will periodically check with the family providing the home for visits to discuss any problems with visits.

K. If a resident's behavior is out of control prior to leaving for a home visit, he/she will not be allowed to leave. If it is noticed that a resident's behavior on campus is negatively effected by a home visit, the time period for the next home visit may be decreased or resident may lose his/her next home visit.

### **Expectations/Consequences**

#### **Borrowing**

Expectation: Resident will not take or use another person's things without permission.

Consequences:

1. 1 day cottage restriction and return/replace object taken
2. 3 days cottage restriction and return/replace object taken
3. 1 week cottage restriction and return/replace object taken

### **Borrowing/Lending Money**

Expectation: Resident will not borrow from or lend money to other residents without Housemanager approval. If this occurs, both residents involved will have consequences.

Consequences: 1. 1 day phone restriction  
2. 1 day cottage restriction  
3. 3 days cottage restriction

### **Chores**

Expectation: A workable plan for cottage chores will be prepared routinely and posted by the Housemanagers. Chores must be completed by 10:00 p.m. Chores must also be completed before resident leaves for an outing/date. Throughout the day, residents will be expected to clean up after himself/herself to the satisfaction of the housemanagers.

When a resident goes off-campus (overnight, weekend, work) he/she must arrange for another person to do his/her chore and pay them a fee per chore or temporarily trade chores. He/she must let the Housemanager know who is to do his/her chore before he/she leaves.

Consequences: Cottage restriction for each day the chores are not completed on time.

### **Church Attendance**

Expectation: Resident will attend all church services (i.e. Sunday School, Sunday morning services, Sunday evening services, and Wednesday evening services).<sup>[1]</sup>

### **Dishonesty Regarding Whereabouts**

Expectation: Resident will be honest with staff regarding where he/she is going to be, including work and outing. Resident will also attend school and stay all day unless excused.

Consequences: 1. 3 days cottage restriction  
2. 5 days cottage restriction  
3. 3 days room restriction  
4. Meet with staff to determine plan of action

### **Drug/Alcohol Use**

Expectation: A resident will stay drug and alcohol free and not have paraphernalia.

Consequences: 1. Resident will have a drug screen. If positive or resident admits to using alcohol or drugs, resident will have a minimum of 7 days in the CHOICE program and be dropped to Step 1. Resident must meet with custodian and Social Worker to discuss incident and treatment issues. Drug assessment, treatment, or random drug screening may be part of the treatment plan. Resident may reapply to go to his/her previous step after 7 days.

2. Resident will have a drug screen. If positive, resident will have a minimum of 7 days in the CHOICE program and be dropped to Step 1. Resident must meet with custodian and Social Worker to discuss possible discharge and determine plan of action. Resident will be on Step 1 until the plan of action is implemented.

### **Fighting/Assault**

Expectation: Resident will not assault other residents or staff.

Consequences: 1. In CHOICE for number of days specified by the Treatment Team.  
2. Meet with staff to determine plan of action.

### **Male/Female Bedroom Limits**

Expectation: Males are not permitted in the bedroom area of female residents, and females are not permitted in the bedroom area of male residents. No visitors are allowed in the cottage unless cottage staff is present. [\[s\]](#)

Consequences: 1. 2 days cottage restriction  
2. 2 days room restriction

### **Pets**

Expectation: A resident's eligibility for owning a pet is determined by the Treatment Team. Bethel Bible Village and Health Department guidelines prohibit some types of animals from being placed in the cottage.

Consequences: For having an animal without permission:  
1. Resident is responsible for finding another home for the pet.

For not properly caring for pet:

1. Resident must submit and follow a written plan for how he/she intends to meet the needs of the pet.  
2. Resident is responsible for finding a new home for the pet.



## **Pornography**

Expectation: A resident will not possess sexually stimulating material, including magazines, videos, books, etc.

Consequences: 1. Material will be confiscated. Consequences to be determined by the Treatment Team.  
2. Material will be confiscated and resident will serve three days in CHOICE program.  
3. Material will be confiscated and resident will serve five days in the CHOICE program. Resident will meet with the Treatment Team to determine a plan of action.

## **Property Damage**

Expectation: A resident will not irresponsibly or maliciously damage the property of Bethel Bible Village, any other resident, or staff.

Consequences: 1. Resident damaging property must pay for repairs or replacement.  
2. Resident damaging property must pay for repairs or replacement and serve additional consequences as determined by the Treatment Team.

## **Punctuality**

Expectation: Resident will return from work, school, cottage activities, and for curfew at the agreed upon time. (5 minute grace period)

Consequences: 1. If under 30 minutes, 30 minutes will be deducted from next outing and resident will receive one day of lost privileges.  
2. If over 30 minutes, resident will lose next outing and receive one day of lost privileges.  
3. If over 1 hour late, may have lost privileges for 1-7 days.  
4. If out all night, resident will be in the CHOICE program for number of days specified by the Treatment Team

## **Resident's Room**



Expectation: A resident is responsible for the organization and cleanliness of his/her room and bathroom based on the following standards:

- Walls--
1. Each resident may decorate his/her own room. No nails are to be used.
  2. Nothing is to be attached to the ceilings.
  3. The following types of décor are inappropriate and will be confiscated a.)sexually explicit, b.)alcohol and drug-related, c.)violent, and d.)anything with profanity.

Beds-- Beds must be neatly made. Underneath the bed should be used as storage. All items should be packed in boxes to eliminate clutter.

- Floors--
1. All items should be picked up and cleared from the floor, such as shoes, bags, combs, clothes, etc...
  2. Vacuum once a week or more frequently as needed..
  3. Clean up after pets (i.e. hamsters, guinea pigs, etc...) daily.

- Dresser--
1. Items such as strings, caps, or bags should not be hanging from drawer handles. Drawers should be kept closed unless they are in use.
  2. All desk counter tops and shelves should be neat and dust free.

- Closets--
1. Clothes should be hung on hangers, shoes should be stored in closets (or neatly under bed). Shelves in closets should be used to store personal things.
  2. Closet doors should be kept closed unless

they  
are  
in  
use.

- Bathroom Area--
1. Counter top should be cleaned and straightened daily.  
Items should be stored underneath or in drawers.
  2. No items should be left on the floor in the shower area.
  3. Toilet area should be clean and no items left on the floor.
- Towels should be hung neatly.
- Trash can should be emptied weekly or more frequently if needed.

- General--
1. All electrical items such as blow dryers, hot curlers, etc..., must be unplugged when not in use, and stored properly.
  2. No food or drink is allowed in rooms at any time.
  3. NO cleaning supplies are to be kept in rooms or bathroom areas.
  4. Trash cans must be emptied weekly or more frequently as needed.
  5. Clean clothes must be put away in drawers or hung in closet.

**NOTE—Rooms must meet the above guidelines before a resident may leave the cottage (school, work, outing, etc...)! Housemanagers have the authority to check rooms for cleanliness at any time.**

Consequences: Resident will have no privileges until his/her room meets the above guidelines.

### **Respectful Language**

- Expectation: A resident will avoid the use of vulgar language or profanity. Any language used by a resident should not be extreme or excessive, and should be characterized by good judgment. Cursing will not be allowed due to its offensive nature.
- Consequences: 1-7 days cottage restriction as determined by the Treatment Team.

### **School Suspension**

- Expectation: A resident will not be suspended from school.
- Consequences: Resident will be in CHOICE for the number of days of the suspension, and will attend the campus school.

### **Sexual Activity**

- Expectation: A resident will not engage in sexual activity, including oral sex, fondling, nudity, or intercourse.
- Consequences:
1. 5 days in CHOICE program and the resident will have a STD test (girls will also have a pregnancy test).
  2. 7 days in CHOICE program and the resident will have a STD test (girls will also have a pregnancy test).
  3. 7 days in CHOICE program, STD test (girls will also have pregnancy test), and resident will meet with staff to discuss possible discharge.

### **Stealing**

- Expectation: Resident will not steal.
- Consequences:
1. Treatment Team will determine consequences which could range from loss of privileges to placement in the CHOICE program (amount of days to be determined by Treatment Team). Pay appropriate restitution. Legal consequences may also apply.
  2. Meet with staff to determine plan of action.

## **Tobacco Use**

Expectation: Resident will not use tobacco on or off Bethel Bible Village property.

Consequences: If on/off campus, 3 days of cottage restriction. If in cottage, 5 days of room restriction.

## **Verbal Aggression**

Expectation: A resident will not display angry, hostile, or threatening behavior toward others. This includes temper tantrums, throwing furniture/objects, hitting the wall with one's fist, and the use of abusive language.

Consequences: 1. 3 days cottage restriction  
2. 1 week cottage restriction  
3. 7 days room restriction  
4. Meet with staff to determine plan of action.

## **Weapons**

Expectation: A resident will not have any weapons on the Bethel Bible Village campus. Any item used to injure or to threaten injury is considered a weapon.

Consequences: 1. Weapon will be confiscated. Resident will serve number of days in CHOICE as determined by the Treatment Team. Resident will meet with staff to discuss possible discharge and determine a plan of action.  
2. Immediate discharge.

**NOTE—Because all possible expectations and consequences are not addressed on this list, staff always have the authority to give consequences for violations of established rules or inappropriate behavior. Staff may also help residents understand the natural, legal, and social consequences for behaviors.**

**The above Expectations/Consequences are to be used as a guideline. Treatment Team reserves the right to alter these consequences on an individual basis.**

**Excessive violation of expectations will result in disruption from the SUCCESS program.**

## **Definitions of Terms Associated with Expectations/Consequences**

**Cottage Restriction— the resident stays inside the cottage unless with Bethel staff. Resident loses phone privileges, TV privileges (at the discretion of the staff), and Bethel activity privileges.**

**Loss of Privileges— any privilege/privileges may be taken by staff for a specified amount of time when expectations have**

been violated (i.e. phone, TV, radio, outings, cottage activities, riding with peers, etc...).

**Room Restriction—** the resident stays in his/her room with loss of all privileges. This also includes the use of a personal radio. Radio/Alarm clocks will be replaced with wind-up alarm clocks if necessary.

## **STEP RESPONSIBILITIES**

The SUCCESS program is comprised of five steps that address the following areas: Financial, Vocational, Educational, Personal and Social. By advancing through the five steps, a resident will have the opportunity to learn valuable Independent Living skills that will give him/her a foundation for future success. A checklist is provided to help a resident plan, organize, and complete expectations for each step. Upon completion of all listed expectations, the resident may present the form to the Treatment Team requesting step advancement. Upon admission to the program and for each step advancement, a resident will meet with the Treatment Team to establish a realistic goal for completing current step requirements and to discuss progress in the program. Advancement to the next step will be determined by the completion of all step requirements along with the resident's attitude and relationships with others. If the Treatment Team declines step advancement, clear expectations or goals will be outlined by the Treatment Team that must be met in order for resident to advance.

### **Step One Requirements**

#### **Financial**

1. Pay any financial responsibilities that arise with allowance.
2. Pay cost of I.D. card and birth certificate.

#### **Vocational**

1. Apply for an original Social Security card, I.D card, and birth certificate.
2. Perform 15 hours of community service with location approved by TT.
3. Complete a bus ride on local transport system.<sup>[1]</sup>

#### **Educational**

1. Register in high school, college, GED or training program.
2. Attend all classes.
3. Complete all assigned work.
4. Maintain passing grades.
5. Complete Choices and Consequences workbook.
6. Meet with Housemanager to discuss and review workbook upon completion.
7. Make an appointment with Social Worker to take an Independent Living Assessment.
8. Attend all seminars/program classes offered. [\[u\]](#)

## **Personal and Social**

1. All transportation by Bethel staff member.
2. Be responsible for personal hygiene.
3. Function as a group member.
4. May leave cottage with verbal permission from staff and by signing out on sheet provided.
5. Must have written permission to visit off-campus (i.e. outing or weekend off request).
6. Be involved in preparing at least 2 well-balanced meals for the cottage per week.
7. Attend scheduled counseling appointments with active participation (if applicable).
8. Begin to develop a personal filing system, and meet with social worker monthly to review file.
9. All chores are to be completed by 10 p.m. daily.
10. Be in room by 10:15 p.m. with lights out by 11:00 p.m.

## **Step Two Requirements**

### **Financial**

1. Pay any financial responsibilities that arise.
2. Purchase own clothing.
3. Develop a monthly budget and follow it successfully for one month.
4. If possible, open a checking account; be responsible for bringing deposit slips to Housemanagers weekly.
5. Balance check register regularly and reconcile with monthly bank statement.
6. Open a savings account and deposit 50% of each paycheck.
7. Learn to fill out and file personal taxes.
8. Pay for own transportation, if employed, at a rate of \$3.50 per week.

### **Vocational**

1. Must secure employment within 4 weeks.
2. Develop a resume with cover letter.

### **Educational**

1. Maintain progress on educational goals.
2. Attend all classes.
3. Complete all assigned work.
4. Maintain passing grades.
5. Be responsible for bringing copies of progress reports/report cards to Social Worker and Educational Coordinator. NOTE—Consequence for not bringing the first day is a warning. If not brought by the second day, resident receives loss of privileges.
6. Complete Employability workbook.
7. Meet with Housemanager to discuss and review workbook upon completion.
8. Attend all seminars/program classes offered.

## **Personal and Social**

1. Be responsible for personal hygiene.
2. Function as a group member.
3. Attend scheduled counseling appointments with active participation (if applicable).
4. Register for selective service (age 18 males).
5. Register to vote (age 18).
6. May leave cottage with verbal permission from staff, and by signing out on sheet provided.
7. Must have written permission to visit off-campus (i.e. Outing or Weekend Off request).
8. Maintain and add to personal file, and meet with Social Worker monthly to review file.
9. Continue to prepare meals according to meal guidelines.
10. Be responsible for making and keeping scheduled appointments (i.e. doctor, dentist, work, eye).
11. All chores are to be completed by 10 p.m. daily.
12. Be in room by 10:15 p.m. with lights out by 11 p.m.

## **Step Three Requirements**

### **Financial**

1. Pay any financial responsibilities that arise.
2. Purchase own clothing.
3. Develop a weekly budget.
4. Keep a running checkbook balance, if applicable.
5. Turn in a balanced bank statement monthly.
6. Prepare Cost of Living Investigation report.
7. Deposit money into savings according to COL report.
8. Pay for own transportation at a rate of \$3.50 per week.

### **Vocational**

1. Maintain employment.
2. Complete career assessment.

## **Educational**

1. Maintain progress on educational goals.
2. Attend all classes.
3. Complete all assigned work.
4. Maintain passing grades.
5. Be responsible for bringing copy of progress reports/report cards to Social Worker and Educational Coordinator.
6. Complete Self-Help Skills workbook.
7. Meet with Housemanager to discuss and review workbook upon completion.
8. Attend all Seminars/Program Classes offered.

## **Personal and Social**

1. Be responsible for personal hygiene.
2. Function as a group member.
3. Attend all scheduled counseling appointments with active participation (if applicable).
4. Continue to prepare meals according to meal guidelines.
5. Maintain and add to personal file, and meet with Social Worker monthly to review file.
6. Complete Personal File checklist.
7. May leave cottage with verbal permission from staff and by signing out on the sheet provided.
8. Must have written permission to visit off-campus (i.e. Outing and Weekend Off request).
9. All chores are to be complete by 10 p.m. daily.
10. Be in room by 10:15 p.m. with lights out by 11p.m.

## **Step Four Requirements**

## **Financial**

1. Pay any financial responsibilities that arise.
2. Purchase own clothing.
3. Keep a running checkbook balance, if applicable.
4. Turn in a balanced bank statement monthly.
5. Maintain savings according to COL report.
6. Budget toward purchasing household items.
7. Demonstrate a consistent checking account (not in the red), if applicable.

## **Vocational**

1. Maintain employment.

## **Educational**

1. Maintain progress on educational goals.
2. Attend all classes.
3. Complete all assigned work.
4. Maintain passing grades.
5. Be responsible for bringing copy of progress reports/report cards to Social Worker and Educational Coordinator.
6. Complete Leaving Home Again workbook.
7. Meet with Housemanager to discuss and review workbook upon completion.
8. Attend all Seminars/Program Classes offered.
9. Complete Defensive Driving course.

## **Personal and Social**

1. Be responsible for personal hygiene.
2. Function as a group member.
3. Attend all scheduled counseling appointments with active participation (if applicable).
4. Write a life history.
5. Continue to prepare meals according to meal guidelines.
6. Secure insurance for a car, if owned.
7. Maintain and add to personal file, and meet with Social Worker monthly to review file.
8. May leave cottage with verbal permission from staff.
9. Housekeeping – All chores are to be completed before 10 p.m. daily.
10. Lights out—Sunday through Thursday be in room by 10:15 p.m. with lights out by 11p.m. Curfew on Friday and Saturday is 11:00p.m.

## **Step Five Requirements**

## **Financial**

1. Pay any financial responsibilities that arise.
2. Purchase own clothing.
3. Keep a running checkbook balance, if applicable.
4. Turn in a balanced bank statement monthly.
5. Maintain savings according to COL report.

## **Vocational**

1. Maintain employment.

## **Educational**

1. Maintain progress on educational goals.
2. Attend all classes.
3. Complete all assigned work.



4. Maintain passing grades.
5. Be responsible for bringing copy of progress reports/report cards to Social Worker and Educational Coordinator.
6. Develop plan to further education (job training, acquiring new skills, 2-year college, 4-year college).

### **Personal and Social**

1. Be responsible for personal hygiene.
2. Function as a group member.
3. Attend all scheduled counseling appointments with active participation (if applicable).
4. Maintain and add to personal file, and meet with Social Worker monthly to review file.
5. Acquire all necessary household supplies and furnishings two weeks before discharge.
6. Be in room by 10:15p.m. with lights out by 11p.m. Curfew on Friday and Saturday is 11:30p.m.
7. Look for and obtain apartment or similar living arrangements 30 days before discharge.
8. Understand rental agreement.
9. Secure an individual medical insurance plan.
10. Begin to purchase personal items.
11. Make arrangements for utility hook-ups 15 days before discharge.
12. Pay all remaining bills.
13. Make community aware of change of address.
14. May leave cottage with verbal permission from staff.
15. Clean up room in cottage.
16. Make arrangements to have any stored items removed from Bethel premises.
17. Move.
18. LIVE HAPPILY EVER AFTER!
- 19.

### **STEP PRIVILEGES**

Along with each step there are certain privileges. As a resident progresses through the SUCCESS program he/she will earn increased privileges. All privileges of lower steps are enjoyed plus specific privileges for each level. The next two pages list privileges for each step.

<b>STEP PRIVILEGES</b>				
<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>
May leave cottage with permission from staff and sign out on sheet provided	May leave cottage with permission from staff and sign out on sheet provided	May leave cottage with permission from staff and sign out on sheet provided	May leave cottage with permission from staff	May leave cottage with permission from staff
Overnight outings 1 weekend with permission from Social Worker	Overnight outings 1 weekend with permission from Social Worker	Overnight outings 2 weekends with permission from Social Worker	Overnight outings 3 weekends with permission from Social Worker	Overnight outings on any weekend with permission from Social Worker
Nightly curfew: 10:00	Nightly curfew: 10:00	Nightly curfew: 10:00	Weekday curfew: 10:00	Weekday curfew: 10:00

p.m. Curfew = in cottage Weekday = Sun – Thurs Weekend = Fri – Sat	p.m.	p.m.	p.m. Weekend curfew: 11:00pm	p.m. Weekend curfew: 11:30pm
Must attend cottage church with Bethel staff member. Resident already attending a local church before placement may receive permission from TT to continue attending that church.	May attend, with another BBV staff or sponsor, a church which agrees with Bethel doctrinally.	May choose own church which agrees with Bethel doctrinally and arrange own ride to church.	May choose own church which agrees with Bethel doctrinally and arrange own ride to church.	May choose own church which agrees with Bethel doctrinally and arrange own ride to church.
May have 1 three-hour cottage visit. All good byes must be said at door.	May have 1 three-hour outing and 1 one and a half-hour outing. One has to be in the cottage. Only one may be on a weekday unless resident is passing all classes. All good byes must be said at door.	May have 2 three-hour outings and 1 up to five-hour outing. One has to be in the cottage. Only one 3 hour may be on a weekday unless resident is passing all classes. All good byes must be said at door.	May have 3 three-hour outings and 1 up to five-hour outing. One has to be in the cottage. Only one 3 hour may be on a weekday unless resident is passing all classes. All good byes must be said at door.	Unlimited outings as approved by staff.

STEP PRIVILEGES				
STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
All transportation provided by staff.	May arrange for own ride to and from outings with approved driver.	May arrange for own ride to and from outings as well as to and from work with approved driver.	May arrange for own ride to and from outings, to and from work, as well as to and from school with approved driver.	May arrange for own ride to and from outings, to and from work, as well as to and from school with approved driver.
May turn in request to purchase automobile.	May turn in request to purchase automobile.	May turn in request to purchase automobile.	May turn in request to purchase automobile and may drive own automobile.	May turn in request to purchase automobile and may drive own automobile.
	May have overnight same-sex visitors on the	May have overnight same-sex visitors with permission.	May have overnight same-sex visitors with permission.	May have overnight same-sex visitors with permission.

	weekend with permission.			
Allowance = \$20	Allowance = \$20	Allowance = \$25	Allowance = \$30	Allowance = \$30
				May have television and VCR in room.
				May sign apartment lease.

**SUCCESS PROGRAM**

**FORM**

**APPLICATION FOR S.U.C.C.E.S.S**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_  
Last First Middle

DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_

GRADE: \_\_\_\_\_ PRESENT  
SCHOOL: \_\_\_\_\_

CUSTODY: \_\_\_\_\_

EMPLOYED? \_\_\_\_\_ Yes \_\_\_\_\_ No IF YES, WHERE?

YOUR POSITION AT WORK \_\_\_\_\_

WHY DO YOU WISH TO PARTICIPATE IN A PREPARATION FOR  
INDEPENDENT LIVING PROGRAM?

WHAT ARE YOUR EDUCATIONAL & PERSONAL GOALS YOU HOPE TO  
REACH?

WHAT DO YOU PLAN TO DO AFTER LEAVING SUCCESS?

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Send to: SUCCESS Program Social Worker  
Bethel Bible Village  
P. O. Box 729  
Hixson, TN 37343

**SUCCESS  
RESIDENTIAL CONTRACT**

NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_

AGREEMENT:

While a resident, I recognize the following Bethel standards of conduct:

- a. No drugs or alcohol
- b. No tobacco
- c. No possession of any weapons
- d. No stealing
- e. No fighting
- f. No engaging in sexual activity
- g. Follow all house rules as determined by Housemanagers
- h. Engage in daily upkeep of the residence
- i. Complete step requirements in a timely manner
- j. Maintain steady employment
- k. Attend counseling and group activities (if applicable)
- l. Open and maintain a savings account, making regular deposits
- m. Face all consequences as a responsible adult
- n. Be responsible for physical damage to the cottage
- o. Realize that the staff of the SUCCESS program has the right to dismiss me from the program if I refuse to follow this contract.

Resident

\_\_\_\_\_  
Social Worker

\_\_\_\_\_  
Housemanagers

\_\_\_\_\_  
Director of Program Services

**EXPECTATION VIOLATION**

NAME: \_\_\_\_\_

OFFENSE NUMBER: \_\_\_\_\_

INFRACTION: \_\_\_\_\_

\_\_\_\_\_  
CONSEQUENCES: \_\_\_\_\_

\_\_\_\_\_  
TIME BEGINS: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ AM/PM

TIME ENDS: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ AM/PM

HOUSEMANAGERS: \_\_\_\_\_

RESIDENT: \_\_\_\_\_

**PROGRAM VIOLATION**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

The circumstances resulting in this program violation are as follows: \_\_\_\_\_

\_\_\_\_\_

As you know, when you entered the SUCCESS program you signed a contract agreeing to abide by all house rules. Failure to follow the rules could result in termination from the program. Due to the number of violations, the Treatment Team has developed the following plan of action:

Resident: \_\_\_\_\_

Housemanagers: \_\_\_\_\_

Social Worker: \_\_\_\_\_

Counselor: \_\_\_\_\_

All parties must sign this notice and return it to the Program Services office for inclusion in the resident's file.

### WORK SCHEDULE

NAME: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FOR WEEK: \_\_\_\_\_

DAY	FROM	TO	TRANS. NEEDED
SUNDAY	A.M.	A.M.	
	P.M.	P.M.	
MONDAY	A.M.	A.M.	
	P.M.	P.M.	
TUESDAY	A.M.	A.M.	
	P.M.	P.M.	
WEDNESDAY	A.M.	A.M.	
	P.M.	P.M.	
THURSDAY	A.M.	A.M.	
	P.M.	P.M.	
FRIDAY	A.M.	A.M.	
	P.M.	P.M.	
SATURDAY	A.M.	A.M.	
	P.M.	P.M.	

TOTAL HOURS SCHEDULED FOR THE WEEK: \_\_\_\_\_

SIGN OUT SHEET							
NAME	DATE	DESTINATION	WITH WHOM	PHONE #	TIME OUT	TIME RETURN	ACTUAL TIME RETURN

MEAL PREPARATION SCHEDULE

DATE							
DAY	SUN	MON	TUE	WED	THUR	FRI	SAT
RESIDENT 1							
RESIDENT 2							

DATE							
------	--	--	--	--	--	--	--

DAY	SUN	MON	TUE	WED	THUR	FRI	SAT
RESIDENT 1							
RESIDENT 2							

DATE							
DAY	SUN	MON	TUE	WED	THUR	FRI	SAT
RESIDENT 1							
RESIDENT 2							

DATE							
DAY	SUN	MON	TUE	WED	THUR	FRI	SAT
RESIDENT 1							
RESIDENT 2							

### COST OF LIVING INVESTIGATION REPORT

(STEPS 3 - 5)

ITEM	1	2	3	AVERAGE
Rent				
Rent Deposit				
Phone				
Phone Deposit				
Electricity				
Electricity Deposit				
Water/Trash				
Water/Trash Deposit				
Food per week				
Car Insurance				



Medical Insurance				
Medications				

Find three sources for each of the items; add the three quotes and divide by three. This is the average for that item.

To determine savings amount:

1. Add the average of all these items and determine their total: rent, phone, electricity, and water/trash, car and medical insurance.
2. Multiply your average food budget by 52, and then divide it by 12. This is your monthly food cost. Add this to the amount found in step 1 above.
3. Add the average of the items remaining on your list. Divide this number by 12. This is the monthly average of your deposits. Add this to the total you got in step two above.
4. This is the amount you would have to pay out monthly. So this is the amount you must put in your savings account.

Note: If your earnings are not greater than the amount you pay out monthly, you may rework the Cost of Living report by obtaining new information and /or adjusting your budget to accommodate your earning potential. The TT may determine the amount you are required to save.

### WEEKEND OFF REQUEST FORM

**MUST BE FILLED OUT AND TURNED IN TO SOCIAL WORKER BY THE MONDAY PRECEDING THE DATES BEING REQUESTED OR THE REQUEST WILL BE AUTOMATICALLY DENIED.**

NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_

DATES REQUESTED: \_\_\_\_\_

VISITING WITH: \_\_\_\_\_  
PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

APPROVED BY DEPARTMENT OF PROGRAM SERVICES:  
YES                      NO

DEPARTURE TIME: \_\_\_\_\_

RETURN TIME: \_\_\_\_\_

PERSON PROVIDING TRANSPORTATION AT  
DEPARTURE: \_\_\_\_\_

PERSON PROVIDING TRANSPORTATION AT  
RETURN: \_\_\_\_\_

PLANS FOR  
WEEKEND: \_\_\_\_\_

---



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---

RESIDENT: \_\_\_\_\_

HOUSEMANAGERS: \_\_\_\_\_

SOCIAL WORKER: \_\_\_\_\_

### PERSONAL FILE CHECKLIST

#### A. Personal History

- ☐ Birth Certificate
- ☐ Social Security card
- ☐ School records
- ☐ Medical records
- ☐ Immunization records
- ☐ Insurance card
- ☐ Life history

#### B. Financial Information

- ☐ Bank statements
- ☐ Check stubs
- ☐ Deposit slips
- ☐ Budgets
- ☐ Resume
- ☐ Cover letter
- ☐ Bill statements
- ☐ Tax information
- ☐ Receipts

#### C. Program Information

- ☐ Step checklists
- ☐ Independent Living Assessment results

### OUTING REQUEST FORM

Make sure all information is filled out before approval.  
A minimum of 12 hour notice for any outing.

Name: \_\_\_\_\_

Requested date: \_\_\_\_\_

With whom: \_\_\_\_\_ Time leaving: \_\_\_\_\_ Time return: \_\_\_\_\_

Plans (Hanging out or riding around **will not be approved**):

\_\_\_\_\_  
\_\_\_\_\_

Transportation \_\_\_\_\_

How you can be reached in case of  
emergency \_\_\_\_\_

Approved \_\_\_\_\_ Not

approved/reason \_\_\_\_\_  
(Initial/Date)

### OUTING REQUEST FORM

Make sure all information is filled out before approval.  
A minimum of 12 hour notice for any outing.

Name: \_\_\_\_\_

Requested date: \_\_\_\_\_

With whom:\_\_\_\_\_ Time leaving:\_\_\_\_\_ Time return:\_\_\_\_\_

Plans (Hanging out or riding around **will not be approved**):

\_\_\_\_\_

\_\_\_\_\_

Transportation\_\_\_\_\_

How you can be reached in case of  
emergency\_\_\_\_\_

Approved\_\_\_\_\_ Not  
approved/reason\_\_\_\_\_  
(Initial/Date)

### OUTING REQUEST FORM

Make sure all information is filled out before approval.

A minimum of 12 hour notice for any outing.

Name:\_\_\_\_\_

Requested date:\_\_\_\_\_

With whom:\_\_\_\_\_ Time leaving:\_\_\_\_\_ Time return:\_\_\_\_\_

Plans (Hanging out or riding around **will not be approved**):

\_\_\_\_\_

\_\_\_\_\_

Transportation\_\_\_\_\_

How you can be reached in case of  
emergency\_\_\_\_\_

Approved\_\_\_\_\_ Not  
approved/reason\_\_\_\_\_  
(Initial/Date)

### AUTO MAINTENANCE CHECKLIST

#### **Engine**

##### 1. Oil

- ☐ Locate and identify oil dipstick
- ☐ Demonstrate ability to check oil level
- ☐ Locate and identify oil filler cap
- ☐ Demonstrate ability to fill oil to manufacturer's specifications

##### 2. Transmission

- ☐ Locate and identify transmission dipstick
- ☐ Demonstrate ability to check transmission fluid level
- ☐ Demonstrate ability to fill transmission to manufacturer's specifications

##### 3. Power Steering

- ☐ Locate and identify power steering pump
- ☐ Demonstrate ability to check power steering pump fluid level
- ☐ Demonstrate ability to fill power steering pump to manufacturer's specifications

##### 4. Engine Coolant

- ☐ Locate and identify engine coolant reservoir
- ☐ Demonstrate ability to check engine coolant reservoir fluid level

☐ Demonstrate ability to fill engine coolant reservoir to manufacturer's specifications

5. Windshield Washer Fluid

☐ Locate and identify windshield washer fluid reservoir

☐ Demonstrate ability to fill windshield washer fluid reservoir

## **Tires**

☐ Demonstrate ability to check tire air pressure

☐ Demonstrate ability to fill tires to manufacturer's specifications

☐ Locate and identify jack and spare tire

☐ Demonstrate ability to change a tire

## **Automobile Electrical**

1. Fuses

☐ Locate and identify automobile fuse panel

☐ Demonstrate ability to replace blown fuse

2. Battery

☐ Locate and identify car battery

☐ Demonstrate ability to use jumper or booster cables to help start a car with a weak or dead battery

## **STEP 1**

Name:

Date:

Estimated date of completion:

Requirement	Date Completed	Initial
Apply for an original Social Security Card, I.D. card, and birth certificate.		
Perform 15 hours of community service with location approved by TT.		
Complete a bus ride on local transport system.		
Register in high school, college, GED or training program.		
Complete <u>Choices and Consequences</u> workbook.		
Meet with Housemanagers to discuss and review workbook upon completion.		
Complete Independent Living Assessment.		
Attend all seminars/program classes offered.		
Be involved in preparing at least 2 well-balanced meals for the cottage per week.		
Begin to develop a personal filing system.		
Meet with Social Worker monthly to review personal file.		

## STEP 2

Name:

Date:

Estimated date of completion:

Requirement	Date Completed	Initial
Develop a monthly budget and follow it successfully for one month.		
If possible, open a checking account; be responsible for bringing deposit slips to Housemanagers weekly.		
Balance check register regularly and reconcile with monthly bank statement.		
Open a savings account and deposit 50% of each paycheck.		
Learn to fill out and file personal taxes.		
Pay for own transportation.		
Secure employment within 4 weeks.		
Develop a resume with cover letter.		
Bring copies of progress reports/report cards to Social Worker and Educational Coordinator.		
Complete <u>Employability</u> workbook.		
Meet with Housemanager to discuss and review workbook upon completion.		
Attend all seminars/program classes offered.		
Register for selective service (age 18 males).		
Register to vote (age 18).		
Maintain and add to personal file.		
Meet with Social Worker monthly to review personal file.		
Make and keep scheduled appointments.		

## STEP 3

Name:

Date:

Estimated date of completion:

Requirement	Date Completed	Initial
Develop a weekly budget.		
Keep a running checkbook balance, if applicable.		
Turn in a balanced bank statement monthly.		
Prepare Cost of Living Investigation report.		

Deposit money into savings according to COL report.		
Complete career assessment.		
Complete <u>Self-Help Skills</u> workbook.		
Meet with Housemanager to discuss and review workbook upon completion.		
Attend all seminars/program classes offered.		
Bring copies of progress reports/report cards to Social Worker and Educational Coordinator.		
Maintain and add to personal file.		
Meet with Social Worker monthly to review personal file.		

## STEP 4

Name:

Date:

Estimated date of completion:

Requirement	Date Completed	Initial
Keep a running checkbook balance, if applicable.		
Turn in a balanced bank statement monthly.		
Maintain savings according to COL report.		
Budget toward purchasing household items.		
Complete <u>Leaving Home Again</u> workbook.		
Meet with Housemanager to discuss and review workbook upon completion.		
Attend all seminars/program classes offered.		
Complete Defensive Driving Course.		
Write a life history.		
Secure insurance for a car, if owned.		
Maintain and add to personal file.		
Meet with Social Worker monthly to review personal file.		

## STEP 5

Name:

Date:

Estimated date of completion:

Requirement	Date Completed	Initial
Keep a running checkbook balance, if applicable.		

Turn in a balanced bank statement monthly.		
Maintain savings according to COL report.		
Develop plan to further education.		
Maintain and add to personal file.		
Meet with Social Worker monthly to review personal file.		
Acquire all necessary household supplies and furnishings two weeks before discharge.		
Understand rental agreement.		
Secure an individual medical insurance plan.		
Begin to purchase personal items.		
Make arrangements for utility hook-ups 15 days before discharge.		
Pay all remaining bills.		
Make community aware of change of address.		
Clean up room in cottage.		
Make arrangements to have any stored items removed from Bethel premises.		

### DISCHARGE CHECKLIST

- ☐ Give SUCCESS Social Worker a written notice of intent to leave three days prior to leaving and sign all necessary forms.
- ☐ Make own arrangements to leave BBV regarding packing and transportation. Arranging to leave must be coordinated with the Housemanagers' schedule. No resident will be able to leave BBV after 10 p.m. or before 9 a.m.
- ☐ Pay all debts owed to BBV in cash.
- ☐ Inform all social contacts of intent to leave BBV including employers, counselors, and teachers. This must be done in written form or on the phone in the presence of the SUCCESS Social Worker. Inform post office of change of address.
- ☐ Leave a forwarding address with SUCCESS Social Worker and notify bank of change of address (this must be done in the presence of Social Worker or Housemanagers).
- ☐ Return any books, towels, plates, etc... that do not belong to the resident. A fine will be charged for any items taken that belong to the cottage or another resident.
- ☐ Thoroughly clean room and have it inspected by Housemanagers. If there is any damage to any part of the room, there will be a minimum fine of \$25.00.

RESIDENT \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_

Bethel Bible Village would like to acknowledge the sources from which permission was given to use parts of their Independent Living programs. In the process of developing our SUCCESS program we visited several other agencies that are currently serving clients in an Independent Living program. We would like to thank the following agencies and individuals:

Tennessee Baptist Children's Homes, Franklin Campus  
W.I.N.G.S. Program – Lana Murray, Social Worker

Greater Chattanooga Christian Services  
U.P.L.I.F.T. Program – Delane Davis, Social Worker III

Jim Kelly, Independent Living Specialist  
Tennessee Association for Child Care

### **BETHEL BIBLE VILLAGE**

### **PREPARATION FOR INDEPENDENT LIVING (ADDENDUM)**

### **GENERAL INFORMATION**

#### **GOAL**

Residents will master skills required for independent living, such as:

- Locating and maintaining housing.
- Home management (food preparation, cooking, cleaning, laundry).
- Shopping (buying food, clothes, supplies).
- Health (personal hygiene, medical/dental care).
- Money management (budgeting, saving, banking).
- Leisure time management and selection.
- Vocational (training, finding and maintaining employment).
- Social skills (communication, manners, interpersonal relationships).
- Transportation (automobile care, driving, bus routes).
- Spiritual development (selecting a church, daily devotions, prayer, Bible study).
- Decision making (solving problems, judgment, weighing consequences).
- Selecting a mate (dating, sexuality).
- Community relations (government, taxes, fees, licenses).

### **OTHER SUCCESS PROGRAM INFORMATION**

#### **Aftercare**



SUCCESS graduates will have the security of an established after care program administered through the Social Worker and House Managers.

SUCCESS graduates will have the privilege of requesting assistance from the appropriate Bethel Bible Village staff.

<a href="#">[a]</a> Revised January 2019
<a href="#">[b]</a> Updated numbers required
<a href="#">[c]</a> Is this still accurate?
<a href="#">[d]</a> Should all housemanager terms be updated to houseparents?
<a href="#">[e]</a> Is this still offered?
<a href="#">[f]</a> Is this in the Bethel savings account?
<a href="#">[g]</a> Define proper shoes
<a href="#">[h]</a> Be more specific. Christian principles may look different to everyone
<a href="#">[i]</a> This suggests than teenager will be allowed to have a cellphone. However, there is no cellphone guideline on this policy.
<a href="#">[j]</a> Is this still relevant?
<a href="#">[k]</a> Is this still accurate?
<a href="#">[l]</a> Would this be covered by Lifeskills groups? Or are the seminars still offered?
<a href="#">[m]</a> Is this still accurate?
<a href="#">[n]</a> What is the time limit if nobody is waiting to use the phone?
<a href="#">[o]</a> Still accurate?
<a href="#">[p]</a> Still applicable?
<a href="#">[q]</a> Still accurate?
<a href="#">[r]</a> Are they able to chose what church they would like to attend? Is church day only reserved for Sundays?
<a href="#">[s]</a> Are girls allowed in another girl's room? Are boys allowed in another boy's room?
<a href="#">[t]</a> Still accurate?
<a href="#">[u]</a> Still offered?

