



APPLICATION FOR  
**WELCOME HOME HOUSE**  
 (A program of *Welcome Home Ministries*)

1. Name of applicant: \_\_\_\_\_ Today's date \_\_\_\_\_
2. Referral made by: \_\_\_\_\_ Referring agency: \_\_\_\_\_  
 (name)
3. Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_
4. Race: \_\_\_\_\_ White \_\_\_\_\_ Black \_\_\_\_\_ Hispanic \_\_\_\_\_ OTHER \_\_\_\_\_
5. Marital Status: \_\_\_\_\_ married \_\_\_\_\_ single \_\_\_\_\_ separated \_\_\_\_\_ divorced
6. Veteran: \_\_\_\_\_ yes \_\_\_\_\_ no
7. S.S. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
8. Contact Phone: \_\_\_\_\_
9. Do you have a TN Driver's License or State ID in your possession? \_\_\_\_\_  
 Do you have your Social Security Card? \_\_\_\_\_, Your Birth Certificate? \_\_\_\_\_
10. Current residence: \_\_\_\_\_  
 How long have you been at current residence? \_\_\_\_\_ When must you leave? \_\_\_\_\_  
 How many times have you been to treatment? \_\_\_\_\_
11. Name of Nearest Living Relative: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Emergency Contact Person: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_

12. Please check what best describes your living situation last night.

- |  |  |
|--|--|
| <input type="checkbox"/> Emergency Shelter –or Hotel w/voucher                               | <input type="checkbox"/> Rental Housing/Apartment (no subsidy)               |
| <input type="checkbox"/> Psychiatric Facility  | <input type="checkbox"/> Rental (w/housing subsidy)                          |
| <input type="checkbox"/> Hospital (non-psychiatric)  | <input type="checkbox"/> Rental by client , (w/ <b>VASH</b> housing subsidy) |
| <input type="checkbox"/> Jail or prison  | <input type="checkbox"/> Rental by client, (w/other subsidy)                 |
| <input type="checkbox"/> Nursing Home  | <input type="checkbox"/> Hotel or Motes – No Voucher                         |
| <input type="checkbox"/> Outside/Abandoned Building/Non-Housing (street, park, etc.)         | <input type="checkbox"/> With Family   |
| <input type="checkbox"/> Transitional housing (for homeless)                                 | <input type="checkbox"/> With Friend   |
| <input type="checkbox"/> Substance Abuse Treatment Facility                                  | <input type="checkbox"/> Owned by Client (w/subsidy)                         |
| <input type="checkbox"/> Safe Haven  | <input type="checkbox"/> Owned by Client (no subsidy)                        |
| <input type="checkbox"/> Permanent Housing (for formerly homeless including SHP, S+C or SRO) | <input type="checkbox"/> Subsidized Housing                                  |
| <input type="checkbox"/> Hospital  | <input type="checkbox"/> Other   |

13. Please list any medical conditions/disabilities/psychological or psychiatric diagnosis.

---



---



---

14. Please list any prescribed medications, dosage and reason for taking. \_\_\_\_\_

---



---



---

15. Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Position: \_\_\_\_\_ Wages: \_\_\_\_\_  
 Number of hours worked: \_\_\_\_\_ Work Schedule: \_\_\_\_\_  
 Pay Schedule: \_\_\_\_\_

16. Please give a brief case history of the applicant and include the types of drug/alcohol use.

17. Why do you believe the person has made a sincere commitment to change and/or what have they done to improve their situation?

18. Is this person currently involved in any legal situations i.e. probation, pending litigation, court ordered requirements, etc.? \_\_\_ yes \_\_\_ no If yes, please describe situation and give name \_\_\_\_\_ and phone number \_\_\_\_\_ of probation/parole officer, if applicable.

19. Does this person have access to transportation other than MTA? \_\_\_ yes \_\_\_ no. If yes, what type of transportation?

20. Does the referring agency suggest any follow up or after care procedures? If yes, please describe.

21. Does the applicant have a "sponsor?" \_\_\_ yes \_\_\_ no. If yes, please give name \_\_\_\_\_ and phone number \_\_\_\_\_.

22. How much money does the applicant have saved at time of application? \_\_\_\_\_  
If less than \$135.00, does the applicant have ability to pay first week's rent in advance?  
\_\_\_ Yes \_\_\_No. Does applicant receive any other income such as Social Security, Disability, or other? Explain & give amounts. \_\_\_\_\_

23. What date does the applicant wish to move into the house? \_\_\_\_\_

**\*\*REQUIRED\*\* If there is any diagnosed mental or physical disabilities, please send documentation...this includes treatment for addiction. A doctor or other health professional must sign it.**

Applicant agrees this and other related information on this application may be shared with the staff of *Welcome Home House*.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Referring Case Manager's signature \_\_\_\_\_ Date \_\_\_\_\_



GUIDELINES FOR  
**WELCOME HOME HOUSE**  
 (a recovery community)

*"And not many days later, the younger son gathered everything together and went on a journey into a distant country, and there he squandered his estate with loose living...But when **he came to his senses**...he got up and came to his father...this son of mine was dead, and has come to life again; he was lost, and has been found." (Luke 15:13, 17, 20, 24)*

**Welcome Home House** is a recovery community for men who have "**come to their senses**" and are searching for a new life. We offer a clean, safe environment in which to recover. We seek to operate our ministry on Biblical principles. However, we do not require anyone profess to be a Christian in order to participate in our program. The main requirements are to completely abstain from drug and/or alcohol use, work and pay your own way. There are six levels in our community, **I** - *Guest*, **II** - *Freshman*, **III** - *Sophomore*, **IV** - *Junior*, **V** - *Senior* and **VI** - *Graduate*. You cannot skip levels. You must be on each level for the minimum required number of weeks. **Food is included as a part of your rent.** We offer laundry facilities and free membership (current residents only) to the East Nashville YMCA. Rent is \$135 per week. Required drug screen deposit is \$25.

**I.** A **Guest** (*two weeks minimum on this level*) is anyone in the first two weeks of our program. While on this level, one should be in the house whenever he is not working, looking for work, attending meetings or has permission from house manager to be somewhere else. We allow two weeks to find a job. A person may work out of a labor pool during this time; however, one should seek "permanent" employment. To become a *Freshman*, one must:

1. Complete at least 4 hours of Audio/Visual enrichment
2. Attended a minimum of 5 meetings a week (*this includes 2 mandatory in-house meetings*)
3. Faithfully observe an 8 PM curfew
4. Completed at least one community service hour for each week in the program
5. Be employed
6. Be current on rent
7. If not working, attend Job readiness/goal setting meeting on Tuesdays at 9:30 am

**II.** A **Freshman** (*six weeks minimum on this level*) is anyone who has successfully completed the *Guest* level requirements. To become a *Sophomore*, one must:

1. Have a sponsor
2. Complete at least 10 hours cumulative of Audio/Visual enrichment
3. Attended a minimum of 5 meetings a week (*this includes 2 mandatory in-house meetings*)
4. Faithfully observe a 9 PM curfew on weeknights and a 10:00 PM on weekends

5. Completed at least one community service hour for each week in the program
6. Be employed
7. Be current on rent
8. If not working, attend Job readiness/goal setting meeting on Tuesdays at 9:30 am

**III.** A **Sophomore** (*four weeks minimum on this level*) is anyone who has successfully completed the *Freshman* level requirements. To become a *Junior*, one must:

1. Have a sponsor
2. Complete at least 14 hours cumulative of Audio/Visual enrichment
3. Attended a minimum of 5 meetings a week (NOTE *in-house meetings optional*)
4. Faithfully observe a 10 PM curfew on weeknights and an 11:00 PM on weekends
5. Completed at least one community service hour for each week in the program
6. Be employed
7. Be current on rent
8. If not working, attend Job readiness/goal setting meeting on Tuesdays at 9:30 am

**IV.** A **Junior** (*four weeks minimum on this level*) is anyone who has successfully completed the *Sophomore* level requirements. **Juniors are allowed one overnight pass per month.** To become a *Senior*, one must:

1. Have a sponsor
2. Complete at least 18 hours cumulative of Audio/Visual enrichment
3. Attended a minimum of 4 meetings a week (*in-house meetings optional*)
4. Faithfully observe a 10 PM curfew on weeknights and a 12:00 PM on weekends
5. Completed at least one community service hour for each week in the program
6. Be employed
7. Be current on rent
8. If not working, attend Job readiness/goal setting meeting on Tuesdays at 9:30 am

**V.** A **Senior** (*four weeks minimum on this level*) is anyone who has successfully completed the *Junior* level requirements. **Seniors are allowed two overnight passes per month.** To become a *Graduate*, one must::

1. Have a sponsor
2. Complete at least 22 hours cumulative of Audio/Visual enrichment
3. Attended a minimum of 3 meetings a week (*in-house meetings optional*)
4. Faithfully observe an 10 PM curfew on weeknights and a 1:00 PM on weekends
5. Completed at least one community service hour for each week in the program
6. Be employed
7. Be current on rent
8. If not working, attend Job readiness/goal setting meeting on Tuesdays at 9:30 am

**VI.** A **Graduate** is anyone who has successfully completed the *Senior* level requirements. As a *Graduate*, one may:

1. Continue to live in the house, provided it is deemed a "*healthy situation*"  
If you choose to stay...
  - a. Curfew – midnight on weekdays and 2 AM on weekends
  - b. Meetings – 2 per week
  - c. Service hours – 1 per week in the program
  - d. Overnight passes – 2 per month, more may be given at the discretion of the staff
  - e. Stay current on rent
2. Receive **35% of "on time rent"** returned to you in the form of deposits, or other startup costs associated with establishing independent living
3. Attend any house activities
4. Carry the message of recovery to others

- 5. Become an Alumnus of Welcome Home House
- 6. If not working, attend Job readiness/goal setting meeting on Tuesdays at 9:30 am

**RESPONSIBILITIES**...all residents are required to:

- A. Abstain completely from drug and/or alcohol use or possession
- B. Be at mandatory house meetings
- C. Get at least one service hour per week
- D. Make the required number of meetings that correspond to their level
- E. Complete assigned chores
- F. **Pay a \$25.00 drug screening deposit** (*refunded upon successful completion of program if not used or test clean*)
- G. Observe appropriate curfew
- H. Get a sponsor
- I. Abstain from violent or abusive language and treatment of others
- J. Attend required meetings
- K. Pay rent-\$135 per week due each Friday to House Manager
- L. Follows aftercare requirements or probation/parole expectations if applicable
- M. Practice "good neighbor" policies
- N. Attend meeting, regardless of level, if a meeting is going on in the house and you are there
- O. No weapons
- P. If not working, attend Job readiness/goal setting meeting on Tuesdays at 9:30 am
- Q. Sign in and out when leaving and returning
- R. Each Friday turn into the house manager - meeting sheets, audio visual sheet, service hours sheets, spending plan sheets, employment form (if work situation changes), and any other required paperwork

**The Golden Rule:** *"however you want people to treat you, so treat them."* (Matt. 7:12)

\*\*\* Failure to meet all requirements of a given level could result in dismissal from the house or suspension of privileges until requirements are met, including savings account.

**CONSENT TO ABIDE BY GUIDELINES  
AND TERMINATION OF SERVICES**

I have read the guidelines and understand them. My signature below indicates my willingness to follow these guidelines. I also agree to willingly submit to random drug testing. Refusal to take the test or a positive test will result in dismissal from the house and a forfeit of my \$25 drug test deposit. However, if I test negative, my \$25.00 drug test deposit will be refunded to me upon successful completion of the program. Furthermore, I agree to pay \$135.00 per week, due on Friday of each week to the house manager along with other appropriate paperwork (Meeting sheets, AV sheets, Service Hours, Spending Plan, Employment Form, etc). I understand that failure to comply with any of these guidelines could result in dismissal from this program. Written notice will be given for reason of termination. The participant is given the opportunity to present written or oral objections before senior staff. Prompt written notice of the final decision will be given to the participant. It is also understood that any of my belongings left at the house will be discarded one week from my last day as a resident in the house. I agree to give notice to the house manager of my intentions to move out of the house (*preferably two weeks.*)

\_\_\_\_\_  
Signature  
Resident Copy

\_\_\_\_\_  
Date

**CONSENT TO ABIDE BY GUIDELINES  
AND TERMINATION OF SERVICES**

I have read the guidelines and understand them. My signature below indicates my willingness to follow these guidelines. I also agree to willingly submit to random drug testing. Refusal to take the test or a positive test will result in dismissal from the house and a forfeit of my \$25 drug test deposit. However, if I test negative, my \$25.00 drug test deposit will be refunded to me upon successful completion of the program. Furthermore, I agree to pay \$135.00 per week, due on Friday of each week to the house manager along with other appropriate paperwork (Meeting sheets, AV sheets, Service Hours, Spending Plan, Employment Form, etc). I understand that failure to comply with any of these guidelines could result in dismissal from this program. Written notice will be given for reason of termination. The participant is given the opportunity to present written or oral objections before senior staff. Prompt written notice of the final decision will be given to the participant. It is also understood that any of my belongings left at the house will be discarded one week from my last day as a resident in the house. I agree to give notice to the house manager of my intentions to move out of the house (*preferably two weeks.*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Copy