INDEPENDENT LIVING PROGRAM

THE KENTUCKY UNITED METHODIST HOMES
FOR CHILDREN AND YOUTH

The Kentucky United Methodist Homes for Children and Youth (KUMHCY) offers treatment for youth, ages 12 - 21 in a variety of programs, including a boys emergency shelter, long-term residential treatment, and community services programs including independent living programs. KUMHCY has one campus in Versailles and The Mary Kendall Home in Owensboro, Kentucky. There are approximately 50 to 65 youth that reside in the various cottages on the campus grounds. The Methodist Home is accredited by EAGLE and The Council on Accreditation (COA).

INDEPENDENT LIVING PROGRAM OVERVIEW

The Independent Living Program at KUMHCY, Versailles, is structured to allow a young adult, age 17 though 21, to transition from dependent care to autonomous adult living. Independent Living is intended to provide a safe environment for youth who have either graduated from the Methodist Home’s long-term residential program, or other youth from states care or from the Department of Juvenile Justice. The main goal of the Independent Living Program is not only to teach young adults basic life skills, but also to help them develop problem solving and decision-making skills, and the ability to creatively meet the challenges that all adults face in daily life. The Independent Living Program has a “hands on,” interactive approach to learning which will reinforce the skills learned in independent living classes, projects, groups, and one to one instruction by the independent living staff.

Community apartments are located in Lexington, where youth can continue on their path toward independence. After the youth has been in the ILP for at least six months and are meeting all goals and objectives, they will have the option of moving into a scattered site apartment. These youth continue to receive Case Management services, but no longer need the structured setting of the supervised apartments. The youth will be expected to pay a percentage of their rent to KUMHCY each month, gradually increasing the amount of rent paid of the eight-month period.

On admission to the program, each youth will be assessed to determine his or her current level of independent functioning. Based on this evaluation, each youth will assist in developing their Comprehensive Independent Living Care Plan.

“Many individuals have, like uncut diamonds, shining qualities beneath a rough exterior”
- Juvenal (Roman Poet)

“Success is... something you have to put forth the effort for constantly. Then maybe it'll come when you least expect it. Most people don't understand that.”
- Michael Jordan

“The Higher we reach, the longer and harder we have to try”
- Unknown
LENGTH OF PROGRAM

The length of time a youth can stay in Independent Living depends on each person’s motivation to become independent. Educational factors may also contribute to the length of time a youth is in the program. Youth may remain in the program until the age of 21 if they continue to progress in the development of new skills, pursue their education, and remain employed.

EXIT INTERVIEW

At completion of the program, there will be an exit interview, which will include the youth, staff, and significant adults involved with the young adult, such as their social worker, and parents (if applicable). This interview will discuss the progress the youth has made and the areas in which they need continued skill development or other services.

EXITING THE PROGRAM

Youth over the age of 18 who decide to leave the program before their discharge date are requested to give a 5-day notice to return their apartment keys and to finalize business related issues such as the return of savings, etc…

AFTERCARE

After termination of services youth will receive after care services. The Program Coordinator, or designee, will be responsible for aftercare services of youth that leave the independent living program. After care services will include contact for three months after leaving the program. Contacts can either be face-to-face or via telephone. Contacts will include two contacts per month for the first month after leaving the program, one contact per month following termination of services until the third month.

Youth can deny or accept aftercare services. When signing their discharge paperwork they will be asked to document if they want to participate in aftercare services.

PROBATION

Young adults who have difficulties in the program with repeated rule violations or high-risk behavior will be given restrictions such as curfew adaptations, or placement contracts, etc…

GROUND FOR TERMINATION REVIEW

Some behaviors are not acceptable under any circumstances and will be cause for a review for termination from the program. All allegations will be investigated and if found to be accurate, will reviewed by the Independent Living staff to determine if the youth will be terminated from the program. There are no exceptions, second chances, or negations once the decision to terminate a youth’s placement has been made. Emergency housing will be arranged or a 14-day notice to vacate will be issued. Behaviors that are grounds for a termination review include:

- Arrest
- Assault
Bullying
Committing a felony
Harboring minors or runaways
Possession of a deadly weapon
Possession of Alcoholic beverages
Possession or use of illegal drugs or drugs for non-medicinal purposes
Reasonable suspicion of Alcohol use
Reasonable suspicion of use of illegal drugs
Repeated Rule Violations
Suicide attempts
Terroristic Threatening
Other high-risk behaviors

The Independent Living Staff will also review other high-risk behaviors on an individual basis.

TREATMENT COMPONENTS

The following treatment components may be required for all youth that enter the Independent Living Program:

- One to One meetings with Case Manager
- Independent Living Group
- Independent Living Class (if not completed)
- Comprehensive Independent Living Plan
- Individual therapy (if needed)
- Psychiatric consultation for medication (if needed)
- Compliance with and responsibility for medications and treatment as prescribed
- Mentoring
- Community Service
- Maintain Employment 6 weeks after admission to the program of at least 15-20 hours per week
- Development and pursue educational and vocational goals (high school diploma, GED, trade school, or college)
- Contact with family or social work
- Maintenance of a personal budget

Optional treatment components for youth in the Independent Living Program:

- Independent Living Youth Committee

INDEPENDENT LIVING GROUP

Independent Living Group will be held once a week. This Group will focus on the issues and struggles faced by those in the program, as well as provide additional Independent Living information. All youth in the Independent Living Program will be required to attend this group. Prior permission must be granted before a youth can miss group. If the youth is late to group or misses without permission repeatedly a meeting between the ILP staff and Social Worker will be requested to discuss consequences.

Youth in scattered site apartments are required to attend group at least once per month.
MONTHLY CLOTHING MONEY AND HYGIENE SUPPLIES

Independent Living Services will provide a monthly stipend of $70 for youth living in the supervised or scattered site setting according to state regulations. This is for the purchase of clothes, incidentals, or other personal use items. This will be given on the first Tuesday of each month at the weekly group.

INDEPENDENT LIVING YOUTH COMMITTEE

All youth in the program are eligible to become members of the Independent Living Youth Committee. Committee members will be elected by their peers and serve on the committee for six months. The committee will serve as leaders in The Independent Living Program, and will assist in planning recreational activities and community service projects, making recommendations to improve the independent living program, and other activities as the opportunity arises. The Youth Committee will meet the second Tuesday of each month following IL skills group.

COMMUNITY MENTORS

Each Independent Living resident who would like mentoring services will be paired with a mentor from the community who will meet with the resident on a regular basis to provide additional guidance and support as the resident continues to transition into the community.

INDEPENDENT LIVING CLASSES

Residents are required to attend the Independent Living Classes or complete 5 packets of information. Completion of the packets is mandatory (if not already completed elsewhere) and the youth will receive a check for $250.00 upon completion.

INDEPENDENT LIVING EXPECTATIONS

Respect

Respect is the foundation of the majority of rules you will find in life. Respecting authority, each other, each other’s property and ourselves is a priority. This includes not only what you say, but your tone of voice and body language as well. Respect is also shown in how we act toward other.

1. Respecting others and yourself includes not undermining anyone’s treatment or the Independent Living Program.
2. Overall polite manners are expected with staff and each other.
3. The proper tone of voice and volume is expected when you are talking to anyone.
4. All KUMHCY staff are authority figures and are to be shown respect. Requests from any staff are to be followed on first request.
Responsibility

Being responsible is a core characteristic of adulthood.

1. Residents are responsible for following the guidelines of the Independent Living program without repeated reminders.
2. Residents living in Lexington are responsible for following the rules and regulations of the apartment complex.
3. Residents are responsible for following Fayette County statutes as well as Kentucky statutes as part of being responsible citizens. This includes following curfews and nuisance ordinances.
4. Failure to follow Independent Living Program, and Lexington apartment, policies and/or responsibilities, or local and state regulations will result in a grounds for termination review committee meeting.

General Independent Living Expectations

1. All youth must maintain a clean and orderly apartment.
2. All youth are required to have a mattress cover and sheets on their bed.
3. Youth must attend school or be involved in an appropriate educational or vocational program.
4. Youth must maintain employment.
5. All youth will be required to follow their financial agreement.
6. Youth may not “quit” their job without giving a two-week notice to their employer.
7. It is expected that youth will not take out loans (other than for their education), use rent-to-own services or apply for credit cards while in The Independent Living Program.
8. Youth are responsible for following their curfew. Youth must notify Independent Living staff in advance if their work schedule interferes with their curfew. Youth who have a legitimate reason for breaking curfew must notify Independent Living staff immediately.
9. Youth will not participate in illegal or high-risk behavior while in the Independent Living Program
10. Youth are not to use or be in possession of illegal drugs, drugs used for non-medicinal purposes, or alcohol.
11. Youth are not to possess weapons or any object that has been altered for apparent use as a weapon.
12. Youth are responsible for arranging and keeping all appointments with their Independent Living Case Manager, Therapist, medical appointments, or any other appointment required by the program.
13. Youth are responsible for attending Independent Living Groups, and Independent Living Classes as scheduled.
14. Youth must keep up to date on their progress on their CILP
15. Youth are not to exhibit aggressive behavior toward any other person or persons.
16. Youth are not to be verbally aggressive or threatening toward others.
17. Youth are not to damage or destroy the property of others. If damage occurs, the youth will be responsible for paying for the damage.
18. Youth are expected to participate in the treatment process.
19. Youth are not to be disrespectful to others and are to show consideration for the feelings of others.
20. Youth are expected to take all prescribed medications.
21. The staff of KUMHCY reserves the right to search the rooms/apartments and belongings of ILP youth if suspicious behavior is present.
22. Youth in the Independent Living Program have the option of becoming involved in community sports and/or school activities.
23. All youth are expected to follow these and other responsibilities as specified by the Independent Living Program policies.

General Apartment Expectations

1. Youth are responsible for keeping their apartments clean and hazard free. Apartments will be inspected without prior notice on a regular basis.
2. The Independent Living Staff reserves the right to search the apartment and belongings of Independent Living youth.
3. Youth are financially responsible for any damages to their apartments.
4. Youth are not allowed to have pets in the apartments.
5. If the youth is locked out of his/her apartment, or loses or forgets their keys repeatedly they will receive a fine for $5.00 for having their apartment unlocked.

Lexington Apartment Expectations

1. Curfew for Lexington apartments is Midnight Sunday – Thursday and 1:00 am Friday and Saturday for the first three months of the program. After this, and provided behavior is that of a mature young adult, the curfew can be waived. However, a curfew will be imposed upon those youth that cannot exhibit sound judgment and decision making skills.
2. Youth may not have overnight guests without prior approval from any staff member.
3. Youth may not have visitors under the age of 16, unless these visitors are siblings and prior approval has been sought.
4. Youth are responsible for their guests. This includes their behavior and actions. Youth are responsible for any damages caused by their guests.

Old Farm has specific rules and regulations, which apply to the residents of the apartment complex. All young adults in the Independent Living Program who live at Old Farm are expected to follow these rules. The staff at Old Farm will inform The Independent Living Staff if their rules are not followed, and the young adults involved will receive consequences from the Independent Living Staff. It is also possible that the staff at Old Farm may ask Independent Living Staff to remove a resident from the apartment complex.

1. You and your guests should have due regard for the comfort and enjoyment of all other residents in the Apartment Community. Your apartment is your home, free from interruption by Management, unless you or your guests disturb other residents of the Apartment Community. Televisions, stereo units, radios, and musical instruments are not to be played at such a volume or time that will annoy persons in other apartments. Radios and Televisions should not be heard outside of the apartment at all times.
2. The parking lots are exclusively for parking vehicles. Any loitering and/or creating a disturbance by residents and/or their guests will lead to the resident’s eviction.
3. Residents may not park in the fire lane or other areas marked with a yellow line and will be towed if in violation. Inoperable vehicle will be towed.
4. If you have a vehicle it must have a parking permit attached to the front window. Towing is enforced by the apartment complex. You will be responsible for towing fees in the event that your car gets towed.
5. No one under the age of sixteen is allowed in the pool area without adult supervision.

6. While at the pool any child under the age of five must wear a flotation device at all times (regardless if they are in the pool or not). Ideally this would be a life jacket, however flotation devices built with in a swimsuit and are acceptable. Inner tubes and floater wings are not considered a safe flotation device for children.

7. Children between the ages of six – eight who cannot swim must wear a flotation device while in the water; floater wings are acceptable for this age group.

8. Children between the ages of nine – sixteen who cannot swim must not be in any part of the pool where they cannot touch the bottom.

9. All apartment crisis situations must be reported to Independent Living Staff who will then contact the apartment management. If the call can wait until morning, please be respectful of staff and apartment complex personnel and notify staff the next morning. If you have a serious emergency contact Independent Living Staff immediately. In the case of a fire or life-threatening situation, call 911 first, and then notify Independent Living Staff immediately.

10. First contact youth should make in the program is to the on-site Counselor. The on-site Counselor will then contact other IL staff. If the on-site Counselor is not available, the youth is then responsible for contacting on call staff.

11. Requests for other maintenance repairs must be given to the Independent Living Case Manager. All maintenance requests will be taken care of as promptly as possible.

12. Dispose of all trash in the dumpsters located around the property. Place all paper refuse, bundles, and trash bags in the trash receptacles, not on top of or around the dumpsters. You must break down boxes before placing them in dumpsters. Do not leave trash bags outside of apartment doors.

13. Management reserves the right to enter an apartment at any time, upon notifying the resident, if at home. If the resident is not at home, management may enter without prior notice.

14. Management is not responsible for any water or fire damage to the resident or their personal property, or damage resulting from negligence of other occupants, nor for any personal property stolen for the apartment or common areas.

15. No painting, alterations, or outside installations of antennas shall be done without written notice and consent of the management. There shall be no nailing, boring or screwing into the woodwork, walls, ceilings, or doors without written consent of the management. The use of adhesive or poster tack is prohibited. Residents may only use approved picture hanger to hang pictures on the walls.

16. A police report will be required on all break-in attempts before maintenance will repair a broken doorframe without charge. Additional locks may not be installed by Independent Living residents.

17. Residents shall not damage or remove carpets, flooring, walls, ceilings, window glass or screens decorations, fixtures, locks, plumbing, refrigeration equipment, or other fixed property. Walls will not have holes or be scratched. Carpets will not be stained, or have holes or burns. Residents are liable for any damage over allowances for normal wear and tear, and are responsible for the full amount of the damage. This responsibility does not end after the resident moves out.

18. All common areas (pool, clubhouse, etc.) are subject to the rules and regulations communicated by the management.

19. Management reserves the right to make other rules and regulations for the safety, care, and cleanliness of the premises and for securing the comfort and convenience of all residence. Please feel free to discuss any problems with the management. Suggestions you have to offer are welcomed.
16. Window treatments must have white lining or a white shade. Bed linens, towels, tin foil, flags, reflector film, etc. are not acceptable.

17. The maximum speed limit throughout the Apartment Community is 10 m.p.h. Please drive carefully and watch out for children.

18. You are responsible and liable for the conduct of your family and guests. Acts of these persons in violation of the Lease Agreement, or one of these or future rules and regulations, may be deemed by management to be a breach by you which may result in the termination of the Lease Agreement.

19. A charge will be made for unclogging plumbing equipment, in cases where malfunctions are caused by the introduction of improper objects such as toys, clothing, grease and other foreign matter.

20. You should not display any signs, exterior lights or markings on the apartment.

- **Scattered Site Youth**
  Youth in scattered site settings are expected to follow the rules and expectations of the apartment complex in which they live.

**EXPECTATION VIOLATIONS**

Expectation violations may be dealt with in the form of fines, community service, and/or learning projects. Any program violation first offense will be given a verbal warning, second offense will be a written warning, and the third offense will be grounds for termination review meeting with possible termination or additional consequences.

**MAINTENANCE**

Youth are responsible for notifying the Case Manager or on-site Counselor for any repairs needed in their apartments.

Youth in scattered site settings are expected to request maintenance repairs on their own to the apartment complex.

**PHONE**

Youth in may purchase a pager, calling cards or cellular phone and are responsible for paying their own bills associated with these services.

- **Supervised Setting**
  Youth will have a phone installed in their apartment by the Methodist home. The Methodist home will pay only for basic phone service; no long distance or extra features will be paid for by the Methodist Home.

- **Scattered Site**
  Youth will have the option of having a telephone installed in their apartment for which The Methodist Home will pay for the service, or the youth can choose not to have telephone service but then they must have a cell phone. Youth are responsible for paying their own bills associated with cell phones and pagers.
GROCERIES/CLEANING SUPPLIES

- **Supervised Setting**
  Youth will be taken to the grocery store twice per month to maintain an inventory of food in their apartments. This will provide the youth the opportunity to do price comparisons, use coupons, take advantage of in-store discounts and take advantage of other services offered in the grocery store i.e. pharmacy, deli, meats, produce, and bakery.

When first entering the program youth will have $150 to purchase groceries and household items with. This allotment is a one-time amount and if not used will not be saved for the resident to be used later. At least $75 of this amount must be spent on groceries.

- **Scattered Site Settings**
  Youth will be given a grocery card the first Monday of every month for $120. The youth must maintain their receipt and give it to their Case Manager during the weekly visit.

  Youth will receive $75 when first entering this phase. This is intended for the youth to purchase household items. A receipt must be given to the Case Manager.

**FOOD AND SUPPLY ALLOWANCE**

- **Supervised Setting**
  Youth will receive $60.00 bi-weekly for food, and will be taken to the grocery store by independent living staff. This allowance can only be used for this purpose. The food purchased should reflect a balanced nutritional diet.

- **Scattered Site**
  Youth will be given a gift-card the first week of every month for $120.00.

  Youth are allowed to take themselves to the grocery store, however they can schedule an appointment with the Case Manager or other staff to transport them to the store if necessary. Youth are required to give their Case Manager a copy of their receipt at the next case management visit.

  The Methodist Home will provide all cleaning supplies to youth when they first enter the program. The youth is then responsible for supplying their own cleaning supplies as well as supplying their own daily living accessories as employment allows for this.

  However, in an emergency they can receive items from The Methodist Home.

**EMERGENCY FOOD PACKAGE**

- **Supervised Setting**
  If for some reason you run out of food prior to your next scheduled grocery store visit, then the Independent Living program will supply you with an Emergency Food Package. This will come to you at a cost of $15, which will come out of your next food allowance.

  You will be provided with:

  - 1 ½ gallon of milk
  - 1 carton of eggs
  - 2 loaves of bread
  - 1 package of lunch meat
  - 1 package of ground meat
  - 1 box of cereal
1 jar of peanut butter

If a youth is continually running out of groceries staff will review with them how to better manage their grocery money. If necessary the youth may be required to return grocery shopping once per week.

- **Scattered Site**
  Youth will be eligible for emergency food packages. The amount of money will be determined by the case manager, but will not exceed $45. This amount will be taken from the youth’s next monthly amount of grocery money. The youth will also be eligible for a referral to God’s Pantry.

**EMPLOYMENT**

Youth must be employed within 6 weeks of entering the Independent Living Program.

Youth are responsible to provide IL staff with a weekly work schedule. Youth are required find their own ride to and from work. IL staff will not transport youth to and from employment. Youth are encouraged to ask co-workers for rides when available. All independent living youth are required to request time off for group.

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You don't get paid for the hour.
Your get paid for the value you bring to the hour."

- Jim Rohn, (Business author and speaker)
FINANCES

Youth are required to save percentage of each paycheck which is determined on an individual basis. The savings account will be at The Methodist Home and the youth will only be allowed to get money from the account for emergency situations.

Youth are expected to pay rent and utilities in addition to saving a percentage of each paycheck. Rent and utilities will be due on the 1st of each month with a late fee being assessed after the 5th of each month. Rent will be in the amount of $5.00 and Utilities will be in the amount of $1.00. A late fee of $5.00 will be assessed after the 5th of each month. All payments will be given to the Case Manager on the appropriate due date.

- **Scattered Site**
  Youth in this setting will be required to pay a portion of their rent each month. This amount will be based on a fair percentage that is determined by the amount of money each youth in this setting is earning. The money that the youth pays in rent during this time will be kept in a savings account at The Methodist Home and returned to the youth upon termination of services.

- **Supervised and Scattered Site**
  Youth will be able to open a checking account. Youth that have a checking account will be required to meet with the case manager monthly to review their balance. Staff will be available to the youth for assistance with maintaining their checking account.

  When paying rent or utility payments to the Methodist Home the youth must pay in cash.

YOUTH WITH COMMITTED DEPENDENT

Youth with dependent’s committed to the state, when the child is in full – time custody of the youth, will receive additional financial services from KYUMH.

- Day Care Assistance –
  - Infant (birth – 12 months) $100 per week
  - Toddler (13 months – 5 years) $80 per week
  - School age (5 years – 12 years)
  - $50 – weekly while in school
  - $65 – weekly during school breaks

  **The childcare provider is paid directly from The Methodist Home**

- Clothing Assistance -
  - $25 monthly (birth – 5 years)
  - $35 monthly (6 years – 12 years)
  - $ 40 monthly (13 years – 21 years)

  **clothing money is given every three months in the form of a purchase order**

- Grocery Assistance -
  - $20 weekly (birth – 5 years)
  - $30 weekly (6 years – 12 years)
PERSONAL RECORDS

- **Supervised and Scattered site**
  Youth are required to obtain a Kentucky I.D. if they do not have a valid Kentucky Drivers License. The cost of this will be covered by the Methodist Home. However, the youth is expected to pay for the cost of renewals.

  Male youth over the age of 18 must register for selective services and keep a copy of this documentation. This is a federal law.

TRANSPORTATION

- **Supervised Setting**
  Youth over the age of 18 are allowed to obtain their driver’s permit and license while in the program if granted permission from their Social Worker. After receiving their license youth are permitted to purchase cars, however the youth must be able to provide a copy of proof of insurance to IL staff.

LAUNDRY

- **Scattered Site**
  Youth will be given $8.00 per week to assist with laundry. Any youth who has a child living with them will receive a laundry allowance of $12.00 per week.

- **Supervised Setting**
  Youth living in the supervised setting may use the laundry facilities at the apartment complex or may use the washer and dryer provided at no cost in the IL staff offices located at apartment #200. Staff are available to assist youth in learning how to do laundry.

DRUG TESTS

All youth in the Independent Living Program will be subject to random drug tests. Results of drug test will be shared with all Independent Living Staff as well as the youth, social worker and Substance Abuse Coordinator at the Methodist Home.
Move out fines – Scattered Site
Youth will be responsible for following guidelines of the apartment complex in which they are living. This information can be obtained from the management office of the apartment complex.

Move out Fines – Supervised Setting
If repairs are needed the following fines will be assessed when a resident leaves the program:

**Kitchen:**
- Sink Replacement - $100.00
- Faucet replacement - $40.00
- Strip was off floor - $25.00
- Countertop damage – knife marks etc. - $50.00
- Damage to vinyl floor - $250.00 (min)
- Chipped or Stained appliances - $25.00
- Ice Maker replacement - $75.00
- Missing or broken butter tray - $5.00
- Broiler Pan Missing - $20.00
- Replace burner rings - $30.00
- Damage to disposal - $125.00
- Microwave probe and/or book - $35.00
- Missing Ice Bin/Egg Trays/Ice Trays - $10.00 each
- Replace kitchen light cover - $25.00

Other:
- Broken thermostat - $65.00
- Broken security system panel - $50.00
- Stopped up plumbing – $40.00
- Smoke Detector replacement - $20.00
- Broken medicine cabinet - $50.00
- Fire Extinguisher - $40.00
- Wallpaper repair - $25.00 (roll)
- Repaint Custom Wall - $80.00
- Carpet repair - $50.00 (min)
- Drywall damage/repair - $10.00
- Ceiling fans missing or broken - $50.00 (min.)
- Vertical/horizontal blind repair - $10.00 (per slat)
- Screen Repair – window - $35.00, patio - $65.00
- Window replacement – small - $40.00, large - $55.00, sliding door - $170.00
- Bulb replacement – florescent – long - $15.00, short - $10.00

Stained Cabinets $40.00 (min.)
Stained Vinyl - $100.00 (min.)

Bathroom:
- Broken Light Cover (glass or plastic) - $20.00
- Repair Chipped tub - $75.00
- Broken shower door - $220.00
- Broken towel rack - $40.00
- Chipped or stained counter top - $125.00
- Broken Tissue holder - $25.00
- Replaced commode - $110.00
- Broken Toilet seat - $35.00
- Stickers in tub - $35.00
- Shower head broken or missing - $25.00
- Ceramic tile broken – $5.00 each
- Shower rod replacement - $10.00
- Mirrors - $40.00 (min.)

Standard bulb – $5.00 each
Door damage - $80.00 (min.)
Door jam damage - $120.00 (min.)
Lock Damage - $45.00
Keys not turned in - $70.00
Closet door replacement - $40.00 per pair

**General Cleaning:**
- Bathroom - $40.00
- Refrigerator - $25.00
- Oven/range - $40.00
- Trash removal - $45.00
- Vacuum - $35.00
- Storage area - $25.00
- Dishwasher - $25.00
- Microwave - $25.00
- Bedroom - $25.00
- Kitchen - $25.00
- Carpet Cleaning - $50.00

Any changes made to the criteria of the program are at the discretion of KUMHCY Staff.
It is understood that special circumstances may arise that are not addressed in the program. As circumstances arise, staff will make decisions on changes with resident participation and input.
Versailles, Kentucky 40383

GRIEVANCE PROCEDURE

Your Name:________________________________      Apartment:_______________________

I. What is your grievance? (be specific) ________________________________________

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

a. What policy or Responsibility was violated?_______________________________

_________________________________________________________________

b. When did this happen?_______________________________________________

c. How was the policy or Responsibility violated?____________________________

_________________________________________________________________

d. What staff was involved?_____________________________________________

_________________________________________________________________

e. Were there any witnesses? (list them) __________________________________

_________________________________________________________________

II. What have you done to solve the grievance? (You must have tried to solve the problem informally before you can file a grievance)

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

a. Who did you talk to?_________________________________________________

b. When did you talk to them?  _________________________________________

III. What do want to happen? _______________________________________________

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Signature: ______________________________________   Date: ____________________
REQUEST FOR FAIR HEARING

1. Please check the type of problem you had or the complaint you are making.

<table>
<thead>
<tr>
<th>Discrimination due to:</th>
<th>Service complaint due to:</th>
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<tbody>
<tr>
<td>Age</td>
<td>National Origin</td>
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<tr>
<td>Sex</td>
<td>Handicap</td>
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<tr>
<td>Race or Color</td>
<td>Religion</td>
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<tr>
<td>Denial</td>
<td>Exclusion</td>
</tr>
<tr>
<td>Program Operation</td>
<td></td>
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</tbody>
</table>

2. List all persons you believe treated you unfairly.

Name                      | Position/Title | Address |
---------------------------|----------------|---------|
----------------------------|----------------|---------|
----------------------------|----------------|---------|

3. State the date on which the problem occurred.

Time of day _______ a.m. / p.m.  Month _______ Day _______ Year _______

4. Explain what unfair thing you believe was done to you.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Attach additional page if necessary

Signature of person making the complaint _________________________________ Date _________________________________

Address _________________________________ Phone Number _________________________________
I ____________________________ have read and understand the Independent Living handbook. I will be responsible and follow all rules and regulations of the Independent Living Program. I understand that I have the right to file a grievance procedure if I feel my rights have been violated in any way. By signing below I recognize all rules set with the Independent Living Program and I will follow them to the best of my ability.

__________________________
Youth

__________________________
Date
POLICY ON MANDATORY REPORTING

Clients of The Kentucky United Methodist Homes for Children and Youth shall be treated with dignity and respect at all times and under all circumstances. Mistreatment in the form of neglect, verbal, physical or sexual abuse will not be tolerated.

The Kentucky United Methodist Homes for Children and Youth required staff to adhere to the following mandatory reporting laws and for protection of the persons served and the community when the persons served may be endangered and/or may be harmful to others by:

- Kentucky Revised Statutes KRS 620.030 Duty to report dependency, neglect or abuse.

And

- Kentucky Mental Health Code, which mandates mental health provider’s duty to protect third parties from violent behavior or other serious harm.

KRS 620.030 states:
Any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Policy; the cabinet or its designated representative; the Commonwealth’s attorney or the county attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect or abuse shall promptly make a report to the proper authorities for investigation.

Mental Health Code indicates that Mental Health Professionals have a legal duty to take precautions to protect third parties from violent behavior or other serious harm. The reporting of such danger to the potential victim or to law enforcement officials shall be considered immediately in consultation with the staff supervisor, and Vice President of Therapeutic Services.

In all cases of suspected incidents requiring mandatory reporting the staff person is required to contact their direct supervisor and the Vice President of Therapeutic Services or designee for consultation within the immediate working day. In all cases where mandatory reporting is required, the Executive Director shall be informed immediately.

The Independent Living Program Director and Vice president of Community Services shall review the incident report and case record of any resident in which mandatory reporting was required within one week of the incident to determine that appropriate corrective action took place.

Staff of KUMHCY shall cooperate with the local Department of Community Based Services in all investigations.

All licensing regulations regarding mandated reporting shall be followed.

I HAVE READ AND FULLY UNDERSTAND KUMHCY POLICY ON MANDATORY REPORTING.

SIGNATURE: __________________________ DATE: ___________________
Apartment Regulations and Usage Agreement / Lease

The following agreement is between The Kentucky United Methodist Home and
________________________ hereby known as resident/youth. The resident rents the
apartment located: _______________________________. Beginning on ______ day of
______________ 20______.

The resident, in consideration of Kentucky United Methodist Homes for Children and Youth
permitting him/her to occupy the above property, hereby agrees to the following terms:

1. To pay as rent the sum of $________ per month, due by 4:00 pm the first day of every
   month. Partial payments are not accepted. A $5.00 late fee will be assessed for each day
   payment is not made after the 5th of each month.

2. Payment of rent may be made by cash, personal check or money order.

3. If a resident is late (3) three times, rent automatically increases $5.00 per month without
   affecting any other terms of the agreement.

4. Youth will be responsible for payment of $________ for the following utilities:
   - Electricity
   - Water and sewer
   - Garbage pickup
   - Any other bills incurred during residency

5. Youth and IL staff must complete an apartment inspection form before moving into the
   apartment. Residents will be responsible for any damages, other than normal wear and tear,
   not listed on the apartment inspection form.

6. Any damages will be reported to the Independent Living Staff. Damages will be assessed
   and charged to the youth. The youth will accept all financial responsibility for any and all
   damages that occur prior to vacating the apartment.

7. The youth will inform staff of any maintenance needed.

8. Resident will leave the premises and all items contained therein furnished by the Kentucky
   United Methodist Homes for Children and Youth in as good condition as when received by
   the youth, (ordinary wear and tear expected).

9. Each youth will maintain the apartment in a clean and sanitary condition at all times.
   Inspections of all premises will be conducted to assure that sanitary conditions are being
   maintained.

10. The Independent Living Staff reserves the right to search an apartment at any time.

11. It is also understood that the Old Farm management and maintenance personnel may need
    to enter the Lexington apartments and may do so without consent if the youth cannot be
    reached.
12. The residence is only to be occupied by the Independent Living youth.

13. The youth will not disturb neighbors.

14. The youth will not change the locks or add locks on the apartment doors, and at the termination of this agreement, all keys will be returned to the Methodist Home. Lost keys and damaged locks will be paid for by the resident.

15. The youth may not redecorate or remodel without written permission from the Independent Living Staff.

16. Pets are not permitted.

17. The Kentucky United Methodist Homes for Children and Youth is not responsible for fire, theft, or damage to personal effects.

18. The youth will follow all Kentucky United Methodist Homes for Children and Youth responsibilities and regulations and appropriate apartment guidelines.

19. When discharged, the youth will immediately vacate the apartment leaving the items listed on the apartment inventory.

20. Youth must complete an apartment inspection form when vacating the apartment. Youth will be responsible for damages not listed on the initial apartment inspection form.

21. When vacating the apartment, the youth is responsible for leaving the apartment clean. If the apartment is left in an unacceptable condition, the youth will assume the responsibility for the cost of cleaning the apartment. This will include closets, walls, floors, ceilings, appliances, cabinets, etc.

22. KUMHCY has the right to rescind any of these regulations and to make such other reasonable expectations and regulations as needed. When changes are made, they shall have the same force and effect as those originally made.

23. All furniture provided by KYUMH is property of KYUMH and will remain in the apartment after the youth has moved out.

_________________________________          ______________
Youth                                               Date

_________________________________          ______________
IL Case Manager                                   Date

_________________________________          ______________
IL Program Director                               Date
The Health Insurance Portability and Accountability Act of 1996 made certain adjustments to privacy and security standards at the KY United Methodist Homes for Children and Youth.

The KUMHCY is in full compliance with the mandates set forth by HIPAA. A descriptive "notice of privacy practices" is available to all clients who receive services through the Community Services Department at KUMHCY. A summary of those practices is posted in the office of the Coordinator of said department. A copy is also included in this manual.

Employees of the Community Services Department are trained in HIPAA mandates and are expected to fully comply with each standard. Any employee found in direct violation of HIPAA mandates will receive corrective action according to the positive communication policy of the KUMHCY.

Additionally, HIPAA compliance ensures each client's right to confidentiality. All ILP employees will keep each youth's information confidential and will not share any information without permission from the guardian and client. The only exceptions to maintaining confidentiality are if there is a threat to harm oneself or others, or if records are subpoenaed by the court system.