**Bringing Families Together**

**Transitional Living Scattered Sites Rules**

1. If you are on Structured, meaning you need additional supervision, you just meet with your TLSS staff no less than 3 times weekly, generally Monday, Wednesday and Friday to begin.
2. Once you move to Unstructured, you must meet with your TLSS staff no less than 1 time per week and at least one of those must be in your apartment.
3. “Office Hours” for Bringing Families Together are 8:30 am to 5:00 pm Monday through Friday (we do work varying hours as needed). Your TLSS staff are available for emergencies after hours. Examples of an emergency are:
	1. The police have been or need to be called.
	2. There is a pipe burst, or the electricity is out in the apartment. We will help you contact the on-call maintenance.
	3. An ambulance must be called due to injury.
4. TLSS staff will have keys to your apartment but will only enter if they suspect something is wrong and they cannot get ahold of you.
5. You will be expected to pay “mock” bills.
	1. This will be explained to you in more detail when you are accepted.
	2. This money will be placed in savings for you.
	3. The goal of this is to get at least a savings total of 3 months expenses before you exit foster care.
6. Open and maintain a checking account.
7. If you own a car
	1. Have a valid driver’s license
	2. Have adequate car insurance
	3. Keep the car maintained.
	4. If you are a parent, your child must have an appropriate car seat.
8. You are expected to keep your apartment clean and uncluttered.
9. Work with your Team to complete your goals.
10. You may have friends and family over, but you cannot have another individual stay in your apartment as though they are living there
	1. This can be cause for the property owner to evict you
	2. This can be cause for the BFT TLSS program to ask for your removal from the program and the apartment.
11. You will be given a monthly bus pass if you do not own a car. Your TLSS staff will help you figure out the bus routes and make sure you have the app for Metro on your phone.
12. You will receive a $45.00 allowance and $225 in a food voucher. If you need additional food/clothes etc., you will use your personal money.
13. You and the TLSS staff will sign the signature sheet at each face-to-face visit, acknowledging that you visited on that day with a brief description of the visit.
14. You will need to attend each of your Family Support Team meetings and court hearings unless you have discussed this with your staff.
15. Schedule and attend medical and mental health appointments. TLSS staff will help you with this.
16. Follow all rules of the apartment complex.
17. If you are a parent, ensure you keep all doctor and WIC appointments for your child.
18. Your child must have his/her own bed. This is not standard for our apartment set up, but we usually have cribs available for babies.
19. The following items can be terms for the property owner to evict you. If you are evicted from the apartment, under just cause, you may also be discharged from the BFT TLSS program.
	1. Individuals staying overnight consistently
	2. Consistent complaints from the neighbors
	3. Police calls to the apartment
	4. Drugs or alcohol in the apartment. You can have any drug prescribed to you by a doctor.
	5. Destruction to the apartment or apartment complex

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand that these are the rules I must abide by (and others may be added if circumstances change). If I have questions, I will ask my staff to clarify for me. If I do not follow the rules, I may be discharged from the program. I understand that, unless circumstances warrant immediate discharge, I will be given a 30-day written notice of concern. If at the end of the 30-day warning I am unable to rectify the situation, I will be given a 30-day notice of discharge, and my Case Manager will have to find me a new placement.

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Youth’s Signature Date

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CD/FCCM Case Manager Signature Date

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TLSS Staff Signature Date