



Cusma Sober Housing Intake Packet

Occupancy Agreement

This agreement outlines the standards, expectations, and requirements for residency. Our goal is to maintain a safe, supportive, and substance-free environment that fosters recovery and personal growth.

1. Eligibility & Recovery Requirements

To maintain residency, all individuals must meet and sustain the following criteria:

- **Age:** Residents must be 18 years of age or older.
- **Active Recovery:** Residents must be actively involved in recovery from alcohol, drugs, and all other addictions.
- **Meeting Attendance:** You must attend a minimum of four (4) AA/NA/CA meetings weekly, get a sponsor, establish a home group, and follow all program directions.
- **Clinical Compliance:** You must attend Intensive Outpatient Programming (IOP) or Continuing Care as recommended.
- **Mental Health:** If applicable, you must be actively involved in recommended counseling and/or case management to successfully function in the recovery house living environment.
- **Documentation:** Residents are expected to sign Releases of Information (ROIs) for staff to communicate with all working agencies. Staff will regularly verify all recovery and mental health tasks.

2. Financial Terms

Residency is contingent upon the timely payment of fees. No security deposit is required.

- If the resident leaves during the month, there is no refund.

Fee Description	Amount
Program Rent & Utilities	\$460.00
Household & Cleaning Supplies	\$20.00
Total Monthly Responsibility	\$480.00

- **Payment Due Date:** Rent is to be paid on the date residency begins and monthly thereafter.
- **Personal Expenses:** Residents are responsible for their own food and transportation.
- **Communication:** You must keep the business office informed of all rent payment arrangements. Managing your financial responsibility is a core part of the recovery process.

3. Ground Rules & Group Living

Interaction and appropriate behavior are essential in a community living environment.

- **Mutual Respect:** Teasing, negative comments, profanity, and belittling others will not be tolerated. General respect must be shown to staff and peers at all times.
- **Business Professionalism:** This residence is a business; behavior and comments must remain appropriate and professional.
- **Good Neighbor Policy:** As part of a residential community, residents must be mindful of outside noise. Foul language is strictly prohibited.
- **Damages:** Residents are financially responsible for any willful damage to the property.
- All locks have been removed from all interior doors, including bathrooms, to ensure house safety.

4. Grounds for Immediate Dismissal

The following violations are considered a breach of this agreement and may result in immediate removal from the premises:

Any threat or act of violence is grounds for immediate dismissal from the house.

1. Use or possession of alcohol, drugs, or weapons (i.e., guns, knives, etc.) on the premises.
2. Use of any drugs of abuse, even if prescribed by a doctor.
3. Testing positive on a drug screen or breathalyzer (at staff discretion).
4. Refusal to take a random drug screen.
5. Smoking inside the house (Smoking is limited to the grounds only).
6. Failure to notify the house manager of suspected alcohol or drug use by another resident.
7. Violation of curfew (11:00 PM – 6:30 AM).

Re-admission Policy: Residents who test positive must leave immediately and are ineligible for re-admission for at least thirty (30) days. Re-admission requires documentation of meeting/treatment attendance, negative drug screens, and is subject to bed availability. Random drug screens are conducted throughout each resident's stay. Refusal for a drug screen will be considered a positive test and Grounds For Dismissal From The House. Every random drug test that is dirty will cost the resident \$25.00. Every drug test given for any overnight stay will cost the resident \$25.00. Residents must notify the house manager IMMEDIATELY of suspected alcohol or drug use on or off the premises by another resident. Residents must report any inappropriate contact/behavior between residents or staff immediately. Failure to do so will be grounds for dismissal.

5. House Operations & Safety

- **Searches:** Staff or the house manager may inspect personal belongings and conduct random room searches with or without the resident present to ensure house safety.
- **Staffing Meetings:** Conducted every other week to review your recovery progress and future plans.
- **House Duties/Maintenance:** Residents must share in performing house duties for common areas as designated by staff and maintain their personal living areas daily. Beds must be made daily upon arising.
- **Work/Service Requirement:** Each resident must work at least twenty-five (25) hours per week, perform twenty-five (25) hours of community service, or a combination of both.
- **Possessions & Storage:** Storage is minimal. Any items that cannot fit in your bedroom must be stored off-site.

- **Fire Safety:** Fire drills are conducted regularly. In an alarm, residents must exit safely and congregate in the alley. In a real fire, call 911 immediately.

6. Visitation & Curfew

- **General Curfew:** Residents must be in the house by 11:00 PM and may not leave until 6:30 AM unless authorized for work.
- **Visitation Hours:**
 - **Family/Sponsors:** 10:00 AM – 10:30 PM (Daily).
 - **Friends/Others:** 5:00 PM – 10:30 PM (Daily).
- **Visitor Rules:** Visitors are restricted to designated recovery areas. No visitors are permitted in bedrooms. Absolutely no sexual activity is permitted on the premises. Only residents are permitted in the sleeping areas unless approved and accompanied by staff or house manager. No sexual contact is permitted between residents while living in the recovery residence.

7. Overnights & Departure

- **Overnight Stays:** Residents must be in good standing for at least thirty (30) days before requesting an overnight stay. Requests require 48-hour notice. Residents must call the house daily while away and submit to a drug/breathalyzer test immediately upon return.
- **Leaving the House/Termination:** You must notify the house manager at least three (3) days before moving out. The Operator may immediately end the agreement for a major violation (e.g., continual use of drugs/alcohol or violence). Violations of the code of conduct will be addressed by policies in the manual. Residents can end the agreement by telling the operator they are leaving.
- **Abandoned Property:** Any possessions left for more than thirty (30) days will be discarded. Pickup arrangements must be made during business hours (M-F, 8:30 AM – 5:00 PM).

8. Agreement & Signatures

These rules may be updated at any time based on the needs of the community.

As a resident, I agree to abide by all the requirements indicated in this document.

Resident Name

Resident Signature

Date

Staff Signature

Date

Emergency Contacts

- **Pat Cusma:** 330-324-3981
- **Joe Cusma:** 330-639-8431

Resident Application

Applicant Information

Field	Detail
Full Name	
Date of Birth	
Social Security Number	
Sobriety Date	
Current Address	
Personal Cell Phone	

Field	Detail
Personal Email	
Driver's License #	

Medical & Treatment History

Provider Type	Name and Contact Information
Primary Physician Name & Address	
PCP's Phone Number	
Current Medications, dose and frequency	
IOP Name & Address	
Mental Health Provider Name & Address	
MH Provider Contact's Name & Phone	

Vehicle Information

Item	Details
Car Make & Model	
Insurance Provider	

Emergency Contact's Information

Contact Type	Name	Address / Phone
Emergency Contact		
Current Employer		
Employer Phone		

Resident's Rights

1. The right to be verbally informed of all resident rights in a manner that the resident will understand.
2. The right to request a written copy of all resident rights and the grievance procedure.
3. The right to exercise one's own rights without reprisal, except that no right extends so far as to supersede health and safety considerations.
4. The right to file a grievance in accordance with name of house policy.
5. The right to be treated with courtesy and respect at all times, and with consideration for personal dignity, autonomy and privacy.
6. The right to confidentiality of communications and personal identifying information within the limitations and requirements for disclosure of resident information under state and federal laws and regulations.
7. The right to have access to one's own record.
8. The right not to be discriminated against on the basis of race, ethnicity, age, religion, gender, national origin, sexual orientation, physical or mental disability, developmental disability, genetic information, human immunodeficiency virus status or in any manner prohibited by local, state or federal laws.
9. The right to practice a religion of his or her choice or to abstain from the practice of religion.
10. The right to be informed in writing of the rates charged by the recovery house, as well as any additional charges.
11. The right not to be locked out of the recovery house at any time.
12. The right not to be locked in the recovery house at any time for any reason.
13. The right to consult with an independent treatment specialist or legal counsel at one's own expense.
14. The right to privately meet with staff from the Ohio Department of Mental Health and Addiction Services.
15. The right not to be deprived of any legal rights, including landlord tenant rights and fair housing rights solely by reason of residence in the recovery house.

16. The right to personal property and possessions, unless prohibited by house policy.
17. The right to full explanation regarding the loss or restriction of housing privileges, and methods to reinstate the privileges.
18. The right to request and receive in a timely manner a written receipt for any payments made or statement of account that details any expenses, charges and payments made.

House Rules

1. Four (4) NA, AA, CA, meetings per week
2. Complete IOP, Continuing Care, and/or MH treatment as recommended (with ROI signed for all agencies)
3. Get a sponsor and home group
4. No drugs, alcohol or weapons
5. Visiting hours are 10am to 1030pm for children, sober support, family; all significant others, 5pm to 1030pm.
6. No inappropriate web sights
7. No violence or threat of violence
8. Mandatory House meetings the first and third weeks of each month
9. Beds made upon arising
10. Only one vehicle is allowed it must be in running order with proper license plates and insurance
11. No overnight stays for the first 30 days then only with permission. If granted, then you must submit to a drug test and breathalyzer upon your return
12. Sign in and out with where you are going and when you will return
13. Do house chores as assigned and have good house habits i.e. turn off lights, keep your wastebasket emptied, keep noise to a minimum, turn off tv, keep kitchen & bathrooms clean
14. Keep yourself and your area clean
15. Keep smoking areas clean and use ashtrays or butt cans
16. Only staff gets mail
17. Front and all other doors stay locked
18. Prohibited from sharing door key code with anyone
19. Use only assigned kitchen, refrigerator, and bathroom
20. If not working 25 hours a week then 25 hours a week community service
21. No mood altering drugs whether prescribed by a doctor or not
22. If relapse must leave until sober
23. If know someone is drinking or using drugs, then you must tell staff immediately

Resident Signature

By signing below, I acknowledge that I have read and agree to abide by all house rules listed above. I have received a copy of the recovery home's rules and resident's rights. I understand that non-compliance may result in eviction from the recovery home.

Resident Name

Resident Signature

Date

--- The below section is to be completed by recovery housing staff only ---

Intake Questionnaire

1. How long has it been since you last used illicit drugs or alcohol?
2. Have you completed any formal addiction treatment programs or therapy? If yes, list name of program, duration, date of completion.
3. Are you currently in an Intensive Outpatient Treatment or Continuing Care program? If yes, list name of program, start date, estimated date of completion

4. Where are you completing Mental Health Treatment or other services necessary for independence?
5. Are you currently employed? If yes, put where, how long, and work schedule.
6. What support group meetings are you currently attending?
7. What is your designated home group?
8. Do you have a sponsor, recovery mentor, pastor, or similar person in your life that you are actively working with? If yes, list name, phone number, and date you started working with them.
9. Do you perform your community service? If yes, list where and how frequently.
10. What are your primary treatment goals, and what is your plan to achieve them?

11. What have you learned on your recovery journey so far?

12. What do you think you need to be successful on your recovery journey?

13. Why do you want to live in a recovery home?

14. What do you expect to get out of living in a recovery home?

15. Have you previously lived in a recovery home or sober living environment? If yes, provide details:

16. Are you willing to participate in regular drug and alcohol testing while living in the recovery home?

17. Are you committed to maintaining abstinence from illicit drugs and alcohol during your stay at the recovery home?

18. Are you willing to share with the recovery home what prescription medications you are taking and in what amounts?

19. Are you willing to be open and honest with all your health care providers about your substance use history and decision to not use illicit drugs or alcohol?

20. Are you willing to only use prescription medications that are prescribed to you by such health care providers and only take them as they have been prescribed?

21. Are you open to participating in house meetings and other recovery related activities required by the recovery home's policies?

22. Do you have specific goals or plans for your recovery while living in the recovery home?

23. Do you have any questions for us that we can answer to help you make a decision if this is the right place for you?

24. Financial arrangements: