

SOS | SIGHTS ON SOBRIETY

INTAKE POLICY & PROCEDURE

Scheduling an Intake

Serenity Sistas' Inc./SOS Office | (443) 214-5526

www.serenitysistas.org

Contact us to receive more information, schedule a tour, or set up an intake!

BED AVAILABILITY

A date and time for a new resident's intake will always depend on bed availability. Gaging an estimated time of availability can be difficult due to unexpected discharges. A guaranteed time, an accurate prediction of bed availability can be determined, is during the occurrence of a scheduled and successful move out. Generally, we receive 2 weeks' notice from that individual resident, which in turn helps us determine and successfully predict a bed becoming available for a new resident. All individuals who are interested in Serenity Sistas' Inc. will complete a short intake screen call before any other procedures are followed.

SCHEDULING AN INTAKE

If a bed is available and there is no wait list, a date and time will be determined by a Serenity Sistas' staff member. Accommodating all persons involved is important to us, therefore, a date and time will be determined that is fitting for both the house manager/assisted house manager and potential new resident. An intake time will always be scheduled at a **30-minute** interval. This is to respect the time of our house managers, assistant house managers, and Serenity Sistas' Inc. staff members.

PLEASE NOTE: If an individual does not show up for their scheduled intake date and 30-minute interval time, we **do not** expect our house managers, assistant house managers, or Serenity Sistas' Inc. staff members to wait.

WAIT LIST

Serenity Sistas' Inc. almost always has a wait list for our single female, single male, and women's and children recovery residences. If beds are not available, a potential resident will complete the intake phone screen call, be added to the wait list, and receive a set of **3 check-in** dates. They are to then check in on those dates to remain or move up on the wait list. As soon as they are first on the wait list and a bed is available, they will be contacted by a Serenity Sistas' Inc. staff member to schedule their intake date and time.

PLEASE NOTE: If a potential resident does not check in, they will be moved to the bottom of the wait list or removed, once they surpass their 3-given check in dates.

RESIDENT APPLICATION

All residents are required to complete a Resident Application when arriving for their scheduled intake. A house manager, assistant house manager, or a Serenity Sistas' Inc. staff member will also be scheduled at the time of the intake to assist the new resident and assure that all necessary intake paper work is completed, and the intake policies and procedures are followed and briefly explained.

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INTAKE COST

\$400.00 – First 2 weeks of Rent (\$150/wk.) & \$100 Processing Fee
Intake Payments and all Rent Payments are **NON-REFUNDABLE**.

PLEASE NOTE:

For all forms of payment, please indicate the full name of the person for whom the payment is for.

A residents 2 week does not start until the day of move in.

Save all hard copy receipts for your own records and in case of booking issues.

ACCEPTABLE FORMS OF PAYMENT

Money Order or Certified Bank Check– Made out to Serenity Sistas' Inc.
Online Payment – www.serenitysistas.org

LAUNDROMAT

Resident moving in must **IMMEDIATELY BEFORE** moving in go to a public/commercial laundromat to wash and dry all their clothing and then transported in a clear plastic bag into the residence. Clothes will be checked at move in to assure that the resident did complete this task.

ZERO TOLERANCE

Residents should be aware that SOS/Serenity Sistas' Inc. has a **ZERO TOLERANCE POLICY** for all drug/alcohol use. If under the influence of any substances, resident will be asked to leave at any hour of the day/nights.

BREATHALYZER/DRUG SCREEN URINALYSIS (UA)

Upon arrival, a resident should expect both a breathalyzer and drug screen urinalysis. **BOTH MUST BE PASSED TO MOVE FURTHER WITH A MOVE IN.**

CLOTHING

Resident's moving in can bring clothes equivalent to **1 LARGE SUITCASE**, a small back pack/shoulder bag for toiletries, and a showering towel.

WE WILL NOT ALLOW MORE TO ENTER THE RESIDENCE.

BEDDING

SOS does provide bedding to all residents.
Residents can bring their own bedding, but **ALL bedding MUST BE BRAND NEW** and **IN PACKAGE/UNOPENED** at move in.

*WE WILL NOT ALLOW ANYTHING OPENED OR NOT BRAND NEW TO ENTER THE RESIDENCE.

FOOD

SOS does not supply food for residents. A resident should purchase their own groceries. A one-week supply at a time is suggested, as to be mindful of storage space.

ALCOHOL FREE ITEMS

Residents are not to have any products that contain alcohol such as mouth wash, etc.

UPON ARRIVAL

All new residents must read the **SOS Resident Orientation Handbook** within the **first 2 days** of living in the residence and attend the **weekly New Resident Orientation**.