



First Fruit Ministries (FFM) is a non-profit organization dedicated to feeding, sheltering and caring for those in need. Our goal is to transform lives by nurturing the talents of each individual so they may accomplish their true calling and mature in their faith. Our vision is to help others experience the freedom of becoming who they were created to be: productive and healthy members of our community.

Wilmington Dream Center · Transitional Housing (WDCTH) is a six month program designed to empower homeless women and families to achieve their dreams of sustainable permanent housing, increased income and/or education and self-determination through personal growth. Dealing with the external issues of income and housing without addressing root causes such as co-dependence, lack of self-esteem, abandonment issues, and poor coping skills is ineffective in creating long term results. Safe personal relationships are key in creating meaningful and sustainable change. At First Fruit Ministries we find that when the program participant feels loved by and genuinely confident in their relationship with staff they are better able to tackle the hard work of personal growth and to achieve the highest outcomes.

Admission

To be accepted as a resident of WDCTH, the applicant must be:

- Homeless as defined by the US Department of Housing and Urban Development – living in a shelter
- Have achieved a minimum 30 days without alcohol or drugs,
- Have a clear desire to work on self,
- Have a clear desire to seek employment in order to achieve permanent housing,
- Be eager to comply with the requirements of our program.

The application process begins by calling 910.794.9656 to prescreen for eligibility.

If the prescreening is successful the applicant is asked to first read the program guidelines and then to complete the application package available on:

<http://www.firstfruitministries.org/programs/wilmington-dream-center>

- Completed application packets can be either
 - a. faxed to 910-794-9657
 - b. mailed to Post Office Box 15354, Wilmington, NC 28404
 - c. delivered to our office at 2750 Vance St, Wilmington between 9am and 4pm weekdays
- When we have beds available we go through the applications we have on hand and invite applicants to come in for an interview based on their written application. Successful applicants will be notified by phone when they are accepted into the program. The applicant is welcome to check on their application at any time during the process.

Wilmington Dream Center · Transitional Housing Program

We want **all** residents to feel safe and comfortable in their home; to feel supported by our staff and volunteers and by their fellow residents. We want to provide a nurturing and ordered place for personal growth and self-empowerment. We have found that tremendous individual growth and change is possible when our residents are feeling encouraged, engaged, and secure. To help all residents the following **House Rules** are in effect.

Drugs and Alcohol

- Drug and alcohol testing will be conducted on entrance to the program and randomly throughout residency.
- Use of alcohol, illegal drugs, synthetic drugs and legal substances that get you high on or off the premises is prohibited during residency. If a resident tests positive for drugs or alcohol, the tester will dip another test in the same urine to rule out a faulty test.
- All prescription medicines are the responsibility of the resident with the exception of controlled substances, which **must** be secured by the Program Director.
- Sharing or selling of prescription drugs is never permitted.
- Residents are required to notify the Director each time a physician prescribes a new medication.

General

- Residents are encouraged to treat their fellow housemates as they would want to be treated, with understanding, consideration, and patience; giving grace when needed. Verbal abuse, bullying, slander, and gossip are not tolerated.
- Any form of violence by a resident towards anyone will result in immediate dismissal from the program.
- Concerns about another resident should be discussed with the Program Director or Transitional Housing Assistant and **not** be the subject of gossip among residents.
- Use of profane language will **not** be tolerated.
- Cigarette smoking is allowed outside in designated areas only. Smoking, loitering and gathering with friends is not allowed in the front of the building or in the laundromat at any time. If a resident is expecting a ride, they should wait inside the building.
- Burning candles and incense are a fire hazard and not permitted.
- Good hygiene is important. For sanitary purposes and to prevent disease/illness, residents must bathe daily.

Dining Room

- Dinner is served from 5:00pm to 6:15pm Sunday, Monday, Tuesday, Wednesday, and Thursday in the dining hall. Residents must be out of the dining room by 6:30pm so clean-up can begin.
- Refrigerators and cabinet shelves and drawers are for the use of Family Center and PSH residents only. Women's center residents should never be opening doors or drawers in their kitchenette space.

Women's Center Lounge

- Residents are given use of 1 refrigerator shelf and 1 dry storage shelf in the lounge. It is suggested that residents label their food items. Residents are required to keep those shelves neat and clean with no open containers. Inspections will be conducted.
- Don't bring in more food in than can be stored on those two shelves.
- When cooking in the lounge, residents must stay in the lounge. Residents are required to clean up after themselves before leaving the lounge.

Laundromat

- We recommend that residents stay with their washing and drying at all times
Residents are welcome to use the laundromat on:
 - Sunday, Monday, and Friday → All Day
 - Tuesday, Wednesday, and Saturday → Not until after 3 p.m.
 - Thursday → Not at any time as it is reserved for our unsheltered homeless community

Bedrooms

- All resident must keep their half of a room, or their room, neat and clean at all times; a list of exactly what is expected will be provided. Random room checks by staff will be conducted.
- Residents are only allowed to bring in what will fit in their hanging space and shelves and in closed containers that fit under their bed. Residents must secure an off-premises storage space for the rest of their belongings.
- Residents are expected to be out of their made beds and dressed no later than 8:30am and then to spend the day at school or work; in volunteering around the Ministry; in job search activities or personal study.
- Televisions may not be turned on until 5:00pm. Televisions are not to be left on when resident is out of their room. Please respect other residents and keep the volume down or close room door.
- Out of respect for their fellow housemates, residents are to be in their assigned room, cell phones turned **off** no later than 11:00pm. Please refrain from using speaker phones in hallways and common areas. Radio and CD players may be used with headset.
- Eating is not allowed in resident rooms. Food storage is not allowed in resident rooms.

Chores

- Chores are to be completed no later than 8:30am Monday through Friday and 10:00am on Sundays. With the exception of taking lounge garbage to the dumpster, Saturday is a chore-free day.
- Chore assignments are posted monthly and chore checks will be conducted.

Food Pantry

- Residents may shop the food pantry with the general public Tuesdays, Wednesdays and Saturdays.
- Residents may not shop for family members or friends.

Outreach Center

- Residents may use the Outreach Center as a gathering place to watch TV (Roku), play board games, and use the computer on any day but Thursday. It is reserved for FFM's unsheltered homeless friends on that day.
- Residents may see MedNorth Physician's Assistant who comes to FFM's Outreach Center on most Thursdays from 11am to 5pm for basic medical care at no charge.

Curfew

Curfew is at 10:00pm every day of the week. In the event of an emergency the Director must be notified immediately. Be prepared to provide evidence of the stated emergency. Residents must obtain prior approval to work after 10:00pm and must provide the Director with a copy of their work schedule from their employer. The security alarm is set from 11:00pm to 6:00am. Curfew violations can result in termination of residency.

House Meetings

Mandatory house meetings are held no less than once a month.

Case Management Meetings and Counseling

Mandatory weekly case management meetings are with the Housing Director. Residents get help setting and working on goals; discuss needs for medical or mental health services; get referrals for employment and housing placement; work on budgeting and other life skills; and most importantly, receive help with problems, along with support, encouragement, and celebration of their accomplishments.

Security

- Each resident has a pass code to get into the building during open hours, 6 a.m. to 10 p.m.; outside doors should remain shut at all times.
- Residents are not to share their pass code with anyone.
- Door locks are set so that pass codes will not work after curfew. It is imperative that the Housing Director and House Manager be informed of any work schedule that will keep a resident out after curfew so that arrangements can be made to open the door.
- If a resident leaves the premises during curfew the act of opening the door triggers the alarm and police are dispatched to the Ministry. If the Ministry is fined by the City for a false alarm that cost will be passed on to the resident who set off the alarm.
- Bedroom door keys should be kept on a resident's person at all times and bedroom doors should be locked every single time the room is left empty. FFM is not liable for replacement of any resident's property that goes missing.

Weekend Pass

Residents may request permission to spend long weekends or special occasions away from the house if:

- They are a resident in good-standing (no infractions)
- Have abided by the rules of the program for 3 consecutive months
- Have 6 consecutive months of sobriety

The request for a weekend pass must be made in writing at least one week prior to their requested time away and must include an address and telephone number where they may be reached. The Director may, if the resident continues to meet the above requirements, approve one pass per month.

Fire Drill Procedures

Each resident is to make themselves familiar with the fire evacuation procedures. When the alarm sounds, all residents must *immediately* evacuate and report to the grassy area bordering Vance Street in front of the building. If a false fire alarm goes off due to a resident breaking rules (i.e., putting toast in the toaster, leaving the Lounge, toast burns setting off the alarm) and the City fines the Ministry that cost will be passed on to the resident.

Support Services

Support services are key in obtaining personal growth and empowerment. Residents are required to attend 3 support groups of their choice each week. Social support groups should be uplifting; members should have the same goal and assist the resident in reaching their highest potential. Examples of supportive services are: AA/NA meetings, church sponsored groups/meetings, Domestic Violence support groups, activity clubs, group sports, etc.

Resident's Study Group

Study groups for residents are scheduled at various times and are mandatory unless there is a work or school conflict and may cover common issues such as co-dependency, boundaries, or constructive communication skills. These are announced monthly at house meetings.

Visitors

Residents may have visitors in the dining hall between the hours of 5:00pm and 6:15pm. **No visitor of any age may enter the residential areas.** Visitation by children not residing in the Family Center must be approved by the Director; a visitation plan must be worked out during the resident's case management meeting.

Employment

In order to achieve eventual self-sufficiency and independence a person must have an income. As part of their program, residents will be referred to, depending on individual need, partner agencies to obtain basic education or skills, those assisting with job seeking skills, and job placement. Once employed, the Program Director will work with the resident on budgeting and saving skills. Residents are expected to be employed by the end of their first 60 days.

Volunteer Service

Residents who are unemployed/not attending school or those working/attending school up to 15 hours per week are required to volunteer no less than 10 hours per week at FFM. Those working/attending school 15 to 32 hours are required to volunteer 5 hours per week and those working/attending school 33 and over hours per week are not required to volunteer. A "Your Week" form recording work/school and volunteer hours will be turned in weekly.

Entertainment

Residents are permitted to have computers for internet access, DVD's, movies, games, as long as it fits on their side of the room and does not interfere with a roommate's space. *There is no cable access for network TV.* Video games, internet browsing and movies must conform to expected standards regarding subject matter and suitability. Please remember that cultivating personal growth is not compatible with watching or listening to trash.

Program Fees

Residents are responsible for paying program fees at a rate equal to 30% of the resident's adjusted gross income. Program fees are due no less than monthly and may be paid weekly or bi-weekly. Payment arrangements will be made with the Director. Proof of income should be provided to the Director at program entry. If the resident has no income at program entry then paystubs or letters from other income sources should be provided when income is received. Non-payment of program fees is cause for termination of residency.

Consequences

The Program Director and Transitional Housing Assistant may issue Warnings or Infractions to a resident when a house rule is broken. Repeated Warnings and Infractions for any reason will result in termination of residency.

Termination of Residency

The following conduct may result in immediate termination of residency at WDCTH:

- Possession, on or off premises, of illegal drugs, alcohol, and synthetic drugs whether legal or illegal
- A positive drug/alcohol screening of alcohol or illegal, synthetic or non-prescribed controlled medication
- Refusal to take an alcohol or drug test
- Sharing or selling of prescription drugs
- Possession of a weapon
- Destruction of property
- Violent or threatening behavior towards yourself or others
- Any kind of physical harm to anyone else
- Illegal actions on or off premises
- Disrespect, slander, bullying, or intimidation toward staff or other residents

Wilmington Dream Center · Transitional Housing · Family Center

The WDCSH Family Center houses 2 families. To ensure a compatible and peaceful living environment, in addition to the general program guidelines, the following rules have been established.

- All school age children are required to attend school.
- A child 18 or 19 years old may stay with the family no longer than 3 months after graduation from high school. At that point they are considered adults and are no longer eligible to remain in the Family Center.
- If a child is out of school due to sickness, the parent must remain at home with the child or make appropriate arrangements for care at another location.
- Parental supervision is required at all times for children under the age of 13.
- Children between the ages of 13 and 15 who demonstrate disciplined behavior will be allowed to remain in the Family Center unsupervised for no more than 2 hours per day.
- Children between the ages of 15 and 18 who demonstrate disciplined behavior will be allowed to remain in the Family Center unsupervised for no more than 4 hours per day.
- Parents are responsible for ensuring that all of the children's needs are adequately met.
- Parents are responsible for cleaning up after their children and for teaching their children to be accountable by learning to clean up after themselves.
- Children are not allowed in the kitchen at any time.
- Food is not allowed in the resident's rooms.
- Parents are expected to continuously monitor their children while they are playing outside.
- To ensure their safety, children are not allowed on the playground equipment or anywhere between the outside cooler area and the back gate while the gate is unlocked. FFM often has vehicles using the back entrance and volunteers assisting the public in that area.
- Friends of children are not allowed inside the home or in the area behind the building.
- Children should not run or ride bikes inside.
- In order to be respectful to other residents' children should always use quiet "inside" voices.
- Other than inviting family and friends to dinner residents are not allowed to have guests in the Family Center.
- Family center residents are not to be outside after 11:00pm until 6:00am.

Children learn by example. Therefore it is the responsibility of each adult in our program to be a great example by displaying appropriate behavior and actions.

Parents are responsible for their children. Children should be advised of the rules and understand that their behavior may affect the family's continued stay at WDCSH · Family Center.

Discipline is an important tool in raising respectful, responsible children. Parents are expected to implement a discipline policy that best fits their children and in accordance with the North Carolina State guidelines.