

This is an application for acceptance into Hope Center for Women, Inc. Please read all of the information including the rules and the required 12 month commitment. If the applicant has a true desire for help in a Christian atmosphere and is willing to submit to those in authority at Hope Center for Women, Inc., she can complete the application.

Please understand that no girl can be sent here against her will or without showing a desire to change.

Please use the following steps to complete your application:

1. Read all information and review the 12 month commitment.

If you agree, sign the commitment and proceed.

2. Complete the application. The entire application must be completed by the applicant in her own handwriting.

Be sure to completely fill out all of the information requested in this application packet. Should the application be returned to us lacking any of the requested information, we will not process it.

3. Submit the application (including the commitment forms).

Once the completed application is sent, it is the applicant's responsibility to call the Intake Coordinator at (270-618-4673) to receive further instructions. If you mail the application, please wait five days to be sure we have received the forms before making this call; if you fax the application, you may call the following business day for further instructions. Applications should be submitted online via our website or mailed to:

Hope Center for Women Inc. P.O. Box 763 Scottsville, Kentucky, 42164, Attn: Intake Dept.

4. Submit any special medical reports, psychological reports and educational information.

Please sign and return the enclosed release form with your application. You should also make any copies needed in order to request your most recent psychological and/or medical reports.

APPLICATION FOR ACCEPTANCE

PART ONE

This information is confidential. The information in this application will not be held against you or used to judge you in any way. Hope Center for Women, Inc. is dedicated to helping those who need emotional and spiritual healing and restoration. If for any reason Hope Center for Women, Inc. cannot meet your particular need, we may be able to refer you to someone who can. Please answer all questions honestly so we may know how best to help you. Please do not leave any blanks in your application as this will delay processing. If a question is not applicable to you, please put NONE or N/A next to it.

	Date:	Name you go by:
Present Address (please include street address, city	, state, zip):	Telephone Number (please include area code):
		Home:
		Cell:
		Work:
Parent/Guardian Name(s) Parent/Guardian Current Ac (please include street address, city	ddress	Parent/Gaudian Telephone Number (please include area code):
	_	
		Home:

PERSONAL INFORMATION

Date of Birth (month/date/year	r):	Age:	Race	:
Birthplace (city/state):				
Social Security Number:	-	·		
Driver's License number/ex	piration date:			
Physical Characteristics:				
Height: We	eight:	Eye Color:	Haiı	: Color:
Marital Status: Single	Married	Divorced	Separated	Widowed
Children: Do you have any ch	ildren (yes/no)?	If Y	ES, how many?	
Please list the names/ages of your		4		Age:
2	Age:	5		Age: _
3	Age:	6		Age: _
Who has custody of your children What arrangements are being ma				
Are you on any type of governme	nt or financial assistar	nce?		
If you are accepted into the Hope		211.41	66 4 13 * 4	(/)0

Educational:	
Name of last school attended (name/city/state):	
Dates of Attendance:	
Did you graduate? If not, last grade completed?	_
Have you ever been in any special education classes? If so, please list:	
Do you plan on obtaining a GED while at Hope Center (yes or no)?	
Financial:	
Do you have any outstanding debts (yes/no)?	
→ If YES, please explain:	
What arrangements will you make for their payment while you are at the home?:	
The desired was you make for their payment white you are no none.	
Where would the finances for your personal needs while at Hope Center for Women, Inc. b	e sponsored by?:
Church/Ministry (please include name) F	amily
Individual (please include name) Se	elf

Medical & Insurance:

Hope Center for Women, Inc. provides food and shelter, but we are not responsible for medical expenses or prescriptions. It is the responsibility of parents/guardians of minors, or their sponsoring agency to cover these expenses. Arrangements should be made prior to residency. If none of the above is available to you please inform the intake coordinator during your interview.

Legal Background:

Have you ever been arres	sted (yes/no)?	If YES, how many t	times?	
	arges, etc.:			
Do you have any pending	g court dates (yes/no)?	_ If YES, please explain	ı:	
Is the Applicant currentl	y incarcerated (yes/no)?	If YES, fo	r how long?	
Length of time remaining	g of Incarceration?			
Name & Phone Number	of Attorney/Legal Representa	itive:		
Telephone Number of At	torney/Legal Representative ((please include area code)):	
Have you ever been on p	robation or parole (yes/no)?	Ar	e you currently (ye	es/no)?
If YES, for how long?	Length of	time remaining:		
How often do you report	to Probation & Parole?	Do you	ı report in person o	or via mail?
Name of Probation or Pa	role officer:	Co	ounty of Supervision	n:
Address (city/state/zip):				
Telephone Number (plea	se include area code):			-
Substance Abuse:				
Have you ever used and/	or experimented with the follo	owing substances (yes/no)	?	
Alcohol	Hallucinogenic (Acid/LSD, e	etc.) Mor	phine	
Amphetamines (uppers)	Crank	Opium		
Barbiturates (downers)	Crystal Met	h Hero	oin	Cocaine
Marijuana	Ecstasy	Crack	_ Methamphetami	ines
Tobacco	_ Inhalants (Glue/Paint Thir	mer, etc.)	_	
Other (Please list):				

<u>Drug(s) of Choice:</u>	
1) Name:	Length of Use:
2) Name:	Length of Use:
3) Name:	Length of Use:
4) Name:	Length of Use:
Have you ever been in a substance abuse detoxification :	and/or rehabilitation program before (yes/no)?
If YES, was it a faith-based or non faith-based J	program?
· =	of facility (please include city/state/zip), name of program, state easons for leaving/getting discharged:
Mental Health:	
Have you ever been diagnosed or treated for the following	ng (please indicate yes/no for each)?
DID/Dissociative Disorder ADI	D ADHD Schizophrenia
Bi-Polar Disorder Borderline l	Personality Disorder
Have you ever been to counseling (yes/no)?	Have you ever been in a psychiatric hospital (yes/no)?
Please list names/phone numbers of Physicians health care:	who have treated you and/or Facilities where you have received menta
'	rograms/counselors and have your mental health/psychiatric care en, Inc., P.O. Box 763, Scottsville, Kentucky, 42164.
Have you ever been a victim of rape (yes/no)	or incest (yes/no)? If YES, how old were you?
Have you ever been the victim of sexual abuse (yes/no) _	physical abuse (yes/no) or ritual abuse (yes/no)?
Have you ever been involved in prostitution? (yes/no) _	Lesbianism? (yes/no)
Have you ever tried to commit suicide? (yes/no) Why?	If YES, when?
Have you ever self-mutilated? (yes/no) Ho	ow?

<u>Family</u> :		
Do you and your parents	s get along? (yes/no)	
Do you live with	n them? (yes/no)	<u> </u>
Are they Christi	ians? (yes/no)	If YES, for how long?
Denomination a	and name of church:	
Spiritual:		
Have you ever been invo	olved in any of the following	groups? (please indicate yes/no)
Christian Science	Mormonism	Eastern Religions
Scientology	Jehovah's Witnesses	Transcendental Meditation
Brotherhood	New Age Movement	
Please write a brief expla	anation of your involvemen	t with each:
Have you ever committe	ed your life to God? (yes/no)	
If YES, on whic	ch date and place?:	
What is your Denominat	tional background:	
Are you currently a men	nber of any church or religi	ous group? (yes/no)
If YES, which o	one? (name/city/state)	
Do you feel that you hav	ve a need for God? (yes/no)	
	•	
Please explain:		
What is your present rel	lationship with God?	

Why would	you like to come to the H	one Center for Wom	en Inc ?		
winy would	you like to come to the H	tope Center for Wom	en, mc.:		

What would	you like to see happen in	n your life while in th	is home?	 	

Your First 30 Days

It has been our experience that the first 30 days of a resident's stay in our program is filled with many challenges. Most often this includes homesickness, struggles with trust, environmental changes, and a roller coaster of emotions. The first reaction of the resident is a desire to leave prematurely before the adjustment period is complete. We have found that after the first 30 days, most of this insecurity passes.

Unfortunately, we have witnessed girls walk away from their opportunity with the Hope Center for Women, Inc. because they do not allow themselves the time necessary for adjustment. With this in mind, we are requiring a strong commitment on your part to enter this program with a determination in your heart to see it through to the end. Your signature to this 30 day commitment form is your agreement not to compromise your decision to change, and, therefore, agreeing to give no time or attention to such ideas as, "I am too homesick," "This is too hard," and/or "I am not ready for this." We understand that feelings of homesickness and missing your families are valid. However, you must decide now that you will choose not to allow these feelings to drive you away from your commitment to receive what God has for you through the Hope Center for Women, Inc. program.

The first 30 days is the first step of many in the healing process. Your signature represents your commitment and desire to do what it takes to achieve freedom and healing. We are committed to you as long as you are committed to us.

I, (please write your full name)	, understand that the first 30 days at Hop
Center for Women, Inc. is a critical transition p	period and requires my dedication to fulfill my determination to
change. By my signature, I choos	e not to allow myself to compromise this decision.
If you do not agree to this commitment, please do not pr	oceed with the application process.
If you agree, please sign and proceed to the following po	gge.
Signature of Applicant:	
Date:	
	

Understanding the 12 Month Commitment

The first 30 days are crucial to the program. Your commitment to this initial time will set in motion what you need to complete the program. Once the first 30 days of transition have passed, the next several steps in the healing process will require 12 months and a strong understanding of your commitment. We view this commitment as if it were a legal binding document, signed by you, giving us your word that you will not change your mind about staying with us at Hope Center for Women Inc. for the next twelve months.

It is not acceptable to sign this agreement and then say, "I don't care, I want to go home". We believe God makes a divine appointment for every young woman who comes to Hope Center for Women Inc. This is a place for young women who are serious about changing their lifestyle and/or receiving healing

from life issues that have damaged them emotionally, spiritually, and physically. We take our commitment to minister to you seriously, and we expect your commitment that you will focus on working through your issues and allowing the Lord to minister to you while you are here to be equally as serious.

Although each situation is different, the average stay at Hope Center is 12 months; however, there is no guarantee that your healing process will be complete in that amount of time. The staff and counselors of Hope Center for Women Inc. are committed to do whatever it takes to complete what God wants to do in your life.

If you feel you cannot give us your solemn word that you will fulfill this commitment of twelve months (average length of stay), do not sign this agreement. Your life is worth the time, please take it.

God bless you in your decision about your future.

Sincerely,

Sue L. Cline (Hope Center for Women, Inc. Founder & President)

12 Month Commitment

I, (please write your full name)	, commit to stay at Hope Center for Women,
Inc. for a minimum of 12 months (average len	gth of stay). I understand that this is the amount of time
generally needed to v	work through counseling issues.
Before completion of the program, I will meet v	vith my counselor and the program director to discuss m
progress. It will be determined at that time a	nd by their discretion whether I should continue in the
program or p	prepare for graduation.
·	nth commitment agreement. This is an agreement to sticle your new environment. The staff at Hope Center for
Women, Inc. looks forward	to meeting you and working with you.
Sincerely,	
sincerely,	
Signature of Applicant	Date
Signature of Director	Date

MEDICAL INSURANCE INFORMATION FORM

Section A

1. Name, address and telephone number of family practitioner:
2. Do you have current individual insurance coverage? (yes/no):
Dental (yes/no)
Dental (yes/no)
Vision (yes/no)
Please call your insurance provider for assistance in answering the following questions. If you do not have insurance, please proceed to Section B of this form.
4. Detailed Insurance Information
Name of insurance provider:
Policy number:
Group number:
5. Does your policy provide medical coverage outside of your network for both emergency and non- emergency visits?
Yes/No:
If YES, what percentage does it cover?
If NO, please specify your coverage:
6. Co-pays for Doctor visits
What is your in-network Doctor visit co-pay? (please indicate amount)
What is your out-of-network Doctor visit co-pay? (please indicate amount)

7. Do you have prescription drug coverage? (yes/	no):	
If YES, are prescriptions covered outside of the police	cy network? (yes/no):	
• What percentage? (please indicate amount): _		
8. Will your insurance policy cover all of the following p	oossible medical needs while at Hope Cent	ter for Women?
Please mark YES by those that are covered: • Emergency Room • Hospitalization • Lab Work		
If you have <u>no</u> means of financial suppor Center for Women, Inc., ple	t in providing your medical coverag ase contact us at 270-618-4673.	e while at the Hope
Please read and sign the following:		
I, (please write your full name) information. I agree to fully comply with the med state that the above information is completely ac expenses acquired while staying at Hope Center	lical policies of the Hope Center fo curate. I also understand that the	r Women, Inc. and total of all medical
Applicant's Signature	Date	
Parent/Guardian's Signature (if applicable)	Date	

RELEASE OF INFORMATION FORM

All matters relating to applicant records and information are considered confidential and are treated as such by the staff of Hope Center for Women, Inc. Information regarding such matters cannot be given without the written consent of the applicant or parent/guardian.

Name of Applicant:		
Date:		
I, (please write your full name) Center for Women, Inc. to share	e information related	, do hereby give permission for Hope to my application to the program with:
1		
2. 3.		
3	• , , •	nission to exchange the following information se of application to the program.
1		
2. 3.		
\square Medical records and information \square persona	al history information \Box	educational information and records
☐ Psychological records, psychiatric records, o	discharge summaries, tre	eatment records and summaries, counseling records
	unles dian (if applicable)	s written notification by the applicant or indicates otherwise.
Signature of Applicant	Date	
Signature of Witness	——— Date	

Daily Schedule for the Hope Center for Women, Inc.

*Please note: This daily schedule is only a guideline. Schedule is subject to change at any time at the Director's discretion, depending on events and activities happening at the home.

Monday - Friday

6:00am to 8:00am - Get showers and completely dressed for the day. Eat breakfast and ready for devotion.

8:00am to? - Personal Devotion time with Sue and April. Length of Devotion depend on how God is moving.

10:00am to 11:00am - Personal time with God

11:30am to 12:30pm - Lunch

12:30pm to 2:00pm – Daily chores

2:00pm to 4:00pm - Free time to study/read/watch a Christian show

4:00pm to 6:00pm - prepare dinner

6:00pm to 7:00pm - Dinner

9:00 to 10:00pm - Bed time, lights off at 10:00

Saturday

9:00am to 11:00am - Get showers and completely dressed for the day. Eat brunch.

11:00am to 12:00am - Personal time with God

12:00am to 1:00pm – Clean your rooms and the area of the house that you have assigned to clean

1:00pm to 11:00pm - Free time

11:00pm - Bed time, lights and TV off

Sunday

7:00am to 9:30am - Wake up, eat breakfast, and get ready for church.

9:30am - Leave for church. After church: the rest of the day is free time until church that night.

6:30pm - Leave for church

10:00pm – Bed time, lights and TV off

<u>Please note</u>: You will be expected to work in all aspects of the daily routine when the daily schedule has changed due to circumstances with the girls or in the home.

House Rules and Guidelines

Hope Center for Women, Inc. is a one year program for women who have a desire and willingness to do what it takes for their lives to be changed and transformed through a born again experience with Jesus Christ. They will have a safe and structured home in which to live. They will be taught to have a personal relationship with Jesus and to learn to live life as a disciple of His Word through Biblical teaching and counseling. They will be taught how to live and deal with life issues while remaining sober and drug free through the Christ centered program. Other programs will be offered either through the Hope Center for Women, Inc. or other community resources. These classes will include financial, GED, and parenting classes, etc. Upon graduation, The Hope Center for Women, Inc. will aid each woman in her search for employment as well as transitioning back into her community.

*Please note: All girls are individuals and are treated as such at Hope Center for Women, Inc. Therefore, all rules/guidelines are subject to change at the Director's discretion given the needs and circumstance of the individual girls, as well as the circumstances in the home at a given time.

Check-In:

- When residents arrive, all of their belongings will be checked in by a staff member and recorded for their protection.
- <u>Keep in mind that we have very limited space</u>, so please plan accordingly. Excess items <u>will be returned</u> to your home/family at <u>your</u> expense. **If you are unsure about bringing an item, please call with questions**.
- Upon arrival, you will be furnished with the following items:

Bible

Journal

Pen/Pencil

An iron is provided for use in the home

An alarm clock, bedding, and pillow are provided in each bedroom

- Hope Center charges no fees for housing or food, but will not be responsible for providing for any personal needs. Please bring items such as shampoo, deodorant, feminine hygiene items, make-up, razors, pantyhose, hair dryer, curling iron, etc. (you need not bring 12 months' supply)
- <u>Please do not bring</u> cell phones or other electronic devices.

Children:

- Hope Center for Women, Inc. is not equipped to house children. You will need to make other arrangements while enrolled in the program.
- Hope Center for Women, Inc. will allow your children to have visitation with you if approved by the court system. This visitation will not start until the staff feel the resident is ready.

Smoking

- Hope Center for Women, Inc. is a tobacco free home and you will not be allowed to smoke or dip on or off
 the property. If you are caught, disciplinary action will be taken. (See disciplinary action)
- You will be subject to random drug testing apart from the drug testing conducted by parole or drug court. You will also be tested for nicotine.

Relationships:

- You will not be permitted to date or have a personal relationship until you have graduated the program.
- In isolated cases, a married girl will be allowed to enter the program. We will allow the Spirit of God to guide us in each situation, according to what is needed.

Clothes:

• Please remember that the home has other residents; therefore, we have limited closet space. Due to such limited space, please only bring the clothing you know you will need (seasonal, modest, etc.); otherwise, the excess will need to be returned. Please review the dress code section. Do not worry if you do not have many clothes. God has always provided. Please contact us with any questions.

Dress Code:

- Clothing must be clean and modest at all times.
- Bathing suits must be modest.
- Some type of clothing (in addition to underclothing) must be worn at all times, including to and from the bathroom.

Expectations:

- Unless it is court ordered, you will be in the program for a minimum of six months before attaining work.
- You will be expected to abide by the rules of our home while living with us or in an apartment on our land.
- Hope Center for Women, Inc. will not be responsible for any medical, dental, or vision expenses. We will
 work with providers to get expenses lowered or donated as the need arises.
- Residents are assigned and responsible for household duties that will be supervised by the staff in charge. The same person who does a job incorrectly must correct it.
- When a special need arises, every resident's cooperation in doing extra duties will be required.
- You will be expected to keep yourself clean (which includes a daily bath/shower, hair washed either daily or every other day). See daily schedule for allotted times.
- You will be required to have your hair fixed and makeup applied daily as if going to a job. (See daily schedule for allotted times)
- You will be expected to keep your room clean and the bed made daily.
- You will be expected to keep your laundry (including bed linens) washed and put away weekly.
- You will be expected to clean and straighten closets and drawers monthly.

Activities:

- Everyone participates in all activities unless given special permission to be excused by staff member in charge.
- Girls are to stay together as a group under the supervision of a staff member during activities.
- Residents will have a curfew apart from those assigned through drug court. You will be expected to let staff know where you are at all times. This will vary depending on circumstance and trust.
- Residents will not be allowed to go anywhere without the director or another senior staff member for the first three months at the home or until the staff feels they are ready.
- Residents will be allowed weekend passes after the first six months to visit immediate family if they are passing their test and following all house rules are not in active addiction. (Immediate family includes: mother, father, daughter, son, sister, or brother)
- If resident is in the court system, resident will be required to attend all meetings and classes as ordered. These are separate from those required in the home.
- There will be no use of a computer unless director has authorized use. Even when authorized, computer use will be monitored.
- Resident will not be allowed to view or listen to any TV shows or music in the home that may be a trigger for resident or any other resident to want to use drugs or return to ways of old lifestyle.
- Resident will not be allowed to watch TV shows or listen to music that has profanity in them. This is a Christian home and should be respected as one.

Counseling:

• Each resident will have private, individual counseling sessions as seen as needed by staff. Girls are to notify staff on duty if they need immediate help or counsel.

Church:

- Girls are to attend church services with us three times a week, Sunday morning 10:00am 12:00pm, Sunday night 7:00pm 9:00pm, and Wednesday night 7:00pm 9:00pm. Family is welcome to attend church anytime.
- Girls are to be on time and take their Bible and a notebook.
- Girls are to attend to all restroom needs before service begins.
- Girls are to stay in the church building until the staff member in charge is ready to leave.

Mail:

- All mail will be opened in front of staff.
- Inappropriate correspondence will be denied.
- Residents may be asked not to correspond with individuals who have proven to be a negative influence, or are connected to past problems

Telephone Calls:

- No phone calls for the first three months
- Phone calls will be limited to specific days and times and only family members will be allowed to call or be called.
- We reserve the right to monitor all calls. This will vary according to circumstance and trust.
- No cell phones are permitted until the program is completed.
- Staff members will answer the telephones.

Visitation:

- No visitation for the first three months in the home
- Only immediate family will be allowed to visit resident while enrolled in Hope Center for Women, Inc.
- Visitors will only be allowed when staff members are present and previous arrangements have been made and approved.
- All visitations must be arranged one week in advance.

Prescription Medications:

- If you are on any prescription strength medications please bring a 30 day supply with you upon entry into the program.
- This does not apply for prescriptions which are short term or temporary such as antibiotics, but rather those that is taken on a regular basis.
- Over the counter medications will be provided and available for you on an as needed basis.

All medications should be packed together in one or two large ziplock bags to be handed over to staff immediately upon arrival so that our staff may process them quickly for you.

Money and Identification:

- Any cash, checks, credit cards, and bank cards will be held in an account under your name for the duration of your stay at the Hope Center for Women, Inc. and available for you when needed to be used with staff supervision.
- You are not allowed to keep any money on you. If someone sends you money, it will be put into your account.
- Residents will not be permitted to borrow money from other residents.
- Once the resident attains work and receives a paycheck, staff members will begin to counsel resident on finances so that resident will learn to use money wisely.
- Please ensure that you have a current photo ID and Social Security card regardless of your age.

Please have all of these items together in an envelope or ziplock bag separate from your medications. These will need to be handed over to our staff immediately upon arrival in order to ensure they are processed quickly into our system.

Dismissal:

You may be subject to dismissal from the program for the following behavior:

- Using drugs, alcohol, or cigarettes or for having them in your possession.
- Leaving the property without permission.
- Being continually uncooperative.
- Breaking any laws or failing any drug tests.
- Being rebellious, not abiding by our rules, and/or causing problems for other residents.
- Not showing a sincere desire for help. Girls must be willing to change and have a sincere desire for help.

Once resident has been dismissed from the program, she will be expected to pack your bags and make housing arrangements immediately.

Check Out:

• When leaving the program, girls will be checked out by a staff member on duty to ensure all belongings are returned and accounted for.

Disciplinary Action:

- If resident fails nicotine testing three times in one month and/or five times total, resident will be dismissed from the program.
- Residents are not allowed to wear patches or chew "nicotine" gum as it will alter test results.
- Individual counseling sessions will be held after each failed test in attempt to help resident overcome this addiction.
- We don't label smoking as a sin. It is, however, still an addiction.
- Although fighting any addiction is hard, it is possible through Jesus Christ.

COMMITMENT TO HOUSE RULES & DAILY SCHEDULE

I have read the rules of this program and agree to submit to the rules and the staff of Hope Center for Women Inc.. I understand that if I have failed to answer these questions truthfully or withheld any information, it can be considered grounds for refusal to or dismissal from the program. I am signing this of my own free will and being of a sober mind without persuasion from anyone else.

Signature of Applicant	Date
Signature of Director	Date
Signature of Witness	Date

LEGAL WAIVER & MEDIA DISCLOSURE

If you have any questions concerning the information below, please contact us at 270-618-4673.

Please read an	d sign the following:		
	(print name), have read and unoring a lawsuit against the Hope Center for		
Center for Wo Women, Inc. Bo	omen, Inc. staff, any Hope Center for Wome ard of Directors for any illness or injury that reason while I am a resident in the program	en, Inc. volunteers, or the Hope Cent at may occur on or off the property o	ter for
photographs an any legitimate p my name, testi Center for Wom bring a lawsu Women, Inc. sta	I hereby grant full permission to use my naid any record of my time at the Hope Center ourpose, including advertising and promotion imony, and likeness, as well as any photogranen, Inc. on any social media and internet plait against the Hope Center for Women, Inc. aff, any Hope Center for Women, Inc. volumes for any promotional, marketing, advertising circumstances, or situ	r for Women, Inc. in which I may apport. I also hereby grant full permission aphs and any record of my time at the latform of their choosing. I waive my c., Scott or Sue Cline, any Hope Cententeers, or the Hope Center for Womeng, media, or social media related iss	pear for on to use e Hope y right to er for on Board
I agree fully with	and in the witness of a Not	,	free will
New Resident's Sign	nature	Date	
Director's Signature		Date	
		Date	
Notary Public's Sign	nature		