



DC | DEPARTMENT of  
HUMAN SERVICES

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# THE BROOKS

## WARD 3 SHORT-TERM FAMILY HOUSING

### **PART A – Rights and Responsibilities**

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Effective as of April 2020

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D.C. Department of Human Services

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Approved by: *Noah Abraham*  
Noah Abraham, Deputy Administrator for Homeless Families, DHS/FSA

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\*\*Program Rules are subject to change\*\*

**These are Part A of the Program Rules of The Brooks Ward 3 Short Term Family Housing  
A “temporary shelter” program, governed by the Homeless Services Reform Act of 2005, as  
amended (D.C. Official Code § 4-751.01 *et seq.*) (HSRA)**

**A. Your Responsibilities**

1. You must follow all Program Rules in this packet.
2. Participation in the Short-Term Family Housing program
  - You must seek employment, education, or training when appropriate.
  - You must participate in assessment and case management services.
  - You must seek appropriate transitional or permanent housing.
3. Alcohol, drugs, violence
  - You must *not* do any of the following while on The Brooks’s property:
    - use or possess alcohol, illegal drugs, or marijuana. (*See* D.C. Official Code § 48-904(a)(1E).).
    - use or possess weapons.
    - assault or batter any individual or threaten to do so.
    - commit any other acts that endanger the health or safety of yourself or any other individual on The Brooks’s premises.
4. Children:
  - You must ensure that school-aged children in your physical custody are enrolled in school.
  - You must ensure that children in your physical custody receive appropriate supervision while on The Brooks’s property.
  - You may be able to receive assistance in coordinating transportation to school for your children. To see if you are able to receive this assistance, please contact either the Child/Youth Specialist on staff or the Virginia Williams Family Resource Center (VWFRC) at (202) 526-0017.
  - You must use child care services when necessary to enable you to seek employment or housing or to attend school or training, when appropriate, unless you meet an exemption under the District’s laws and rules governing the Temporary Assistance to Needy Families (TANF) program. (*See* D.C. Official Code § 4-205.19g or 29 DCMR § 5809.4 (b)-(e), or as revised).
5. Respect and Cleanliness
  - You must respect the safety, personal rights, and private property of The Brooks staff and other residents.
  - You must maintain clean sleeping and living areas, including bathroom and cooking areas.
  - You must use communal areas appropriately, with attention to cleanliness and respect for the interests of other residents.
  - Food and any other items used in the common areas must be cleaned up after use.
  - You are responsible for your own personal property.

## **B. Your Rights**

1. You have the right to be treated fairly and respectfully.
  - You have the right to be treated with dignity and respect by The Brooks’s staff, Friendship Place, and the Department of Human Services (DHS).
  - You have the right to access homeless services free from discrimination on the basis of race, color, religion, national origin, language, culture, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, and place of residence or business, as required by the following laws:  
**District of Columbia Human Rights Act (D.C. Official Code § 2-1401 *et seq.*)**  
**Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. § 12101 *et seq.*)**  
**Rehabilitation Act of 1973 (29 U.S.C. § 701 *et seq.*)**  
**Title II of the Civil Rights Act of 1964 (42 U.S.C. § 2000a *et seq.*)**  
**Language Access Act of 2004 (D.C. Law 15-167; D.C. Official Code § 2-1931 *et seq.*)**
  - You have the right to access services free from verbal, emotional, sexual, financial, and physical abuse and exploitation.
  - You have the right to practice or not to practice a religion.
  - You have the right to be treated in all ways in accordance with your gender identity and expression, including:
    - use of gender-specific facilities including restrooms, showers, and locker rooms;
    - being addressed in accordance with your gender identity and expression;
    - having documentation reflect your gender identity and expression;
    - being free from dress codes that are in conflict with your gender identity or expression;
    - confidentiality of information regarding your gender identity and expression; and
    - being free from discrimination in the provision of health care and mental health services related to your gender identity or expression.
  - You have the right to be free from testing for drugs or alcohol except:
    - when you consent to drug or alcohol testing as part of your case management plan, or Housing Stabilization and Exit Plan (HSEP), as it is called at The Brooks; or
    - when a licensed social worker, licensed professional counselor with experience identifying indications of drug or alcohol use, or a certified addiction counselor determines that there is reasonable cause to believe that you are engaging in drug or alcohol use.
2. You have the right to shelter during severe weather conditions, as provided by the HSRA.
3. You have rights relating to your personal information.
  - You have the right to confidential treatment of all your personal, social, legal, financial, education, and medical records and information related to you or a member of your family by DHS, Friendship Place, or The Brooks in a manner consistent with the confidentiality requirements of District and federal law. This is true whether the information came from you or another source. Basic information about you, including your receipt of services, is stored in the D.C. Homeless Management

Information System (HMIS). This city-wide data collection system provides a record for administering the program and evaluating the services provided to you. Your information will not be disclosed without your written consent, unless disclosure is required by law or permitted by law to meet funding, administrative or, research requirements. You may request a copy of The Brooks's privacy policy at any time.

- At a reasonable time and with reasonable prior notice, you have the right to view and copy, or have someone you authorize view and copy, all records and information (both paper and electronic) that are related to you and kept by The Brooks, Friendship Place, or DHS.
4. You have the right to give input and feedback about The Brooks's services.
    - You have the right to be told the name and job title of any staff member delivering services.
    - You have the right to provide input and feedback to DHS, Friendship Place, or The Brooks about delivery of services.
    - You have the right to file complaints with, testify before, or provide information to The Brooks, DHS, the Mayor, or other appropriate offices regarding the delivery of services or your treatment.
    - You have the right to actively participate in the development of your case management plan or Housing Stabilization and Exit Plan (HSEP), assess your progress toward the goals of your HSEP, and review or update your HSEP with the assistance and support of a Case Manager.
  5. You have the right to timely notice of decisions made by The Brooks, Friendship Place, or DHS that adversely affect your receipt of services and you have the right to appeal any such decision through a Fair Hearing, when required and permitted by the HSRA. (*See Section D of these Program Rules for more information.*)
  6. You have the right to continue to receive housing and services without change while you wait for the final outcome of any Fair Hearing requested within fifteen (15) calendar days of receipt of written notice of the decision you are appealing that adversely affects your receipt of services. However, in cases of a non-emergency transfer, emergency transfer, emergency suspension, or emergency termination, this right does not apply.
  7. You have the right to be free from retaliation, punishment, or sanction for exercising any rights provided in these Program Rules or under the HSRA.
  8. You have the right to meet and communicate privately with attorneys, advocates, clergy, physicians, and other professionals.
  9. You have the right to associate and assemble peacefully with other residents, during the visiting hours set forth in these Program Rules. (*See Section I below.*)
  10. You have the right to leave and return to The Brooks and to receive visitors during reasonable hours and under such reasonable conditions as specified in Sections G and I of these Program Rules.
    - You have the right to leave and return to The Brooks within reasonable hours as specified in Section G of the Program Rules.
    - You have the right to receive visitors in designated areas of The Brooks's premises under the conditions explained in Section I of the Program Rules.

11. You have the right to privacy.
  - You have the right to reasonable privacy in caring for personal needs and in maintaining personal living quarters.
  - You have the right to reasonable prior notice of the date, time, and name of the staff person making any routine inspections of your living quarters.
  - You have the right to be present or have another adult member of the family present at the time of any routine inspection.
  - You do not have the right to prior notice of an inspection or to be present during an inspection if, in the opinion of The Brooks's Program Director, there is reasonable cause to believe that you are in possession of a substance or object that poses an imminent threat to the health and safety of yourself or others on the premises and such reasonable cause is documented in your record.
  - You have the right to conduct your own financial affairs, subject to the reasonable requirements of your HSEP or of the Program Rules.
  
12. If you have a disability, you have the right to receive reasonable modifications to policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless The Brooks demonstrates that the modifications would fundamentally alter the nature of the services.
  - You have the right to request or have another person authorized to act on your behalf request a reasonable modification at any time, either verbally or in writing from The Brooks.
  - When you ask for a modification you will be asked to fill out a modification/ accommodation request form. If you are unable to fill out the form, a staff person will help you.
  - If an immediate modification is required and evident, The Brooks may conditionally approve the request until a final decision is made.
  - Once a decision is made you will receive notification as to whether the request was approved or denied.
    - If your accommodation request is approved, it may be granted immediately.
    - If it is denied, you will be informed in writing.
    - If you wish to appeal the decision you may request a fair hearing from the Office of Administrative Hearings (OAH). (*See* Section D for additional information about this process.) You may also file a grievance directly with The Brooks. (*See* Program Director for additional information about this process; *also see* Section E of Part B of these Program Rules.)
  - If you would like to file a complaint regarding the decision you may submit a complaint to the DHS American with Disabilities Act (ADA) Coordinator by phone at (202) 671-4438, by email at ADA.Services@dc.gov, or by fax at (202) 671-4409. You may also file a complaint with the D.C. Office of Human Rights at (202) 727-4559.

**C. The Brooks's Rights to Sanction, Transfer, Suspend, or Terminate You**

1. The Brooks can use alternative sanctions for specified violations of the Program Rules. (*See* Section D of Part B of these Program Rules.)
2. The Brooks can TRANSFER you to another provider.

- You must receive at least 15 days’ oral and written notice of the transfer date and the reason for the transfer. However, in the case of an emergency transfer, this does not apply.
  - You can be transferred through direct arrangements with other shelter or housing organizations or with central intake.
  - You can be transferred when you consent to the transfer.
  - You can be transferred without your consent if:
    - The Brooks identifies and secures a placement with another shelter or housing organization that more appropriately meets your medical, mental health, behavioral, or rehabilitative service needs;
    - You are no longer eligible for your placement at The Brooks (*see* D.C. Official Code § 4-753.02(b-1)); or
    - You do not comply with the rules and responsibilities listed in this document and you have received notice of the Program Rules. The Brooks must make a good-faith effort to assist you with complying with the Program Rules.
3. The Brooks can SUSPEND your services.
- You can be suspended from services if you fail to comply with or refuse to comply with the rules and responsibilities listed in this document, or if you engage in any of the behaviors listed as a basis for a termination. (*See* Section C.4.)
  - You can be suspended from services for up to 30 days depending on what you did that led to your suspension.
  - The Brooks may suspend your services when:
    - The Brooks has given you oral and written notice of the Program Rules, resident responsibilities, and prohibited behaviors;
    - The Brooks has made a good-faith effort to enable you to comply with the Program Rules;
    - The Brooks has made a reasonable effort to transfer you to another shelter or housing organization; and
    - The Brooks has given you at least 15 days’ notice of the suspension date for a non-emergency suspension period lasting ten (10) days or more.
  - The Brooks may not suspend adult individuals or adult family members in a manner that results in minor children or dependent adults being left unattended in the temporary shelter.
4. The Brooks can TERMINATE your services.
- You can be terminated from The Brooks if you:
    - Possess a weapon on The Brooks’s premises;
    - Possess or sell illegal drugs or marijuana on The Brooks’s premises (*see* D.C. Official Code § 48-904.01(a)(1E));
    - Assault or batter any person on The Brooks’s premises;
    - Endanger your safety or the safety of others on The Brooks’s premises;
    - Intentionally or maliciously vandalize, destroy, or steal the property of any person on The Brooks’s premises;
    - Fail to accept an offer of appropriate permanent or supportive housing that better serves your needs after having been offered two appropriate permanent or supportive housing opportunities; or
    - Knowingly engage in repeated violations of Program Rules.

- The Brooks must make reasonable efforts to help you overcome obstacles to obtaining permanent housing in cases where:
    - you fail to accept an offer of appropriate permanent or supportive housing that better serves your needs after having been offered two appropriate permanent or supportive housing opportunities; or
    - you knowingly engage in repeated violations of Program Rules.
  - In cases of termination where the violation is not an imminent threat to your health and safety or the health and safety of others, The Brooks must:
    - Give you at least 15 days' oral and written notice before the effective date of the termination and reason for the termination.
    - Document that they have considered suspension or have made a reasonable effort to transfer you, depending on the severity of the act leading to the termination.
5. The Brooks can transfer, suspend, or terminate you IMMEDIATELY or within 24 hours if you pose an imminent threat to yourself or others.
- You may be transferred, suspended, or terminated immediately or within 24 hours if you present an imminent threat to the health or safety of yourself or any other person on The Brooks's premises.
  - In addition, you may be transferred immediately:
    - In the case of the loss of a unit that is beyond the control of DHS or The Brooks, such as a fire or other unexpected catastrophic loss or damage to the unit; or
    - When your continued presence materially impairs The Brooks's ability to provide services to other clients at the location.
  - The Brooks is not required to give you prior written notice.
  - The Brooks is required, however, to try to give you written notice at the time the action is taken.
  - If it is not possible or safe to give you written notice at the time of the action, The Brooks is required to try to give you written notice within the next 15 days.
  - If The Brooks is unable to locate or contact you, then The Brooks must give you the written notice when you request it, if fewer than 90 days have passed since the emergency transfer, suspension, or termination began.
  - The Brooks must notify DHS within 24 hours of the action taken against you.
  - Within 24 hours of receipt of the notification, DHS will issue a written decision (Emergency Action Compliance Finding form) as to whether the providers' emergency transfer, suspension or termination can be upheld or denied.
  - The Brooks is to give a copy of the completed Emergency Action Compliance Finding form to you as soon as reasonably possible after receiving the document from DHS.
  - If your whereabouts are unknown and The Brooks has made reasonable efforts to find you, then The Brooks shall retain a copy of the Emergency Action Compliance Finding form from DHS and deliver it to you if and when the opportunity arises.
  - If DHS denies The Brooks's emergency action, then The Brooks must immediately reinstate services to you.
  - If DHS upholds The Brooks's emergency action, you may appeal the emergency action through a Fair Hearing. (*See* Section D for information about this process.)



## **D. Your Right to Appeal**

1. **Grievance Program:** The Brooks has a grievance program, and you have the right to address a problem through the internal grievance process. (*See* Section P of Part B of Program Rules.)
2. **Your Right to Appeal**
  - You have the right, when permitted by the HSRA, to appeal any decision that adversely affects your receipt of services. You also have the right to appeal any violation of the Common Standards that apply to The Brooks (*see* D.C. Official Code § 4-754.21 through § 4-754.24) or any violation of your rights listed in Section B of these Program Rules.
  - Your appeal is called a Fair Hearing and is held at the District of Columbia’s Office of Administrative Hearings (OAH).
  - You have the right to an Administrative Review before the Fair Hearing. The Administrative Review is less formal than a Fair Hearing and is conducted by an employee of the D.C. Department of Human Services (DHS).
  - You have a right to timely notice, when required by the HSRA, of any non-emergency termination, suspension for a period lasting 10 days or more, or transfer by The Brooks, Friendship Place, or DHS that negatively affects your services, 15 days before the notice is effective.
  - You have the right to continue to receive housing and services without change while you wait for the final outcome of any Fair Hearing that is requested within 15 calendar days of receipt of a written notice of a non-emergency suspension or termination that negatively affects your services. However, in the cases of a non-emergency transfer, emergency transfer, emergency suspension, or emergency termination this right does not apply.
3. **To Request a Fair Hearing**
  - Call the Office of Administrative Hearings, at (202) 442-9094 or send a request for a Fair Hearing in writing to the Office of Administrative Hearings, 441 4<sup>th</sup> Street, N.W., Suite 450 North, Washington, D.C. 20001; or
  - Call the DHS Family Services Administration, at (202) 671-4170, or send a request for a Fair Hearing in writing to the DHS Family Services Administration, 64 New York Avenue, N.E., Washington, D.C. 20002; or
  - Tell a staff member where you reside that you want a Fair Hearing. By law, the staff member must help you make your request.
4. **To Receive an Administrative Review**
  - You do not need to file a separate request for an Administrative Review. Once you request a Fair Hearing, DHS will conduct an Administrative Review of your appeal to determine the legality of your appeal and, if possible, to reach an informal resolution.
  - A notice will be sent to you notifying you of the time, date, and place for the Administrative Review.
  - If you do not appear at the Administrative Review, you will still have the right to the Fair Hearing you requested.
  - After the Administrative Review, the Office of Administrative Hearings will send you a notice of the date, time and place of the Fair Hearing.

5. In some cases, you have the right to continue to receive housing and services during your appeal.
  - To continue to receive housing and services during the appeal of a termination or suspension you must ask for an appeal within 15 days of receiving written notice of the termination or suspension.
  - If the action was a regular transfer, emergency transfer, emergency suspension, or emergency termination based on an imminent threat to health or safety, you *do not* have the right to continue to receive housing and services during the appeal unless DHS orders The Brooks to continue to provide housing services during your appeal.
  - If you have already left The Brooks and it is more than 15 days after you received the written notice, you do not have the right to return and continue to receive services during your appeal. However, you can still appeal within 90 days from the date of the written notice and, if you win your appeal, you will be placed back into The Brooks or a similar program.
  
6. Your rights at the Fair Hearing or Administrative Review
  - You have the right to be represented by a lawyer (*see* Section D.7), relative, or any other person of your choice who is not an employee of the D.C. Government.
  - You have the right to bring witnesses or evidence that helps your case.
  
7. You may request free legal assistance from:
  - *Bread for the City at (202) 265-2400 or (202) 561-8587*
  - *Legal Aid Society of the District of Columbia at (202) 628-1161*
  - *The Washington Legal Clinic for the Homeless at (202) 328-5500*
  
8. You may file discrimination claims.
  - If you think you have been discriminated against because of race, religion, color, sex, national origin, disability, personal appearance, age, marital status, sexual orientation or another basis, you may file a complaint with the D.C. Office of Human Rights at (202) 727-4559 within 365 days of the discrimination.

**E. Special Eligibility Criteria**

- To be eligible for this program, you and your family must:
  - be homeless or at risk of homeless (*see* D.C. Official Code § 4-751.01(5B) and (18)); and
  - be a resident of the District of Columbia (*see* D.C. Official Code § 4-751.01(32)).
- Eligibility for placement at The Brooks is determined during an intake assessment at the Virginia Williams Family Resource Center located at 920-A Rhode Island Avenue NE, Washington, DC. All referrals are received from the Virginia Williams Family Resource Center, which is the source and mechanism that establishes eligibility.

**F. Intake and Exit**

1. Intake

- Upon arriving to The Brooks, you will meet with a Residential Aide to discuss the program, expectations, rules and policies. All family members will take a facility photograph for security purposes.
- Families are permitted to bring up to 2 bags per family member to The Brooks. Televisions, radios, desk top computers, space heaters, fans, and hot plates are not permitted in your unit at The Brooks.

- You must provide identification for each family member. Each adult must provide photo identification, a birth certificate and Social Security card for each household member. You may also be asked to complete an emergency contact form to include the name and contact numbers of family's physician and/or pediatrician. Please notify The Brooks staff of any allergies or chronic health issues of concern.
- You and any other head of household will receive a copy of The Brooks's Program Rules and will sign them, acknowledging receipt and agreeing to follow them.
- You and your family will complete a tour & orientation to The Brooks, and will be assigned to a unit to accommodate your family composition.
- You and your family will be introduced to the Operations Manager, Program Director, Case Manager Supervisor, the Residential Aide Coordinator, Child/Youth Specialist, Housing Navigator, Social Worker, and assigned Case Manager within 48 business hours of your family's arrival.
- The Case Manager Supervisor will assign you a Case Manager, who you will be required to meet with at a minimum of two times a week to help you create your Housing Stabilization and Exit Plan, outlining your goals to help you and your family successfully transition to stable housing within ninety (90) days.
- Make arrangements to meet with your assigned Case Manager within 24 business hours from initial intake.

## 2. Exit

- When you move out of The Brooks, you must notify your Case Manager at least 48 hours prior to your move out date.
- Once you have leased up and received keys to your new home, you have 48 hours to vacate your unit at The Brooks.
- You will receive an exit check list, composed jointly by you and your Case Manager, to help you have an organized and smooth transition from The Brooks to your new home.
- You are responsible for packing and removing your belongings from your unit.
- You and your family must leave the unit empty, clean, and free of trash or debris.
- The unit will be checked by the Residential Aide staff for cleanliness and damages.
- You will be asked to complete an exit evaluation of The Brooks and Friendship Place.
- If needed, your assigned Case Manager will assist in securing transportation for you and your family.

## G. Curfew

- Curfew hours are:
  - **Sunday through Thursday: 9:30 p.m.**
  - **Friday and Saturday: 11:00 p.m.**
- All residents are required to be in The Brooks building during the following hours, except with special permission from their Case Manager:
  - **Sunday through Thursday: 9:30 p.m. to 6:00 a.m.**
  - **Friday and Saturday: 11:00 p.m. to 6:00 a.m.**
- You must sign the Census Log by curfew each evening, stating that all children are present.
- Curfew check will begin each night 15 minutes after curfew starts. Residential Aides and/or security will knock on your door to ensure that each member of the family is in the unit.
- Families are allowed access to public areas during posted times, but must abide by quiet hours, and must be in their units no later than 11:00 p.m. every night.

- Quiet hours are from **10:00 p.m. to 7:00 a.m.** Excessive noise should be avoided at all times. Talking, music, or other loud sounds should not be heard in the hallways or through the doors or walls. Therefore, radios, electronic devices, and voices should be kept at particularly low levels during those times.
- You may request a curfew extension or adjustment for employment, special events, medical reasons, and to comply with custody schedules and overnight visits. To obtain a curfew extension or adjustment, you must request approval from your Case Manager. In your request, you must provide documentation of your work schedule, childcare arrangements, or other evidence supporting your request.
- You will be given a 15-minute grace period when arriving for curfew. If you are not able to make curfew on any given night, you must call the Shift Supervisor on duty at The Brooks (202-931-9688) so that staff members know what is happening. You are responsible for all documentation to verify your situation.
- If you return to The Brooks after curfew, you will be issued a “Missed Curfew Violation.” After three violations, you must meet with the Program Director and your assigned Case Manager, who will reduce curfew hours or place you on a behavioral contract, stating that you will be recommended for termination if another curfew violation is issued.
- Repeated and continued curfew violations constitute a violation of these Program Rules and could result in the transfer or termination of services.
- Please note that curfew hours at The Brooks are subject to change with written notice.

#### **H. Nights Out**

- You must spend each night in The Brooks unless you and / or your children have received permission to stay out overnight.
- The Brooks allows you and your family to spend two (2) nights out per month. You cannot carry over nights out from one month to the next.
- Please note that you are not granted additional nights out for holidays and should plan accordingly.
- **You must submit your request for a night out to the Case Manager Supervisor by 5:00 p.m. on the Wednesday prior to your planned night out.**
- The Case Manager Supervisor must approve your request for you to leave The Brooks overnight. If the Case Manager Supervisor is not available, the Program Director may approve your request.
- **Failure to obtain approval before spending a night out is a Program Rule violation and will result in receiving a Program Rule Violation Notice. Multiple unauthorized nights out may result in your family’s termination from The Brooks.**
- Being more than 6 hours late for curfew is considered an unauthorized absence.

#### **I. Visitation**

You and your family are allowed to have visitors under the following circumstances:

- Visiting hours are:
  - **Saturdays and Sundays from 12:00 p.m. to 5:00 p.m.**
  - **Fridays from 4:00 pm to 9:00 pm**
- Visiting hours are subject to change.
- Requests for personal visits must be approved in advance by completing the Visitation Request Form, and approval will be granted based on your progress toward your HSEP goals. Approval may not be granted if you have received notice of a Program Rule violation in the last week or if you have received a Notice of Termination.

- You must turn in your visitation request form to the Residential Aide Coordinator or Case Manager Supervisor by 5:00 p.m. on the Wednesday prior to the visitation day.
- All visitors will be subject to a sex offenders registry check and will be denied entry if they are on the national registry.
- Each family is allowed up to 2 visitors per day for visitation.
- Requests for special visits outside of visiting hours must be given specific approval in advance by the Case Manager or Program Director.
- Visitors will be required to show identification to staff at the front desk upon entry. Visitors over the age of 18 will be required to leave identification at the front desk during their visit. Visitors without valid IDs will not be permitted inside The Brooks.
- Visitors are permitted inside designated community spaces or areas during the visitation hours. Visitors are not permitted in your unit. Visitors are not allowed to be alone at any time, other than when using the restroom. Visitors must use your assigned bathroom only.
- Overnight guests at The Brooks will only be permitted on a case by case basis with prior approval by the Case Manager Supervisor, as space allows. You must provide the name and date of birth for all of your children or grandchildren during the intake process in order to later be granted overnight visits. Additional documentation (e.g., child's birth certificate) may be required. Approval will not be granted if you have received notice of a Program Rule violation in the last week or if you have received a Notice of Termination.
- Day and overnight visits will be allowed if mandated by a court or other government agency.
- All visitors must follow the Program Rules. Any visitor who violates the Program Rules may be asked to immediately leave the building and may be banned from returning.
- Social workers, Case Managers, therapists, counselors, and other professionals are not considered visitors for the purposes of this section and can visit as needed, without prior authorization before curfew. Visits by social workers, Case Managers, therapists, counselors, and other professionals after curfew require staff approval. These professionals must show valid business identification and must sign in and out of the facility.

**J. Signed Acknowledgment – Part A**

I acknowledge that I have received, understand, and accept the Program Rules of the program. I further understand that I must enforce these rules with my entire family.

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Resident Signature	Printed Name	Date
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Staff Member's Signature and Printed Name	Date
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Staff Member's Title