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|  | **Twelve Step Education Program of New England**317 Boston Road, Billerica, MA Phone: (978) 670-2429 Fax: (781) 939-7228 |

**AN OVERVIEW OF 12 STEP EDUCATION PROGRAM**

**A GREAT CHOICE FOR SOBER HOUSING**

Safe, Secure and Affordable \* Meals are Included \* On-Site Meetings Held Daily

We have over 100 beds in two choice locations – both of which are North of Boston. Both of our houses are accessible by major bus routes.

* Our Woburn location is located at 171 Old Cambridge Road and has 50 male beds.
* Our Billerica location is located at 317 Boston Road in North Billerica and has 10 female and 40 male beds.

Twelve Step Education Program of New England (Twelve Step) is a registered 501(c) 3 not-for-profit. Our core mission is to give back and help assist detoxed individuals, previously struggling with drug and alcohol addiction live in a safe and sober environment.

We are one of only a few sober housing programs which include meals in our monthly rent. Full-time cooks are part of our live-in staff. This represents a substantial cost benefit to persons on a fixed-income or those looking to keep expenses down while re-acclimating to life.

Twelve Step has been certified by the Massachusetts Alliance for Sober Housing (MASH) which sets the standards for all sober housing in the Commonwealth. In addition, Twelve Step’s houses are equipped with fire alarm and sprinkler systems which are tied directly into the Fire Department and have annual inspections by both the local Fire Department and the Board of Health. Both houses are also staffed by full-time, live-in managers and assistants.

For more information or inquiries on bed availability please contact:

* Laura O’Donnell (Site Manager) at (978) 670-2429

In addition, our Executive Director, Phil Malonson, is always available for questions or to discuss the program and can be reached at (617) 645-7062.

Thank you for your consideration and we look forward to hearing from you soon.

*The Staff at Twelve Step Education Program of New England, Inc.*

[www.sober-recovery.org](http://www.sober-recovery.org)

**TWELVE STEP EDUCATION RULES, RESPONSIBILITIES AND PROCEDURES**

*\*\*NON-ADHERENCE TO THESE RULES AND RESPONSIBILITIES IS CAUSE FOR
IMMEDIATE EVICTION AND FORFEITURE OF YOUR ADVANCE RESERVE\*\**

**HOUSE RULES**

* No drinking
* No using drugs
* Resident is responsible for prompt payment of all fees
* Attend a minimum of three recovery meetings per week
* Attend a mandatory weekly house meeting
* Absolutely no sexual contact between residents. This is cause for immediate eviction
* No stealing or destruction of Twelve Step's or any other resident’s property. This is cause for immediate eviction.
* No disruptive, threatening, violent or abusive behavior toward any resident. This is cause for immediate eviction.
* House managers or assistants have the right to enter a resident’s room without prior notice.
* Smoking in designated area(s). **Outside only. Butts must be disposed of properly in metal containers.**

**RESIDENT RESPONSIBILITES**

* Take medication(s) as prescribed – Keep medical and mental health appointments
* Complete house chore in a timely fashion.
* Clean up after yourself. Keep your living area neat.
* Laundry and linens are to be washed once a week.
* If you are to be away overnight, you MUST inform the house managers. You are allowed to stay out of the residence three NON-CONSECUTIVE nights per week. PAROLEES MUST OBTIAN PO'S PERMISSION FIRST.

**TWELVE STEP EDUCATION PROGRAM PROCEDURES**

FEES ARE DUE EVERY FRIDAY BY 6:00 pm for the upcoming week.

***ABSOLUTELY NO CASH WILL BE ACCEPTED FOR ANY FEES BY ANY TWELVE STEP EMPLOYEE***

Residents paying weekly are required to pay the first week's fee of $190.00 PLUS two weeks advance fee of $380.00 upon entry. Cable, Wi-Fi and food are included in this fee

Residents on SSI/SSDI or other monthly incomes MUST pay $825.00 per month. Residents paying monthly are required to pay the first month’s fee PLUS one-week advance fee of $190.00 upon entry. Cable, Wi-Fi and food are included in this fee

Your Advance fee will only be used toward credit of existing fees upon receipt of a two-week notice of departure.

Residents who bounce checks will be liable for a $25 bounced check charge fee and will have to pay all fees with a money order or cashier’s check only.

SUSPECTED DRUG AND ALCOHOL USE

***DRUG OR ALCOHOL USE IS CAUSE FOR IMMEDIATE EVICTION***

If residents are suspected or there is any sign of drug or alcohol use, he/she will be asked to submit to urine. A voluntary urine or blood screen may be requested. Resident must submit to scheduled urines. Cup/Lab

If a resident relapse and seeks help/treatment, he/she may be eligible to return to a Twelve Step location, however, not necessarily the same location. Management holds the right to search residents and bags upon entering the facility.

TERMINATION AND EVICTION

Use or possession of alcohol or illegal substances in or on Twelve Step properties will be grounds for being banned permanently from all locations.

Upon eviction, former residents are not allowed on the premises of any of the Twelve Step Education locations.

Twelve Step is not responsible for personal belongings during residency or when left behind. Upon leaving Twelve Step any personal belongings left behind must be picked up within 14 days or items will be donated to a local charity Arrangements must be made with the house manager prior to picking up items

* I have read the above and understand and I fully subject myself to the rules/responsibilities of the house.
* If leaving voluntary, I must give a two-week notice and I understand that my two-week advance reserve will be used for the last two weeks rent. I understand I am a tenant at will.

SIGNATURE OF AGREEMENT - RESIDENT DATE

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|  | **Twelve Step Education Program of New England**317 Boston Road., North Billerica, MA 01862 Phone: (978) 670-2429 Fax: (781) 939-7228 |

*Billerica Woburn*

Dear Sir/Madame:

Thank you for your interest in the Twelve Step Education Program of New England, Inc. The Twelve Step Education Program was founded to provide safe and clean sober housing to men and women in recovery. We operate on the belief that sobriety begins by practicing a sober lifestyle. We welcome the homeless addict seeking recovery, the dual diagnosed, parolees, and individuals seeking recovery. Our goal is to provide the first step in long-term sobriety. Each house has rules, so the residents understand what is expected of them. This helps with keeping the residents safe while they are recovering.

Sobriety also brings with its new responsibilities to ourselves, our families, friends and to the other residents of our sober homes. Each house has rules so the residents understand what is expected of them. All residents are responsible for their behavior in our homes and are held accountable for their actions. This accountability is to show respect for our residents' sobriety.

**PAROLEES: PLEASE NOTE:** Final approval is contingent on the field parole officer's review of your record along with our sober home's policies. Your acceptance into the Twelve Step Education Program requires that you make a six-month commitment to our program during which, you will abide by all house rules, one being that there will be no overnight visits without prior approval of the field parole officer for the first thirty days.

All of our Twelve Step Education Program Homes have a mandatory house meeting each week; these meetings are designed to encourage a sense of community and to allow all residents to have an input with our house management.

We do not accept anyone who is required to register as a sex offender, or anyone convicted of arson.

**Our fees are as follows:**

**Weekly Paying Residents: $190.00 per week plus two weeks advance of $ 380.00. Total Due with Application for weekly paying residents - $ 570.00**

**SSI/SSDI Paying Residents: $825.00/month plus one-week advance of $190 Total Due with Application for SSI/SSDI paying residents - $ 1,015.00**

This fee includes food. All locations have a common area with cable TV and laundry facilities. The required advanced will be used as payment for your final two weeks (weekly paying residents) / one week (SSI/SSDI paying residents) with the Twelve Step Education Program. If you have been terminated from our program or leave without notice, your advance will not be refunded. For bed placement, questions and concerns, please do not hesitate to contact our site manager Laura O’Donnell at (978) 670- 2429.

[www.sober-recovery.org](http://www.sober-recovery.org)

APPLICATION FOR SOBER HOUSING

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| **APPLICATION PROCESS:**1. ***COMPLETE APPLICATION AND SUMBIT FORM VIA MAIL OR FAX***
2. ***SEND REQUIRED FEE OF $570.00*** *(paying weekly) \** ***or $1015.000*** *(paying monthly) \** ***OR AMOUNT PER AGREEMENT WITH TWELVE STEP EDUCATION TO: 317 Boston Rd. North Billerica, MA 01862 or fax 781.939.7228***
3. ***SPEAK WITH TWELVE STEP EDUCATION PROGRAM REPRESENTATIVES ABOUT PLACEMENT: 978-670-2429***
4. ***ARRANGE TIME AND DATE OF ARRIVAL WITH APPROPRIATE PERSONNEL*** Please Note: An acceptance letter will be issued only after the completion of the above process
 |

Name:

SS#: Date of Birth

Address:

City: State:

Contact Person:

Phone#: Fax#:

***MEDICAL INFORMATION***

How long have you been sober? Drug of Choice:

Which recovery meetings do you attend? (AA, NA, CA, etc.)

List medical conditions:

List prescription medications:

Health Insurance:

***RESIDENT INFORMATION***

PREFERRED LOCATION 1: 2:

Have you ever lived in a Twelve Step Education Program Sober Home? Y / N

If so, which location?

Are you a veteran? Y/N

Are you involved in any legal action? Y/N

If so, please explain:

Are you required to register as a sex offender? Y / N

Have you been convicted of arson? Y/N A felony? Y / N How Many? \_\_\_\_\_
If leaving a prison system, will you be on probation or parole?

Source of Income: Salary (weekly/monthly):

I understand that a submission of this application is not a guarantee of admission into a Twelve Step Education Program sober house.

Signature: Date:

Referral Source (if any):

**\*PROGRAM FEES:**

* **Weekly Paying Residents $190.00 week + 2 weeks advance of $380.00 due with application. Total $570.00**
* **SSI/SSDI Paying Residents $825.00/month +1-week advance of $190.00 due with application. Total $1015.00**