



**Porchlight, Inc.**  
**Veterans Transitional Housing Program**  
1102 Spring Street | Madison, WI 53715  
P: (608) 441-2556 | F: (608) 441-0149

## **VTHP Participant Agreement**

This participant agreement shall be completed and signed before or at the time of program admission. A signed agreement is required to enter the Veterans Transitional Housing Program.

The Veterans Transitional Housing Program (VTHP) is a Grant and Per Diem (GPD) collaboration with the U.S. Department of Veterans Affairs (VA). VTHP provides transitional housing to eligible male-identified Veterans who are experiencing homelessness or are at risk of homelessness, with supportive services aimed at promoting long-term housing stability.

Veteran Name: \_\_\_\_\_ Date of Admission: \_\_\_\_\_

### **Program Services**

The Veterans Transitional Housing Program offers the following services for program participants:

- A single room occupancy (SRO) unit with a refrigerator, in-room safe, and shared bathroom
- Case management services based on an individualized service plan (ISP)
- Individual and group peer support
- Assistance in developing and working toward a permanent housing plan
- Assistance in obtaining employment and/or increasing income
- Assistance in managing physical and mental health needs
- Three (3) meals per day
- On-site laundry
- Use of outside patio areas
- Access to hygiene and linen supplies, as needed
- Transportation (subject to availability)
- Opportunities for recreation and group activities

### **Program Fees**

Program participants are required to pay 30% of all income, up to a maximum of \$350, in program fees on a monthly basis. Program fees are due on the 1<sup>st</sup> day of each month. Fees may be collected on a pro-rated basis for Veterans entering or discharging from the program mid-month. Veterans with no income will not be responsible for program fees until they obtain income. Program participants are required to report all changes of income within 10 days so that program fees may be adjusted accordingly. Failure to pay program fees or report income changes in a timely manner may result in interventions up to and including termination from the program. There are no additional fees associated with program participation.

### **Program Participation**

VTHP is a program, not just transitional housing. Program participants may stay for a maximum of 24 months as long as they are demonstrating progress toward their identified goals, and are actively participating in required programming. Failure to participate in required programming may result in program discharge.



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When program participants have accomplished their identified goals and are no longer in need of supportive services, they are expected to secure appropriate housing in the community with the help of program staff, as needed. Program staff may continue to provide short-term support to discharged Veterans in order to promote housing stability and prevent returns to homelessness.

### **Required Programming**

The Veterans Transitional Housing Program requires the following from all program participants:

1. Participation in house meetings and skills groups
  - a) Biweekly house meetings are mandatory. If participants are unable to attend a house meeting for any reason, they must speak with staff in advance to be excused, and follow up afterward to review all information covered in the meeting.
  - b) Each program participant must attend at least two (2) peer support group meetings. These meetings cover many topics and may include guest speakers and opportunities for Veterans to facilitate. Staff encourages ongoing participation.
  
2. Development, revision, and adherence to an individualized service plan (ISP)
  - a) Participants must actively work toward the goals established in their ISP.
  - b) Participants are expected to meet with the VTHP Case Manager regularly, and update them on progress toward identified goals.
  - c) Participants must attend all quarterly review meetings with VTHP Staff and the VA Liaison.
  
3. Financial responsibility
  - a) Participants must accurately disclose all income during their stay, and pay all required program fees in a timely manner (see *Program Fees*).
  - b) Participants agree to work with staff to develop an individual financial plan that eliminates barriers to housing, which may include increasing income, paying off debt, improving credit, establishing a budget, and saving for housing entry costs.
  
4. Cleanliness and hygiene
  - a) Participant rooms must be kept neat, orderly, and clean. VTHP Staff will conduct regular housekeeping inspections. Hoarding is prohibited, and staff may require removal of excess belongings as necessary. Food may not be left out in the room, and refrigerators must be kept free of expired foods and beverages. All medications must be locked in the room safe.
  - b) Participants must clean up after themselves in shared bathrooms, and promptly report any maintenance issues in the building. All Porchlight properties are non-smoking, so any smoking must be done outside, away from open windows and doors.
  - c) Participants are expected to maintain appropriate personal hygiene, including regular bathing, wearing clean clothes, and laundering clothing and linens. Please do not do laundry after 10pm.



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5. Compliance with all other VTHP guidelines and expectations
  - a) The GPD program requires daily proof of occupancy. The sign-in sheet is located on the board by the mailboxes. Program participants must find their room number on the sheet and add their initials on the adjacent line every day.
  - b) VTHP is a sober living environment. Use of drugs and alcohol is prohibited on VTHP property, and program participants must comply with drug and/or alcohol screening as requested by staff (see *VTHP Substance-Free Policy and Procedure*).
  - c) Program participants are expected to attend all scheduled meetings and appointments with the VA and/or their other medical, mental health, or treatment providers during their stay, and to comply with treatment instructions.
  - d) Participants must comply with individualized behavioral contracts, as applicable. Failure to adhere to a behavioral contract may result in program termination.
  - e) Program participants must comply with all other VTHP guidelines and expectations presented during program admission and throughout their stay. It is the participant's responsibility to know and adhere to all program guidelines, and to ask staff if they have any questions.

### **Notification of Changes**

Any changes in program services, program fees, or required programming will be communicated in writing to all program participants.

### **Program Termination**

The Veterans Transitional Housing Program strives to positively discharge all program participants to permanent housing in the community. In certain cases, a participant may be terminated from the program for failure to adhere to program guidelines and expectations. If a participant is terminated, they will receive written notification from staff indicating the reason for termination. Potential conditions for program termination may include:

1. Failure to pay program fees in full and in a timely manner
2. Failure to accurately report all income within 10 days of a change
3. Failure to sign in on a daily basis, absence without a pass, and/or absence longer than 14 days
4. Failure to regularly participate in required meetings, including but not limited to house meetings, skills groups, case management appointments, and quarterly reviews
5. Failure to actively work toward goals identified in the individualized service plan (ISP)
6. Violation of the *VTHP Substance-Free Policy and Procedure* and/or failure to adhere to a recovery plan
7. Violation of the *VTHP Weapons Policy & Procedure*
8. New criminal charges and/or jail stays longer than three (3) days
9. Harassment, threats, aggression, or inappropriate behavior toward other residents or staff
10. Inability to perform activities of daily living (ADLs) and/or demonstrated need for higher level of care
11. Failure to comply with any other stated VTHP guidelines or expectations
12. Any other behavior or incident determined by VTHP staff to be detrimental to the participant or program



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### **Participant Rights and Acknowledgement**

I have read and been offered a copy of the *Homeless Program Grant & Per Diem (GPD) Veteran Handbook*, which details my rights and responsibilities as a GPD program participant. I understand that I may approach VTHP Staff or the VA Liaison if I feel my rights are being violated while in the program. I have also read and been offered a copy of the *Porchlight Appeal Process*.

I understand that all Veterans Transitional Housing Program participants are responsible for knowing and adhering to all VTHP guidelines and expectations. My signature indicates that I have read and been offered a copy of this *VTHP Participant Agreement*, I agree to the conditions outlined in this document, and I will approach staff if I have questions at any time.

Veteran Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Veteran Name (print clearly): \_\_\_\_\_

VTHP Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VTHP Staff Name (print clearly): \_\_\_\_\_