



Business Office: Old Pueblo Community Services
4501 E. Fifth Street, Tucson Arizona 85711
Telephone (520) 546-0122 – Fax (520) 777-4512

General Information

Old Pueblo Community Services offers reentry and reintegration programs for men and women, homeless veterans, persons returning from incarceration, persons with serious mental illness and those experiencing long-term chronic homelessness. The core values of OPCS are compassion, integrity, quality and optimism. WE ARE NOT A HALFWAY HOUSE! Reentry programs at OPCS offer structured recovery communities of multi-resident housing enhanced by a rich assortment of support services. Each client has the opportunity to recover from addiction and reenter the community with a foundation in recovery, employment and permanent housing on which to build a future. OPCS is an approved facility for individuals under supervision who have been released from the Arizona Department of Corrections. In addition, OPCS offers a low barrier compassionate shelter for persons who are currently homeless. OPCS programs provide a safe living environment, intensive case management, employment services, substance use disorder counseling, life skills, referral to community services, bus passes, clothing, laundry facilities, family programs, budget counseling, and assistance with obtaining housing upon completion. Once income is obtained, the client will be billed for 30% of their gross income, not to exceed the weekly occupancy fee of \$100 per week, unless their occupancy fees are covered by grant funds or government contracts.

This application contains a screening form, the resident application form, and the house policies and lodging agreement.

To apply, please complete the forms and answer each question. If a question does not apply to you, please insert N/A for not applicable. Include the name of your case manager, COIII, parole or probation officer so that OPCS may contact them regarding acceptance, denial or placement. Mail the completed application to 4501 E 5th St., Tucson, AZ 85711 or fax to 520-777-4512. Walk in applicants are welcome at 4501 E 5th St. Tucson, AZ 85711. Office hours for walk-in applicants are 8:00 am to 4:00 pm Monday through Friday. Walk in applicants will interview with the intake coordinator.

If you have any questions or if we can be of assistance to you, please call or write:

Intake Coordinator

Old Pueblo Community Services

(520) 445-7063 (520) 546-0122

Download application at <http://www.helptucson.org/>



Screening Form

Name _____ DOB _____ Date _____

Admission Requirements:

- Have or be able to obtain a picture ID
- Homeless
- At least 18 years old
- History of alcohol or drug abuse
(not applicable for Veterans, persons with an SMI determination and applicants for Low Demand Shelter)
- No history of sex crimes or arson
- Willing to stay clean and sober and commit to 90 days of housing for intensive outpatient program
- Willing to follow all house policies as outlined in the lodging agreement
- Willing to pay occupancy fees if applicable
- If incarcerated in AZ DOC, G/V score of 4/4 or higher

Please circle YES or NO:

1) Have you ever served in the Military/Armed Forces?	YES	NO
2) Do you have a picture ID?	YES	NO
3) Are you at least 18 years old?	YES	NO
4) Are you homeless?	YES	NO
5) If applying for OPCS intensive outpatient program: Do you have a history of alcohol or drug use?	YES	NO
Are you willing to attend substance use disorder counseling and recovery meetings (AA/NA/Smart Recovery)?	YES	NO
Have you used drugs or alcohol today?	YES	NO
Are you willing to submit to alcohol and drug testing?	YES	NO
Are you willing to stay clean and sober and commit to 90 days of housing?	YES	NO
Are you currently able to work? If no, do you have a current source for paying occupancy fees? Please explain:	YES	NO
6) Have you ever been convicted of arson?	YES	NO
7) Have you ever been convicted of a sex crime?	YES	NO

By signing below, I certify that the information provided above is accurate to the best of my knowledge.

x _____



RESIDENT APPLICATION			
Name: _____		ADC# _____	Date: _____
Date of Birth: _____		Age: _____	SS#: _____
Circle One: Single Married Divorced Separated Widowed			
Identification Circle One: Driver's License AZ ID Card SS Card Birth Certificate Tribal ID DD-214 Other: _____			
Ethnicity: _____		Gender: _____	If female, pregnant? YES NO
Have you ever served in the Military? YES NO If yes, type of discharge:			
Current Living Situation: Circle One: Streets Shelter Transitional Housing Detox/Hospital Jail/Prison Family/Friends Other: _____			
Current address:			
Current telephone number:			
Have you been homeless for more than a year?		YES	NO
Have you had 4 episodes of homelessness in the past 3 years?		YES	NO
Are you receiving county, state or federal benefits? If yes, Circle all that apply: SNAP MEDICAID MEDICARE TANF SSI SSD VETERAN'S BENEFITS UNEMPLOYMENT BENEFITS			
Do you intend to receive county, state or federal benefits? If yes, Circle all that apply: SNAP MEDICAID MEDICARE TANF SSI SSD VETERAN'S BENEFITS UNEMPLOYMENT BENEFITS			
Are you currently able to work?		YES	NO
If no, explain:			
Do you have children? YES NO If yes, ages of children?			
Are you currently paying child support?		YES	NO
If yes, how much per month?			
Are you in the process of family reunification?		YES	NO



If yes, please explain:		
In case of emergency, notify: Name:		Relationship:
Telephone:	Address:	
City:	State:	Zip code:
OPCS provides language assistance services.		
Do you need sign language interpretation?	YES	NO
Do you need language interpretation services? If yes, your preferred language?		
Have you enrolled in any services while incarcerated that will continue after release? YES NO		
If yes, what service/program?	What agency?	
How did you hear about OPCS?		
SUBSTANCE USE HISTORY (if any)		
What was the date the last time you used alcohol or drugs?		
What did you use?		
EMPLOYMENT HISTORY		
Most recent employer name?		
Position/Title?		
Dates of employment?		
EDUCATION HISTORY		
Highest grade completed?		
Education completed? Circle One: High School GED Vocational School		
Junior College University Other:		
MEDICAL HISTORY		
List all current and chronic physical medical issues:		
Do you have any disabilities? If yes, explain:		
List ALL medications prescribed:		
Have you ever been diagnosed with a mental health condition? If yes, explain:		



Old Pueblo Community Services

Reentry Programs

HOUSE POLICIES - LODGING AGREEMENT (1/18)

The undersigned understands and acknowledges that this housing location is an alcohol and drug free shared housing property managed by Old Pueblo Community Services. The undersigned resides in the capacity of a lodger sharing a housing unit and not as a tenant with rights or possession of space exclusively. The goal is to maintain a quality living environment for all residents.

The undersigned lodger agrees to participate in and abide by the policies and rules. The undersigned agrees to vacate the shared accommodation when the rules are violated. The following house policies are to be observed by all residents. These policies have been set forth to maintain a clean, safe, and healthy living environment for those in recovery. Our goals are to help each resident attain their goals of self-sufficiency by staying clean and sober and finding and maintaining employment.

THIS AGREEMENT, entered on this day of _____ between Old Pueblo Community Services and (resident) _____, regarding sober residency at Old Pueblo Community Services, includes the following conditions:

RESIDENT RIGHTS

Violence Free Environment: Maintaining a violence free environment is critical to establishing a sense of safety. For this reason, violating the rights of others to receive services in a violence free environment may be grounds for terminating some or all services. Intimidation or violence towards residents or staff is prohibited. Please respect your peers and housing staff. No weapons of any kind are allowed on property.

1. **Spiritual Customs:** Residents have a right to practice any cultural, religious or spiritual customs. For the safety and respect of all, please do not impose any of your beliefs, try to recruit anyone to practice your religion, and do not practice any customs that involve fire or smoke inside the house.
2. **Privacy:** Residents may not enter another person's room without permission. OPCS staff will not discuss resident information, including billing agreements or program concerns, with other residents.
3. **Complaints and Grievances:** Residents may file a complaint or grievance with OPCS staff. Complaints and/or grievances will not adversely impact resident services.

RESIDENT RESPONSIBILITIES



Respect for Residents and Staff

1. **Visitors:** Guests are to be entertained in the common areas only from 9am through 8pm Saturday and Sunday only. Guests must sign the visitors log book and never be left unattended. No guests allowed in the housing units and no overnight guests. If any guests cause dissention, that guest will be asked to leave. Visits with sponsors are encouraged. For Men: No women or children on the property at any time. For Women: No men or children on the property at any time.
2. **Mail:** For women, your current address is a “silent” address and will never be published in any documentation for the safety of all residents. Personal mail should be addressed to: Old Pueblo Community Services, 4501 E. Fifth Street, Tucson Arizona 85711. No resident is to give out the address of the facility.
3. **New Arrival Curfew:** All new residents will stay on property until seen by recovery coach. The lodging agreement needs to be signed before one leaves the property. The first week of the program all residents will be on 6:00 pm curfew. The recovery coach will create a detailed case and/or treatment plan with each resident.
4. **Standard Curfew:** Once a resident has been in the program for 1 week, the curfew will be as follows: For residents that are employed or receiving benefits, the curfew will be 10pm Sunday through Thursday and 11pm Friday and Saturday. For unemployed residents not receiving benefits, the curfew will be 6pm every day until proof of employment is shown. Curfew is at 6pm until intake is completed. A client needs specific permission to leave for work earlier than 5:00am.
5. **Noise Levels:** We ask that you respect your fellow residents and play radios and televisions at reasonable volume levels. At all times, clients are to be respectful to staff and other clients. Verbal outbursts or disrespectful behavior will not be tolerated.
6. **Smoking:** *Absolutely no* smoking in the house due to insurance liabilities, this includes e-cigarettes. No burning of candles or incense. Smoking is allowed in designated smoking areas only.
7. **Pets:** Residents are not permitted to have any pets.
8. **Sanitation:** Program participants have the right to live in a clean and welcoming environment. Resident will keep the premises clean at all times, and upon discharge will leave the premises in as good a condition as when this agreement was entered. Each resident is requested to eat food in common areas and wash their own dishes immediately after eating. Residents are responsible for cleaning of all community living areas, such as, kitchen, bathroom, living room, den, patios, backyard & grounds, and laundry room. All residents are assigned weekly house chores.

Respect for Self

1. **Sexual Activity:** No sexual activity in the house or on the grounds at any time.
2. **Drug Free Facilities:** It is the policy of OPCS to maintain properties that are drug free. A police report will be made if any illegal drugs and/or suspected paraphernalia are found on OPCS property. At intake, all clients will be notified that OPCS properties are drug free zones. Staff/House managers will review this policy with clients at intake and the client’s signature on the lodging agreement will indicate their acknowledgement. If illegal drugs and /or what is believed to be paraphernalia is found on an OPCS property, staff will immediately collect the items and contact the police. Staff will provide police with the location where the illegal drugs or paraphernalia was found. If the illegal drugs and or paraphernalia was found on a client’s person or in their belongings the staff member will provide the police with the client’s name and last known whereabouts if not present. No information about the client, other than information directly pertaining to the circumstances of the incident, is to be released to the police. The illegal drugs and/or paraphernalia will be given to the police for removal from OPCS property. **ALL CLIENTS WILL BE REQUIRED TO SUBMIT TO RANDOM URINE TESTING WHEN REQUESTED BY STAFF.**
3. **Prescription drugs and valuables:** Clients are responsible for securing prescription medications and valuable items (e.g.: wallet, laptop computer, official documents, etc.). You will be provided with a locker to secure medications and valuables. Prescription medications may not be shared with other residents. Recovery coaches do not dispense medication. All medications need to be entered in medication log.



4. **Medical Marijuana:** Arizona Department of Health Services permits the use of medical marijuana if the resident is a qualifying patient and registered card holder of the Arizona Medical Marijuana Program. Old Pueblo Community Services expects that medical marijuana use will occur off site. Medical marijuana must be secured in lock boxes provided on site.
5. **Dress Code:** All residents must be properly attired in the common areas. Clients may not sleep in the nude.
6. **Pornography:** No pornography is allowed in the house.

Respect for Property

1. **Alterations to Property:** Residents may not make any alterations to the property. This includes alteration of cable or internet connections, installation of paneling, flooring, built in decorations, partitions or railings, shades, blinds, window guards, in or outside of the premises, or drilling or attaching anything to the floors, walls or ceiling. In addition, residents may not bring in any dish washing, clothes washing, heating, ventilating, or air conditioning units, and may not have any water filled furniture, refrigerator or coffee pot in the bedroom.
2. **Vehicles:** To operate and/or park a motor vehicle while residing at the facility, a valid driver's license, proof of insurance and registration are required and copies need to be on file at the office. Non-running vehicles are not allowed to be parked on any of the residential facilities. They will be towed at resident's expense.
3. **Bikes:** Bikes are to be secured on the bike rack. They may not be kept in the housing unit or on the porch.
4. **Weapons:** No weapons of any kind are allowed on premises.
5. **Pest Control:** Residents are required to assist our pest control by maintaining a high standard of good housekeeping, promptly reporting any pest infestation, cooperating with OPCS bug spraying/bed bug protocols and vacating housing during pest control.

Financial Accountability

1. **Parole Requirements:** If you are on parole or supervision of any kind, you must continue to abide by all rules set down by your supervising agency.
2. **Occupancy Charges:** Residents will be charged 30% of their net income after becoming employed.
3. **Payment Plans:** Payment plans will be written for residents that are in arrears of \$200.00 or more. They will be written by the recovery coach and the client together. Once the resident agrees to the Payment Plan the document will be signed and enforced.

Basic Resident Information

1. **Recovery Plan:** All residents will participate in an individual recovery plan, which could involve day programs, employment, or volunteer work. All residents that are required to work will be dressed and out of the house by 8:00am and cannot return until 4:00pm, during the week. Daily schedules for program residents will be followed. Recovery coaches will work individually with those on SSI and SSD.
2. **Community Service:** Residents can participate in community service at each property if approved by parole/probation officer. Your recovery coach will supervise and sign off on all work.
3. **Bus Passes:** OPCS will refer clients to Sun Tran for discounted bus cards. Clients will be offered a bus pass by the Recovery Coach as deemed necessary.
4. **Food:** OPCS Staff makes runs to the Food Bank to pick up staple food for all residents. If the resident does not receive food stamps or have any income, the resident will be provided with several food options.
5. **Telephone and TVs:** Telephones are available with voice mail. TV services are available. No personal TVs allowed.



6. **Laundry:** Laundry facilities are located on site.
7. **Internet Service:** May be available to those with laptop computers. Clients may have access to the client computer, with internet access in the office, during office hours. No illegal downloading from the internet and no accessing prurient websites.
8. **Passes:** Pass request forms must be completed with a minimum of two weeks' notice. A minimum of thirty days in the house is required before a pass will be considered. The recovery coach along with the supervisory agency will approve all passes based on performance in the house. All program fees must be current for the pass to be approved. You must have completed a 24 hour pass before being given a 48 hour pass.
9. **Sleeping:** All residents must be awake, dressed and areas cleaned by 8:00am on weekdays. Residents are required to sleep in their bed, not in the living room.
10. **House Activities:** All residents are asked to participate in all house activities including weekly house meetings, group sessions, and daily housekeeping duties.
11. **Twelve Step/SMART Meeting Attendance:** All residents are required to attend _____ outside 12step/SMART meetings per week or as indicated on recovery plan. Meeting attendance slips will be turned in to the house manager prior to weekly house meetings. Working with a 12-step sponsor or SMART mentor is encouraged. All sponsors/mentors should sign the visitors log book.
12. **House Liability:** Old Pueblo Community Services is not liable for any personal property *during or after* the resident's discharge from the house. Please limit what you bring. Old Pueblo Community Services will dispose of all personal property 30 days from discharge date. A written notice must be submitted to the case/house manager upon departure for anyone else to pick up personal property.

Please print the following on the line above: I have read and understand house policies and lodging agreement.

Residential Information Concerning Applicant/Resident May Be Shared With Appropriate Agencies
(Sign Here) _____

Signature of Lodger: _____

Dated: _____

Printed Name of Lodger: _____

Dated: _____

Signature of Staff Manager: _____

Dated: _____