

Summary of Emergency Assistance (EA) Uniform Shelter Program Rules As Revised in January 2015

Note: This is a summary of the Uniform Shelter Program Rules (Rules). For details, see the full Uniform Shelter Program Rules. The full version of the Rules contains all the provisions. You should review this Summary and the full Rules to learn all the details and to understand your rights and obligations. These Rules apply to families placed in congregate shelters, hotels and scattered site units. It is your responsibility to keep your copy of the Rules and be sure you understand them.

Warnings:

- If you do not understand all the Rules, ask your DHCD worker or someone else you trust to explain them to you.
 - You can be terminated from shelter after a total of three violations of these Rules.
 - Some rules violations can be excused for “good cause” but not every good reason will necessarily count as “good cause.” See the full Rules and DHCD regulations for what counts as “good cause.”
 - If you are terminated from the EA program, you and your children may be barred from returning for 12 months.
1. **Access to Units/Searches** – Shelter and hotel staff have a right to access your unit on a regular basis to ensure safe and sanitary conditions with 24 hours advance notice of the visit. They can also access your unit without prior notice in case of emergency, which can include suspicion of serious violation of these Rules. Staff must knock and announce themselves before entering your unit for an inspection. In a hotel, you must allow housekeeping into your room to clean every day during the daytime if you have been given notice of a three-hour period of time during which the housekeeping will occur. You can, however, refuse housekeeping for no more than three days in a row based on illness.
 2. **Babysitting/Child Care** – applies only to babysitting at the shelter or hotel.
If you are in a congregate shelter — Another shelter resident may babysit for your child(ren), but only with the prior approval of the shelter staff or for good cause, such as an emergency.
If you are in a hotel — Another EA participant in that same hotel may babysit for your child but only with advance approval from DHCD or for good cause, such as an emergency.

In both shelters and hotels — A child age 14 or over can babysit for him/herself and for his/her younger household members but only with advance approval or for good cause, such as an emergency. Babysitting must be in your unit or the babysitter's unit or while transporting a younger child to transportation to or from the shelter or hotel. **A form to request approval for babysitting is available at the shelter and at the hotel front desk.** Babysitting can be for a single day, multiple days, or on an on-going basis.

Approval should be requested at least two weekdays in advance. If you cannot request approval two days in advance, you should still request approval and explain why you could not ask for approval sooner. If you request approval for babysitting at least 2 days in advance but do not receive a response, your request has been approved.

3. **Care of Children** – Adults are responsible for providing appropriate care for the children in the EA household, including ensuring school attendance and proper feeding and rest.
4. **Child Left Unattended** – You may not leave your children alone and unattended at any time. **This generally means that your children cannot be out of your presence, sight or hearing for even a few moments** unless they are with an authorized babysitter. A child age 16 or over may visit with others in the common area of the hotel if s/he is authorized to babysit him/herself or if an adult caretaker is on the property or promptly reachable by telephone or in person.
5. **Curfew** – You must return to the shelter or hotel by the set curfew time unless you have good cause as defined in DHCD regulations. You must follow the rules for being in your room after a time set by the shelter or hotel (generally one hour after the curfew time for returning to the shelter or hotel) and until 6 a.m. the following morning. You can get the curfew adjusted if needed because of your work schedule or other good reasons explained in the Rules. You must follow the rules for “quiet time” that begins one hour before curfew.
6. **Damage to Property and Expenses** – You may not damage shelter or hotel property. If you do damage or remove shelter or hotel property, you may be required to pay for the damage. You must also pay for costs not covered by the EA shelter program, which may include use of the telephone or movie rentals. If you comply with a reasonable repayment plan you will not be found to have broken the rule on damage to shelter or hotel property.
7. **DHCD Requirements** – You must attend meetings with shelter staff, DHCD staff, housing search workers, or other agencies under contract with DHCD. You also must comply with

your rehousing plan, which may include a requirement that you resolve any outstanding warrants within 30 days of being notified of the warrant. You must arrive at the shelter or hotel on the day of placement by 8 p.m. Staff must give you information about how to contact them if you need to reschedule an appointment.

8. **Disturbance of Quiet Enjoyment** – You may not engage in conduct that seriously disturbs other shelter families, other residents in scattered site apartment buildings, or other hotel guests.
9. **Drug Testing** – You must take a drug test if the shelter pays for the test and if the shelter gives you a written statement saying why it has a reasonable and individualized suspicion that you are abusing drugs.
10. **Fire Safety and Smoking** – Smoking, use of any fire hazards (including candles, incense or unauthorized cooking equipment), and disabling of smoke detectors inside any shelter or hotel is prohibited. You should only smoke in the designated smoking area outside the shelter or hotel.
11. **Harassing or Threatening Language** – You may not use harassing or threatening language toward other EA residents or hotel guests, service providers, or DHCD, shelter or hotel staff.
12. **Illegal Activity** – Any activity that violates any state, federal or local law is prohibited on or near the shelter or hotel property.
13. **Legal Issues** – You must provide EA staff and DHCD staff with information about outstanding warrants, restraining orders, and other court orders. A way to address these outstanding legal issues will be included in your rehousing plan.
14. **Overnights** – Every member of your family must stay at the EA placement (whether shelter or hotel) every night unless you get advance approval from DHCD or have good cause, such as an emergency. Your family can be out of the EA placement for up to four nights a month with permission. A form to request permission for authorized overnights away from the shelter or hotel is available at the shelter and at the hotel front desk. Approval should be requested at least two weekdays in advance. If you cannot request approval two days in advance, you should still request approval and explain why you could not ask for approval sooner. If your entire family needs to be out more than four nights in a row, ask your DHCD homeless coordinator for a Temporary Emergency

Shelter Interruption (TESI). If you request approval for an overnight at least 2 days in advance but do not receive a response, your request has been approved.

15. **Personal Belongings and Cleanliness of Room** – You must keep your room clean and neat. You may not have more than the equivalent of two large garbage bags per person of possessions in any congregate or scattered site shelter or hotel room. If you come to a shelter placement with more possessions, you have 7 days to move out the extra items.
16. **Pets** – No pets or animals of any kind are permitted on shelter or hotel property, except for documented service animals.
17. **Prescription Medication** – You are responsible for making sure that prescription medications are properly stored and used and not available to children or other residents for whom the medication is not prescribed. In a shelter, shelter staff should help you find a safe place to keep your medications. In a hotel, you may ask the hotel in writing for a safe in which to put the medications. If you do not have a safe, you should use your best efforts to keep the medications in a safe place.
18. **Sexual Harassment** – Sexual harassment of anyone on shelter or hotel property is prohibited.
19. **Substance Abuse** – Possession or use of alcohol or any controlled substance on shelter or hotel property is prohibited. Even having an unopened bottle of alcohol is prohibited. Abuse of alcohol or controlled substances off-site is prohibited if it causes you to cause problems at the shelter or hotel.
20. **Violent Behavior, Child Abuse, or Neglect** – You may not engage in any violent behavior or child abuse or neglect. Physical discipline of your children is considered child abuse or neglect.
21. **Visitors/Guests** – You may have visitors in a shelter in accordance with shelter rules. You may never have a visitor in a hotel room unless it is an approved social services provider or another family residing at the hotel. Members of another family from the hotel can visit in your hotel room only if the adult from the family is also in the room or at the hotel and can be reached by phone or voice or if you are authorized to babysit for another family's children. There cannot be more than 6 individuals in a hotel room at

any time if guests are visiting. You must follow the shelter or hotel rules for when and where you may have visitors in the common areas of the shelter or hotel.

22. **Weapons** – You may not possess any weapons on shelter or hotel property. Firearms are never allowed even if lawfully registered.

A shelter or hotel may have rules in addition to the Uniform Shelter Program Rules. Violations of shelter and hotel rules issued just by that shelter or hotel cannot form the basis of a noncompliance or termination, but they can lead to your being transferred or denied certain privileges. You should try to comply with all the rules.

If you have questions about what these Rules mean, you can ask your DHCD Homeless Coordinator. In a shelter, you can also ask shelter staff. In a hotel, you can also ask the transitional homeless coordinator, the FOR Families visitor, EA hotel support staff, or your HomeBASE liaison.

This summary is intended for the ease and convenience of EA participants and program staff. It includes simplifications for the sake of brevity and should not be used to interpret or supplement the full Rules. If there is any conflict between the wording of this summary and the full version of the Rules, the full language of the Rules shall apply.