



GRACE & MERCY TRANSITIONAL HOUSING RESIDENT PHASES

Transitional Housing Program Overview

The goal of the residential program at Grace & Mercy Transitional Housing is to provide a safe, supportive living environment for women ages 18–65, including women with children, who have been displaced due to homelessness, abusive situations, re-entry from incarceration, or other life circumstances that require a fresh start. The Residential Program is a 6–12 month commitment designed to help participants rebuild stability and prepare to become healthy, productive members of the Northeast Indiana community.

Grace & Mercy Transitional Housing provides opportunities for women and mothers to grow personally, emotionally, professionally, and spiritually. Through job readiness support, life-skills training, and guidance toward financial stability, residents work toward independence and long-term housing solutions for themselves and their families.

The Residential Program follows a three-phase, Christ-centered structure that supports the whole person. Participants engage in recovery-focused 12-step support, Bible study, counseling, educational opportunities, life-skills development, vocational and financial training, spiritual growth, mentorship, discipleship, group meetings, church participation, and parenting support. These services are designed to equip residents with the tools needed for lasting change and successful independent living.

Program Eligibility

To be eligible for the Grace & Mercy Transitional Housing Program, applicants must meet the following general requirements:

- Women ages 18–65
- Women who are homeless, at risk of homelessness, leaving unsafe living conditions, or transitioning from incarceration
- Willingness to commit to a 6–12 month structured residential program
- Agreement to follow house guidelines and participate in required program activities
- Willingness to pursue personal, emotional, and spiritual growth
- Commitment to working toward employment, education, or vocational training when able

Applicants may also be accepted through referrals from community organizations, churches, recovery programs, or the court system when appropriate.

Program Purpose

The purpose of Grace & Mercy Transitional Housing is to provide women with a stable and safe environment where they can rebuild their lives with dignity, support, and guidance. The program focuses on helping residents overcome barriers that have contributed to housing instability while developing the skills needed for independent living. Through structured programming, mentorship, and faith-based support, residents are encouraged to strengthen their emotional health, grow spiritually, build healthy relationships, and

gain practical life and employment skills. The ultimate goal is to help each woman move forward with confidence, stability, and a clear path toward long-term housing and self-sufficiency.

Child Placement & Parenting Support

Grace & Mercy Transitional Housing supports mothers who are working toward restoring custody, maintaining visitation, or strengthening relationships with their children. The program works in cooperation with court-appointed agencies, including the Department of Child Services (DCS), case managers, and other approved service providers to support safe and healthy family reunification when appropriate.

Residents who are in the process of regaining custody may receive guidance and support in meeting court or case plan requirements. This may include parenting education, life-skills development, counseling, and assistance with building a stable home environment. Program Staff may communicate with case workers, attend scheduled meetings when appropriate, and assist residents in coordinating services that support family reunification goals.

Parenting classes, mentorship, and family-centered support may be incorporated into a resident's individualized program plan. The goal is to help mothers develop the skills, stability, and resources needed to provide a safe, nurturing environment for their children while strengthening healthy family relationships.

Court-Referred Residents

Some individuals may enter the program through **court appointment, probation requirements, house arrest placement, or release from jail or prison**. In these cases:

- Program requirements or phase lengths may be adjusted to meet court obligations
- Individual progress and recovery needs will be assessed regularly

Phase 1 – Foundation and Stabilization (3–4 Months)

- Phase 1 provides a highly structured environment designed to help residents stabilize their lives, address immediate needs, and begin developing the skills necessary for long-term success. During this phase, residents focus on mental, emotional, and physical wellness while participating in structured programming that promotes personal responsibility and spiritual growth.
- Residents meet regularly with Program Staff to assess individual needs and develop a personalized program plan. These meetings allow residents to establish goals, review progress, and receive guidance regarding program expectations. Staff provide assistance with financial planning, budgeting, healthcare coordination, transportation planning, and connections to community resources.
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First 30 Days of Phase 1 - Acclimation Period

- The first 30 days of Phase 1 are designed to help residents adjust to the structure of the program and the home environment. During this period, residents focus on developing healthy routines and establishing stability.
- To help residents remain focused on their transition, personal cell phones are not permitted during the first 30 days. House phones are available for limited use, and residents may make personal calls after 5:00 PM for up to fifteen minutes. Residents may not leave the home unless accompanied by staff, except for approved church services, workshops, classes, or scheduled program activities.
- Residents participate in assignments and programming that may include recovery support, life-skills development, health assessments, and counseling appointments. Visits with family members or friends may begin after two weeks with approval from Program Staff.

Phase 1 Program Structure

- Throughout Phase 1, residents meet regularly with the Program Staff to review progress and establish personal goals. Counseling services may be required individually or in group settings, along with life-skills classes and financial education.
- Residents are assigned mentors who provide encouragement, accountability, and support.
- Random accountability checks may occur, including phone or text checks, and the use of the Life360 application is required.
- Random drug and alcohol screenings may also occur to ensure sobriety.
- Spiritual growth is an important part of the program. Residents attend mandatory in-person church services at a church of their choice; participate in daily house devotions, and personal devotional time.
- Residents must actively search for employment during this phase. Second and third shift employment is not permitted during this phase.
- With approval from the Program Manager, cell phones may be returned for daytime use after 30 days but must be turned in nightly. Phones are not allowed during meals, meetings, or classes.
- Residents participate in three to four weekly programs or activities approved by Grace & Mercy staff and are mandatory requirements of the program.
- Once employment is obtained, residents must provide weekly pay stubs and maintain accountability for spending and savings.
- Until employment is secured, residents complete a minimum of ten volunteer hours each week.

Phase 2 – Growth and Responsibility (3–4 Months)

- Phase 2 allows residents to continue developing independence while maintaining program accountability and support. During this stage, residents begin practicing greater responsibility in managing their schedules, employment, and daily responsibilities.
- Residents meet with the Program Manager on a bi-weekly basis to review progress, discuss financial planning and budgeting, address mental health needs, and coordinate assistance with outside agencies when necessary.
- Counseling services may continue as needed, and residents participate in ongoing life-skills training and financial education.
- Random drug and alcohol screenings may still occur to ensure continued sobriety.
- Residents maintain their commitment to spiritual development by attending in-person church services and continuing daily personal devotions.
- Mentorship continues during this phase, with residents maintaining regular communication with their mentors and meeting at least once per month.
- Residents are responsible for managing their own transportation and may receive two eight-hour weekend passes each month with staff approval. Random accountability checks may occur at the discretion of the Program Manager.
- Full-time employment of approximately forty hours per week is required during Phase 2. Second and third shift work schedules are not permitted.
- Residents must continue participating in scheduled meetings, classes, meals, and program responsibilities. Residents attend two to three weekly activities approved by Grace & Mercy staff.
- Pay stubs, spending records, and savings documentation may be reviewed during scheduled meetings to ensure financial accountability.

Phase 3 – Independent Living Preparation (3 Months)

- Phase 3 focuses on preparing residents for the transition to independent living. While residents continue to receive support and guidance, they are given greater flexibility and responsibility in managing their schedules and personal goals.
- Residents meet monthly with the Program Manager to review progress and develop plans for independent living. These meetings address financial planning, budgeting, healthcare coordination, employment stability, and securing housing.
- Counseling services may continue as needed, and random drug and alcohol screenings may still occur. Residents maintain their commitment to spiritual development through church attendance and personal devotional time.
- Residents are expected to maintain long-term employment of at least forty hours per week. Participation in scheduled meetings, classes, and responsibilities remains an important expectation.
- Residents may receive two overnight weekend passes each month with approval from the Operations Manager. During this phase, residents actively work toward securing independent housing while continuing to practice the life skills and financial planning strategies learned throughout the program.
- Ongoing communication with the Program Manager and mentors helps residents prepare for life after graduation.

Graduation (9–12 Month Completion)

- Residents who successfully complete all three phases of the program are eligible for graduation from Grace & Mercy Transitional Housing.
- The goal of the program is for each resident to transition into independent living with stable employment, financial savings, and the life skills necessary to maintain long-term housing stability. Graduates are encouraged to maintain connections with the support systems developed during the program as they continue their journey toward independence.

Aftercare Support (6 Months Following Graduation)

- Grace & Mercy Transitional Housing offers an optional six-month aftercare program that provides continued encouragement and support for graduates as they transition into independent living.
- Graduates are encouraged to submit monthly progress updates and remain connected with the Grace & Mercy community. Many graduates choose to give back to the program by volunteering through Grace & Mercy, Hannah's House, or the ministry thrift store.
- Graduates are also encouraged to continue church attendance, personal devotional practices, and participation in Bible studies or small groups. They may also remain connected with mentors and attend program activities, educational classes, and community gatherings when possible.

Resident Name Print

Resident Signature

Date

Staff Name Print

Staff Signature

Date