



Arkansas Community Correction

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ADMINISTRATIVE DIRECTIVE: 19-04 Post Incarceration Housing Programs, Requirements, and Licensure

TO: Arkansas Community Correction Employees

FROM: Kevin Murphy, Director

SUPERSEDED: AD 17-03 and 18-02

APPROVED: _____ **Signature on File**

EFFECTIVE: February 1, 2019

- I. APPLICABILITY.** This policy applies to Arkansas Community Correction (ACC) employees, applicants for and recipients of a Transitional Housing License, Subsequent Housing License, Self-Governed Housing License, owners, operators, and staff members of ACC licensed Housing Facilities.
- II. POLICY STATEMENT.** Transitional, Subsequent, and Self-Governed Housing Facilities must meet or exceed the requirements established in this policy and the checklist to ensure a structured, positive, and safe environment for residents, to reduce recidivism, to encourage employment and treatment, to provide public safety, to transition offenders back to the community to be productive citizens and to maintain the principles of evidence based practices.
- III. DEFINITIONS.**
 - A. Applicant.** Any individual, group, business or organization that has applied to receive an Arkansas Community Correction Transitional, Subsequent, or Self-Governed Housing license.
 - B. Transitional Housing Facility.** An ACC licensed facility providing housing and evidence-based programming for residents placed under ACC community supervision.
 - C. Self-Governed Housing Facility.** A facility providing long-term housing and programming that address identified criminogenic and other needs for one or more residents placed on ACC community supervision. The facility must provide the time, peer support and structured living environment necessary for long-term recovery. The facility must have detailed procedures at the facility for operation by the residents. A resident's home or the home of a resident's family member will not be considered a Self-Governed Housing Facility for purposes of this directive.

D. Subsequent Housing Facility. An ACC licensed facility providing affordable housing and programming for one or more residents following a minimum of 90 days in a licensed transitional or reentry facility. All subsequent housing facilities must be affiliated with a licensed Reentry or Transitional Housing facility, and they must be licensed by ACC as subsequent housing for offenders.

E. Licensing Authority. ACC is the authority for licensing any type of Transitional Housing Facility. Facilities are licensed for one year with provisions for renewal as specified in this policy.

F. Housing Manager: The ACC individual assigned to monitor Transitional, Reentry, Subsequent, and Self-Governed Housing Facilities, to serve as the liaison between the facility and ACC for compliance issues, and to supervise the billing process.

IV. REQUIREMENT FOR TRANSITIONAL HOUSING FACILITY LICENSE

Arkansas Code sections 16-93-211, 16-93-1605 and related sections require facility operators to have a transitional housing facility license from ACC. The law states:

- (a) (1) “transitional housing” means a program that provides housing for one (1) or more offenders who have been:
 - (A) Transferred or paroled from the Department of Correction by the Parole Board;
 - (B) Placed on probation by a circuit court or district court; or
 - (C) Administratively transferred from the Department of Correction to the Department of Community Correction for participation in a reentry program.
- (2) An offender's home or the residence of an offender's family member shall not be considered a transitional housing facility for purposes of this section.

V. PROCEDURES.

A. Application. Applicants may contact the ACC Housing Manager for a Housing Facility license packet or download the application packet from the ACC public website (dcc.arkansas.gov). Applications, documents, and fees submitted for licensure consideration will not be returned. The completed application packet and any required fees will be sent to the Housing Manager at the Central Office of ACC. Initial Transitional Housing License application fee is \$250.00, Annual Renewal fee is \$100.00. Should a proposed facility fail to be licensed the fee will not be returned. No fee will be assessed for the licensing of a Subsequent Housing Facility.

1. For initial licensure or a proposed new location, the applicant must comply with the public hearing requirements of Arkansas Code, section 12-25-101:
 - a. No community-based residential facility housing juveniles or adults adjudicated or convicted of any sexual or violent offense or any other criminal offense that would constitute a Class C felony or higher shall be located or constructed within any municipality or county of this state until a public hearing is conducted in the municipality or county of the proposed location of the facility at least thirty (30) days prior to the contracting for the acquisition of any property on which to locate the proposed facility or any existing structure in which to locate the proposed facility by the owner, operator, or care provider of the proposed facility.
 - b. All residents within one thousand (1,000) feet of the proposed location of the facility shall be notified by mail at least ten (10) days prior to the day of the meeting.
2. To ensure compliance with Arkansas law, applicants must provide the following items to ACC:
 - a. Copy of the notification letter prior to being mailed to residents informing them of the date and time of the meeting and the proposed purpose of the facility. The letter must include a return address and must be approved prior to mailing.
 - b. List of all residents who were mailed the notification letter.
 - c. Notification of the date, time, and location of the public meeting.
ACC staff must be present at the public meeting
 - d. Copy of the sign-in sheet for those in attendance at the public meeting.
3. The ACC Housing Manager will review the application packet for completion and conduct background checks on individuals submitted by the owner/operator as being staff and volunteers of the facility. Individuals currently on parole or probation supervision with ACC cannot be employed in positions of authority over another offender on supervision.

B. Licensure.

1. Licenses will be issued only for the premises and persons specified in the application and are not transferable. Separate licenses are required for Transitional, Subsequent and Self Governed Housing facilities maintained on separate premises, even though they are operated under the same management. The facility cannot admit any ACC residents until the license to operate a Housing Facility has been issued.

2. An Arkansas Transitional Housing Facility License will not be issued for a facility under the management, supervision, oversight or ownership of a person currently under a sentence or probation supervision for a felony offense or who has current, pending felony charges. Ex-offenders must provide proof of discharge of the felony sentence.
 3. The Housing Manager, for due cause, may recommend to the Assistant Director of Reentry that a facility license be suspended or revoked. The Assistant Director may assign ACC staff or another local, state, or federal agency to assist in a facility investigation. In the event of a recommendation for denial of an application or the suspension or revocation of license, the applicant may appeal the decision to the Chief Deputy Director or Director of the agency within 30 days of the written recommendation for denial/suspension/revocation. Applicants may appeal that decision in writing within 30 days of the decision to the Board of Corrections whose decision is final.
 4. When a license is renewed, it will be from the previous license expiration date, not any possible extended inspection date. A facility that wishes to renew its license must have all required paperwork and fees submitted to the Housing Manager no later than 30 days prior to the license's expiration.
 5. All areas of the licensed facility and all records related to the care and protection of residents, including resident and employee records, must be open for inspection by ACC for the purpose of ensuring compliance with agency policy and local, state, and federal laws.
- C. Request for Qualifications.** After obtaining a license, the owner/operator may choose to obtain a contract by responding to the Arkansas Community Correction Request for Qualifications. When obtained, the facility may bill ACC for limited reimbursement for housing residents as stated in the contract. The Request for Qualifications is available from the ACC website, from the Housing Manager, and from the ACC Purchasing Department.
- D. Past Performance.** In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b) (1), a vendor's past performance with the state may be used to determine if the vendor is "responsible." Proposals submitted by vendors determined to be non-responsible shall be disqualified.
- E. Resident Employment.** The vendor is required to aid the resident in seeking employment as outlined in this policy. The resident must be fully employed and maintain full time employment through the duration of their time at the housing facility.

Upon obtaining employment, the facility must complete employment checks to verify the legitimacy and nature of the employment. The facility must review residents' pay stubs to ensure each resident is earning at least minimum wage and having taxes withdrawn.

The vendor must not require or allow the resident to work without payment at any employment that pays less than Arkansas minimum wage, whether that employment is outside of the facility or for the facility. The resident may not "volunteer" to work without pay. The resident must not work to have their expenses from the vendor reduced. The resident must be paid in full and will in turn make payments to the vendor if owed. Employment and payment records for residents will be made available upon the request of ACC.

- F. Drug/Alcohol-Free Premises.** All housing facilities must be free of alcohol, illegal drugs, or any non-controlled prescription medications. Facilities may enforce a tobacco policy; however, if allowed, designated smoking areas must be clearly identified.
- G. Resident Income.** A facility may not withhold any portion of the income of a resident, regardless of the income source, to include Social Security, Disability, SSI, SNAP, or any other government or private income source. All resident income, in check or any other form will be the property of the resident. The facility may bill the resident for any authorized costs and the resident will pay the authorized cost from their funds. A receipt will be given to the resident for any and all payments.
- H. Electronic Monitor Costs.** ACC maintains the right to collect applicable costs for Electronic Monitoring devices for residents in any housing facility.
- I.** Facility staff must notify ACC of any resident's positive drug/alcohol test results immediately by phone and email
- J.** Facilities must use at least an 8-panel drug test and must include testing for methamphetamines, THC, cocaine, opiates, alcohol, K2, benzodiazepines, and hydrocodone. Drug test logs must be maintained by the facility and must include all residents. The log must include date, time, provider, collector, substances tested for, disposition, and reason for test.

VI. OPERATION OF A TRANSITIONAL, SELF-GOVERNED, OR SUBSEQUENT HOUSING FACILITY WITHOUT A LICENSE

- A. Non-Licensed Facility Penalty.** If a facility is housing residents for reimbursement without a license, ACC will impose civil penalties not to exceed \$500 per day for each day the violation continues. In addition, alternative sanctions may be imposed pursuant to law (Arkansas Code, section 16-93-1603 and section 25-15-217).

- B.** ACC staff aware of an unlicensed facility being operated in Arkansas must bring this to the attention of the Housing Manager. Members of the public may bring unlicensed facilities to the attention of any ACC staff member who will, in turn, notify the Housing Manager. The Housing Manager will report claims of an unlicensed facility to the Assistant Director of Reentry who will ensure investigation.

VII. PROHIBITED STAFF BEHAVIOR

A. Transitional, Subsequent, and Self-Governed facility staff must not under any circumstance:

1. Exchange personal gifts or favors with residents, their family, or their friends.
2. Accept any form of bribe or unlawful inducement.
3. Discriminate against any resident on the basis of race, religion, creed, gender, national origin, disability, or charge/offense or any other individual characteristic.
4. Employ corporal punishment or unnecessary physical force.
5. Subject residents to any form of physical or mental abuse.
6. Intentionally demean or humiliate an offender.
7. Withhold information which, in doing so, threatens the security of the facility, its staff or visitors, or the community. This can lead to termination of contract.
8. Engage in any form of business or profitable enterprise with offenders.
9. Enquire about, disclose, or discuss details of an offender's crime other than as may be absolutely necessary in performing official duties.
10. Knowingly allow any resident to violate any condition of release.
11. Engage in any form of a sexual relationship with any current or past resident.

VIII. COLLABORATION.

The following is established to gain continuity and coordination in the management of transitional housing arrangements for ACC residents:

- A.** The Institutional Release Officer will coordinate activities between the transitional housing provider, the Arkansas Parole Board, and the correctional staff as described in the Request for Qualifications provided by the Office of State Procurement.

- B.** Parole/Probation Area Managers will assign and maintain assignment of a supervision officer to manage cases and coordinate with staff at Transitional Housing Facilities as necessary. The Area Manager may assign others as needed. The assigned officer(s) must be knowledgeable of the minimum standards that are required of the facility.
- C.** The licensed Housing Facility must provide the names and numbers of those under supervision that are residing at the facility to ACC staff when requested.
- D.** The Supervision Officer assigned to a facility will report findings of any complaints, observed or suspected non-compliance with rules, policies, laws and regulations to the Housing Manager for possible further referral or action. Area Managers will report any serious violations of policy, procedure, or practice to the Housing Manager. Area Managers will forward any written complaint by a resident, staff member, or member of the public concerning a facility to the Housing Manager to become part of the facility file.
- E.** Facility staff will respond to and notify the supervision officer of such requests as subpoenas, court orders, search and/or arrest warrants.
- F.** Facility staff will honor ACC travel passes, not to exceed an 8-hour period unless court ordered, and must immediately report any violations of travel restrictions to the supervision officer. Facility staff may correspond with the PO for recommendations to approve or deny a travel pass. Facility staff may not grant a travel pass
- G.** Facility staff will not, except in the case of emergency or threat of injury or death, dismiss a resident from the facility until they notify the supervision officer or the parole/probation office by phone. The facility should only dismiss a resident for substantial and documented reasons. Use of the Behavior Sanction Guide must be documented.
- H.** Facility staff will notify the supervision officer (or his/her office) immediately of any resident's violent or threatening behavior and endangerment of others, by phone and email
- I.** Facility staff will notify the supervision officer (or his/her office) by phone and email immediately of any awareness or discovery of a resident's abscond or escape. Failure to be present for facility count without a justifiable and documentable reason will be treated as an abscond.
- J.** The Housing Manager will arrange onsite visits and inspections (initial and periodic, announced and unannounced), review reports of critical incidents involving or concerning ACC residents, and make objective recommendations.

- K. The facility will notify the Housing Manager of any employee additions with information needed to complete a criminal background check prior to offering employment. Acc.housing@arkansas.gov
- L. Arkansas Community Correction shall, at all reasonable times, have the right to enter the facility's work and living areas to inspect, monitor, or otherwise evaluate the quality, appropriateness, and timeliness of work, services, or both, that have been or are being performed.
- IX. **PREA COMPLIANCE.** Contracted facilities with populations consisting of at least 50% ACC residents for a majority of the contract year must pursue compliance with PREA standards for community confinement.
- X. **CONTRACT COMPLIANCE.** The owner/operator/manager of the facility must comply with all requirements/agreements of the Request for Qualifications/Contract.
- XI. **EQUAL OPPORTUNITY.** Housing facilities' accommodations and services must be provided without regard to race, color, gender, religion, age, national origin, genetic information, disability or other biases prohibited by state or federal law.
- XII. **HOUSING FACILITY PROGRAM REQUIREMENTS, REIMBURSEMENTS, AND FACILITY REQUIREMENTS.**

A. Transitional Housing.

1. **Programming:** The vendor is expected to provide a minimum of 12 hours of applicable programming per week that identifies criminogenic needs, such as people, places or things that could cause criminal behavior. Programming can be provided through referrals to local service providers and in-house classes. This programming must include:
 - a. Substance abuse education
 - b. Education
 - c. Family reunification
 - d. Thinking patterns
2. **Acceptance of Residents.** Licensed transitional facilities must review and accept all submitted applications, unless justifiable reasons are present. Justifiable reasons include, but are not limited to, acceptance of a resident which would result in the violation of any city, county, or state laws. The transitional facility must provide the reason for denial to the ACC Housing Manager and the inmate applicant, in writing.
3. **Find Good.** All Transitional Housing Facilities must use Find Good, the online application process contained in The Good Grid, for inmate acceptance/denial to the facility. Each facility must appoint a person of contact capable of accepting and denying resident applications. The facility must provide justification for denial of placement through the find good system to the Housing Manager.

4. **Performance Standards.**

Failure to meet or exceed these performance standards may result in sanctions placed on the facility. Reentry Facilities must meet or exceed the following performance standards to remain in compliance.

- a. Maintain a 90% employment rate for residents at completion of the six-month program.
- b. Maintain a 90% stable housing rate for residents at completion of the six-month program.
- c. Maintain a recidivism rate not less than 20% lower than the statewide recidivism rate.

5. **Resident Employment.** The vendor is required to aid the resident in seeking employment including use of The Good Grid for resume writing and employment searches.

The resident must be at the facility for seven days prior to beginning employment. The resident must have full-time employment by day 30 and maintain full time employment through the duration of his/her time at the transitional housing facility.

6. **Staffing Requirements.**

Licensed transitional houses must have trained staff (paid or volunteer) on premises to provide 24-hour supervision, 7 days a week. Facilities must maintain a staff to offender ratio of no less than 1 to 25 at all times.

The facility must post staffing hours and must comply with posted staffing hours.

7. **Transportation.** Facilities must provide necessary transportation to the parole office, interviews, work sites, medical and mental health appointments and off-site programming.

8. **Billing ACC.** When a Transitional Housing Facility has met the conditions of licensure and has been approved by the Office of State Procurement for payment as a vendor, ACC will reimburse the facility for resident housing at the approved reimbursement rate for up to 90 or 120 days, depending on the classification of the offender, from the date of release from an ADC or ACC facility.

A facility may not bill ACC for housing a resident prior to their approval as a vendor. The billing process will follow the instructions stated on the Request for Qualification and may include the use of electronic monitoring for residential verification.

During a period of license suspension, payment may be withheld or reduced pending satisfactory implementation of a corrective action plan that must be approved by ACC.

ACC will reimburse licensed Transitional Housing Facilities according to the following schedule:

- a. Payment will be made for a resident's date of arrival to the facility; ACC will not be responsible for payment for a resident's date of departure.
- b. ACC will not reimburse licensed Transitional Housing Facilities for residents assessed as a low risk for recidivism, unless prior approval from ACC Director. Risk levels will be determined by ACC risk assessment.
- c. Moderate risk, High risk, level 1 and level 2 sex offenders:
Length of stay: 90 days
Daily Per Diem Reimbursement paid by ACC:
 - Days 1-45: \$30.00/day
 - Days 46-90: \$20.00/day
- d. Level 3 and level 4 sex offenders:
Length of stay: 120 days
Daily Per Diem Reimbursement paid by ACC:
 - Days 1-60: \$50.00/day
 - Days 61-120: \$40.00/day

9. Billing Offenders.

On days when ACC is being billed for per diem, an offender may be billed for up to \$14.00/day starting on the first day of full time employment and for subsequent days while employed full time. An offender must work a minimum of 40 hours per week to be considered full time.

When ACC has been billed for the maximum number of reimbursable days, the facility may charge an offender up to \$30.00 per day.

In addition, residents may be charged a maximum of \$2.00 per day on days the resident is transported. The \$2.00 fee covers round trip transportation to the parole office interviews, work sites, medical and mental health appointments and off-site programming.

Residents, their families, and any other financial source may not be charged any additional admission, filing, or entry fees, fees for services, or fines for policy violations.

10. Offender Counts.

Transitional Housing Facility staff must complete and document daily scheduled and unscheduled counts. Residents not present during count must be accounted for through sign out logs and/or approved employment schedules. Counts must be conducted at least twice per shift and at every shift change for the housing facility.

11. Food Service.

Licensed transitional facilities must provide 3 meals per day for each resident with at least one meal being hot. Total calories for the day must total at least 2,500.

Facility may be required to provide a menu at ACC request.

12. Drug Testing.

Facility staff must conduct drug test at least once weekly of all residents.

B. Self-Governed Transitional Housing Facilities.

1. **General.** The facility must provide the time, peer support and structured living environment necessary for long-term recovery.
2. **Written Procedures.** The facility must have detailed procedures at the facility for operation by the residents.
3. **Programming.** The Self-Governed Housing Facility is expected to provide a minimum of 15 hours of applicable programming per week per offender that addresses identified criminogenic and other needs of the residents at the facility. Programming can be provided through referrals to local service providers and in-house classes. Applicable programming must include, but is not limited to:
 - Substance abuse education
 - Education services
 - Family reunification
 - Thinking patterns
4. **Resident Employment.** Residents must not be denied the opportunity to seek and obtain meaningful, legal, and gainful employment. Following the program orientation period, the resident is allowed to seek full time employment of 40 hours per week, unless it conflicts with conditions of release.

- 5. Billing Residents.** Residents may be charged a self-pay per diem rate up to \$30.00 per day. In addition, residents may be charged a maximum of \$2.00 per day for the actual costs of transportation. The \$2.00 fee covers round trip transportation to the parole office, employment interviews, and medical and mental health appointments.

Residents, their families, and any other financial source may not be charged additional admission, filing, or entry fees or fees for services, or fines for policy violations.

- 6. Billing ACC.** No ACC funding will be provided for the operation of a Self-Governed Housing Facility.
- 7. Food Service.** Licensed facilities must provide 3 meals per day with at least one meal being hot. Total calories for the day must be at least 2,500.
- 8. Drug Testing.** Drug testing of parolees or probationers will be conducted by staff at least bi-weekly.
- 9. Staffing.** Self-Governed Housing Facilities are exempt from 24-hour staff coverage.

C. Subsequent Transitional Housing Facilities.

- 1. Programming.** The Subsequent housing facility is expected to provide a minimum of five hours of applicable programming per week per offender that addresses identified criminogenic and other needs for residents at the facility. Programming can be provided through referrals to local service providers and in house classes. Applicable programming should include, but is not limited to:
 - Substance abuse education
 - Education
 - Family Reunification
 - Thinking Patterns
- 2. Billing ACC.** No ACC funding will be provided for the operation of a Subsequent Housing Facility.
- 3. Rent.** Rent for Subsequent Housing must be outlined in an lease agreement and cannot exceed \$600.00 per resident, per month. Utilities must be included in the cost of rent. A copy of the lease must be submitted to the ACC Housing Manager for approval.
- 4. Drug Testing.** Residents must be drug tested at a minimum of once weekly by staff of the Transitional or Reentry Facility responsible for the Subsequent House. A separate log must be maintained at the responsible Transitional or Reentry Facility.

5. **Subsequent Housing Staffing.** Subsequent Housing Facilities are exempt from 24-hour staff coverage.
6. **Inspections.** Inspections must be conducted by a facility owner or staff member at a minimum of twice monthly. The inspection must be documented and records maintained at the Transitional or Reentry Facility responsible for the Subsequent House.

XIII. ATTACHMENTS/FORMS:

Form: Transitional, Reentry, Subsequent, and Self-Governed Housing Facility Checklist

Arkansas Community Correction
TRANSITIONAL, REENTRY, SUBSEQUENT, AND SELF-GOVERNED HOUSING
FACILITY CHECKLIST

Facility Name: _____ **Date:** _____

During initial license inspections, annual renewal inspections and unannounced visits by ACC staff, this checklist will be used. The inspections will not be limited to these items. Checklist items apply to all housing types unless otherwise indicated.

Copies of license or inspection by/from: _____ **Inspector's Initials:** _____

1. Fire/Safety Inspection. Annually.	
2. Health Department/Food Service Inspection. Annually.	
3. Business License. Initial license and after remodel or repair.	
4. Plumbing Code. Initial license and after remodel or repair.	
5. Electrical Code. Initial license and after remodel or repair.	
6. Compliance with applicable zoning and Special Use Permit requirements	
7. Public Hearing.	
8. Copy of transportation vehicles' insurance.	
9. Copy of Lease agreement for Subsequent houses only.	
10. List of all staff and volunteers for background check (owner/operator must obtain/maintain consent to release information from staff and volunteers.	
11. Itemized list of products or items and their cost sold to residents, if applicable	
12. Copies of facility disaster plans, evacuation plans, and contingency plans for operations if the facility must be abandoned.	
13. Copy of policy stating the facility will comply with subpoenas, court orders, arrest warrants.	
14. Copy of policy stating notification of ACC Supervising Officer when a resident escapes or absconds from the facility, or prior notification if discharged.	
15. Copy of facility Policy and Procedure Manual that is unique to this facility for Transitional, Subsequent, and Reentry houses only.	
16. Copy of facility resident handbook/orientation materials including facility rules, curfews, admission procedures, and consequences for violations.	
17. Copy of programming curriculum.	
18. Admission and discharge policies and procedures.	
19. Proof the facility is pursuing PREA compliance [not applicable for Subsequent Houses].	

20. If applicable, is the facility ADA compliant?	
21. Are resident records confidential, uniform in format and content, and properly secured?	
22. Copy of policy stating passes/furloughs for residents are approved by the ACC Reentry Officer [Not applicable for Self-Governed or Subsequent Houses].	
23. Proof of policy stating that facility services are equal opportunity and provided without regard to race, color, gender, religion, age, national origin, genetic information, disability or other biases prohibited by state or federal law.	
24. Copy of staff listing and staffing hours [not applicable for Subsequent Houses].	
25. Inspection team proof of adequate space in sleeping rooms for the number of occupants (minimum 50 square feet per intended occupant) [not applicable for Subsequent Houses].	
26. Inspection team proof of individual storage space for residents' clothing and personal items.	
27. Inspection team proof of minimum ratio of bathrooms (meaning sink, toilet, shower) to residents (1 to 8).	
28. Adequate laundry facilities at or near the Transitional/Reentry Housing Facility.	
29. Inspection team proof of signs posted at all entrances banning weapons except for law enforcement officials/officers.	
30. Inspection team proof of facility being equipped with First Aid Kit, fire alarms and that fire suppression equipment continues to comply with annual Fire Inspection.	
31. Proof of vendors' contractors for employment.	
32. Adequate kitchen facilities.	
33. Adequate space for programming.	
34. Adequate space for break room/day room.	
35. Bulletin board prominently displayed in the facility with postings of rules, fire evacuation plans, emergency protocols, PREA information, and emergency staff contact information.	
36. Inspection Team proof that medication not approved to be kept on person is behind double locks. (All narcotic, psychotropic, and diabetic supplies including syringes, lancets and insulin must be secured behind double locks.) [Not applicable for Subsequent Houses].	
37. Facility must be accessible by residents and ACC staff 24 hours per day.	
38. Check or Money Order attached to application in the correct amount.	

Notes: _____