



# CareCenter Ministries Intake Packet and Guidelines

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## About CareCenter Ministries

CareCenter Ministries residential program is designed to help those with life-controlling issues. We are a Christ-centered, non-profit- organization that focuses our efforts on Jesus Christ and biblical principles that empower us for a successful life. We have found this program to be very successful with real, long-term solutions rather than a temporary 'Band-Aid' to things such as addiction, self-destructive behavior, and lack of self-worth. Issues of this magnitude are very serious and should not be taken lightly or thought of as problems that can be controlled without the help of the only higher power-Jesus Christ. Regardless of your background, CareCenter Ministries has developed a system using time proven biblical principles to give you the necessary tools to help you become the winner God has made us ALL to be.

Eldred Sawyer  
*Executive Director, CareCenter Ministries*



Eldred Sawyer, Executive Director of CareCenter Ministries **BEFORE CHRIST**

# **PROGRAM OVERVIEW**

## **Phase 1**

The “Boot Camp” stage of the program is where the re-birth begins, and the old is left behind. This is called discipleship!

***“And whoever does not bear his cross and come after me cannot be my disciple.”  
Luke 14:27***

The resident will receive training and direction while in the home and learn to face problem areas. An awesome attribute about our staff is that most of them have been exactly in the same position as you. They are graduates of the program and understand these struggles and fears. Each resident will remain in Phase 1 for approximately 6-9 months, dependent upon growth. The resident will be in Phase 2 for the last 3-6 months. Promotion from Phase 2 to Phase Out/graduation will be dependent upon the residents personal growth and progress, but the resident’s time in the program may be extended beyond the 12-month mark in some situations.

### **Spirituality**

During Phase 1, we focus on the spiritual aspect first. We believe that change must come from the inside out. After the initial experience, we begin to rebuild what has been torn down such as: values, hope, incentive, ambition, desire, confidence, self-discipline, character, and attitudes toward authority.

### **Well Being**

A considerable amount of time is spent dealing with areas of bitterness and grievances caused by past hurts from things like traumatic experiences. We will teach the resident to set healthy boundaries and develop an understanding of actions and consequences.





## *Phase 1 continued*

### Discipline

Our main goal is to provide a safe environment that promotes spiritual growth through our Lord Jesus Christ. CareCenter Ministries, like any other facility, has its own set of rules and regulations to which each resident must adhere. As followers of God, we are blessed to have the opportunity to extend a hand and help provide guidance through each step. We require full commitment and obedience to all governmental rules. Each rule set has been considered thoroughly and most are typical for a healthy spirit filled environment. If a resident continually resists the rules of the house, they will be placed under disciplinary action. Refusal to abide by the rules of the program can be grounds for termination.

Disciplinary actions include:

-Extra duties and scripture writing

It will also result in loss of certain privileges, but not limited to:

-Telephone use

-Passes for visiting privileges

-The ability to send or receive letters.

*“Your Word I have hidden in my heart, that I might not sin against You.” Psalm 119:11*



## **Phase 2**

The resident will continue the main focus of Phase 1. Meanwhile, we feel at this level the resident has adopted principles and guidelines that will equip them to make good decisions. Phase 2 duration is generally about 3-6 months, pending the directors approval. Some additional responsibilities, which the resident will be held accountable for include:

- Money Management
- Time Management
- Relationship Restoration
- Employment

### **Drivers License, Birth Certificate, Social Security, and Insurance**

Entering into Phase 2, the first goal for the resident is to obtain necessary documents if they do not have them already. The director will help accomplish these goals.

### **Employment**

The resident will be expected to retain employment off of the property and stay in good standing with their employer. Bad reports from an employer or termination will result in major Phase 2 setbacks.

### **Money Management**

Our vision is to prepare each resident for a successful future by teaching wise money management strategies. Financial responsibilities at this level include:

- 10% of your gross salary for tithe
- Probation/parole fees
- Fines
- Restitution
- A decided amount to go into a savings account.

To finish Phase 2 you will need to save \$1,500 and have first and last month's rent for an apartment or house. This money will be put aside for you to get on your feet upon graduation from Phase 2 (rent, deposits, utilities, etc.) The goal is developing beneficial money management skills for a great head start when you complete the program.

## **Phase 2 continued**

### **Time Management**

Residents will be responsible for maintaining attendance at all classes and meetings as designated by the staff. They must continue to manage their time to complete all assigned homework, chores, and household responsibilities. Each resident must also check in and out when leaving the premises and show accountability for time spent off property. Again, this is to ensure proper personal growth and responsibility. No assumptions should be made about days off from work; staff still must approve time spent off of the property.

### **Relationships**

While in the program, it is essential that we screen all relationships between residents and anyone not in the program. This is to keep the resident focused and walking straight with the Lord. All of us have weaknesses, and unfortunately, we are susceptible to falling back into unhealthy thinking and relationships if we are not careful.

The following relationships will not be acceptable:

- Relationships with relatives, friends, boyfriends/girlfriends who are substance users, i.e. - drugs, alcohol, inhalants, etc.
- Sexual relations of any kind
- Relationships with those who do not uphold the law, gang relations, etc.

**THERE WILL BE NO DATING WHILE IN THE PROGRAM. RELATIONSHIPS WITH THE OPPOSITE SEX WILL ONLY BE ACCEPTED IF THE INDIVIDUAL IS YOUR SPOUSE.**

Do not be deceived:

*“Bad Company corrupts good habits”*

*1 Cor. 15:33*



## **Phase 2 continued**

Release from Phase 2 will be determined by:

- Levels of personal growth
- Showing fruit that you are overcoming your life-controlling issues
- Work performance through the ministry and employment
- Reaching required savings amount that had been set ( \$1,500)
- Meeting all financial obligations
- Active participant in the program and getting along with others
- Functioning in a ministry of the church, i.e. - Kingdom Kids, Overcomers, Worship Team, etc.

When most of us come here, we come from addictive, self-gratifying lifestyles. We have been takers, but God's Word says we must deny ourselves if we are to become disciples. Our desire is to train the residents to be givers. Many people are affected by our selfish mentalities (i.e. our families, friends, society, etc). As we learn to become givers, God is faithful to restore. The work must begin in our hearts.

**Beginning now I am a giver not a taker!  
Therefore, I will be grateful when I am challenged to give of myself!**

### **Overcomers**

As part of our program, we use the 12-step, Christ-centered, "Overcomers" curriculum to walk through the daily trials that come from past hurts. As a resident, it will be required to attend weekly classes where you will be able to interact with others in different levels of sobriety. In these classes, you can share your struggles and receive input from those who have overcome similar situations. Each resident is given a workbook called "A Daily Choice", which will take them through the 12-steps in 90-days. Completion of this workbook will be required by all residents. Disciplinary action will be taken if they are found to be behind.





## Running the Race

*“In a race, everyone runs, but only one person gets first prize.” 1 corinthians 9:24-27*

### The Purpose

- Run your race to win
- Run straight to your goals with the attitude to get up and keep going if you should stumble.

### The Plan

- Deny yourself whatever is potentially harmful
- Discipline your body by training and be transformed by the renewing of your mind in the Word of God

### The Prize

- A heavenly reward that never disappears
- The ability to set boundaries around your life and stick to them
- The stability and freedom over areas that have previously controlled you



## Rules of The Road

### Visitation Policy

Residents will not be allowed any visitors for the first 60 days. The Home Director must approve all visits at least one week in advance. NO DROP-INS!

All visits are to be considered privileges not rights. Approval of visits will be at staff discretion and based upon the conduct and stability of the resident. After 60 days, immediate family members such as: mothers, fathers, siblings, children, and husband/wife of the resident may attend church services. They may not arrive any earlier than 15 minutes before service and must leave no later than 15 minutes after service.

### Weekend Pass Policy

No passes will be granted for at least the first 60 days. Residents will be granted passes to immediate family members if the environment meets necessary requirements suitable for the resident. Residents must submit a written request no later than Thursday evening at 5:00pm to allow a weekend pass for that Saturday. It should be understood that approval for the passes are at the discretion of our staff, and once a decision has been reached it is not open for discussion. The approval of the passes will be based on the following:

- Conduct
- Attitude
- Stability
- Environment of requested pass location

### Pass Eligibility Progression

- 3-hour, on-site pass
- 3-hour, off-site pass
- 6-hour, off-site pass
- 12-hour, off-site pass
- 24-hour, off-site pass



Pass progression is contingent on the success of previous passes. When returning from a weekend pass *you must be on time!* Any tardiness will not be accepted and will result in disciplinary action. Everyone's family situations are different, and all resident passes are determined on an individual basis based on these circumstances.

## **Rules of The Road Continued**

### **Telephone Policy**

Residents will not be allowed telephone calls for the first 30-45 days. After the 30-45 day black out period, residents may be granted one, 10 minute, telephone call per week. Again, these are privileges and subject to denial at any time by staff members due to conduct, attitude, or stability of the resident.

Understand that the staff reserves the right to listen to, limit, and screen any calls made. Phone calls will be made only at the convenience of the staff. No phone calls will be allowed during the absence of the staff, with the exception of incoming emergency calls that will be screened for validity ( ex:- death of a family member,etc.) Residents are not to use the telephone while off the property (whether that is at the store, running errands, on job assignments, etc.). All calls are to be made with a staff member present. The use of a telephone off the property will lead to disciplinary action.

### **Mail Policy**

Residents will be allowed to communicate with spouses and immediate family members through the mail. The staff reserves the right to screen all incoming and outgoing mail.

### **Classroom Rules**

- You must be held responsible for being in class on time with the proper tools and materials.
- Proper classroom conduct is expected at all times. No distractions will be permitted such as: feet in chairs, laying on the floor, talking at inappropriate times, correcting instructors, bathroom breaks, etc.
- Classroom interaction will only be permitted by the direction of the instructor.
- Notes are a required part of each class with a minimum of one page per class daily.
- Complaints to the instructor will not be tolerated. If you have any grievances, take them to your Home Director in private for counsel.
- Raise your hand and wait to be acknowledged before speaking in class.
- Homework can be done anytime there is downtime; between job-assignments or after 10pm, quietly and under low light. Do not disrespect your neighbor.

### **Transportation Rules**

- Seatbelts must be properly worn at all times. No exception!
- All windows should be put up before leaving the vehicle.
- There should be no saving certain seats unless it is per a staff members request.
- Do not shout outside the windows at any time.

## Addressing CCM Staff

All residents will be expected to address staff in a formal way. If a resident needs to approach a staff member for any reason whatsoever, the proper approach would be - "Ma'am or Sir, May I have a moment of your time?" At that time, the staff member may grant the resident an audience or not. Improper addressing of staff members will result in disciplinary action.



## House Rules

Failure to adhere to these rules will result in disciplinary action. Repeated occurrences may result in release from the program.

1. No profanity or abusive language will be permitted anywhere at any time.
2. No bragging or glorifying your past life.
3. Possession or use of drugs, alcohol, or tobacco products at any time is not allowed.
4. No leaving the property without the permission of your Home Director.
5. You must report back after all outings to the Home Director. At which time they may check your pockets and any personal possessions, or require an alcohol test or drug screening, etc.
6. Attendance is required at all scheduled activities without arguing or complaining. Good attitudes are expected from the residents at all times.
7. Any disrespectful behavior toward staff members, Leadership, or Interns will not be tolerated. Any disagreement may be settled with a private evaluation of the problem, between all parties involved and the Home Director.
8. Tardiness to any scheduled class or meeting will result in discipline.
9. Personal belongings and living areas are subject to search or shake down at staff discretion.
10. Showers must be taken daily and your appearance must be neat and clean at all times except while working.
11. No naps without specific permission from staff.
12. Beds must be made and the living area kept clean. The "Chore Checker" will check chores by 7:45am.
13. Residents must be in bed before 10pm unless given permission to be up later by a staff member.
14. All eating will be done at the dining room table. All meals served will be eaten together in a designated area. No food is allowed in bedrooms. Phase 1 residents are not allowed to keep personal food.
15. Visits and phone calls are privileges, not rights, and they will only be granted at staff discretion based on conduct, attitude, and stability of resident.
16. Residents will sit together as a group at all outings, filling one row before starting another, and leaving no empty seats.
17. No disruptive behavior will be tolerated at any time, including classes, outings, and church services.
18. Any problems or discrepancies must be discussed or appealed through the proper channels. Problems should always be brought to the Home Directors first. Any attempt to appeal your situation or disagreements with other residents, or even church members, will not be tolerated.
19. Phase 1 residents are allowed \$50 a month for personal spending and will be distributed \$10 at a time. Extra money will be put in an envelope in the safe with the resident's name on it.



20. Use of restrooms during class time is prohibited. Such activities should be taken care of before or after class.
21. Trips or stops of any kind may only be made with the Home Directors permission. Upon returning, you may be searched.
22. If you leave or are released before graduation, you will take all personal belongings. An inventory of your belongings will be made upon your intake and exit from the program. If you do not retrieve your belongings before you leave the program, they will be donated.
23. Discipline writing can only be done after 4pm and until 6am, and is not allowed during class, church, or work hours.
24. Electronic devices of any kind are not permitted.
25. Phase 1 residents are not allowed to have cell phones.

**Resident Intake Form**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Gender: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ D.L. or I.D.: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Parents Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parents Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Spouse (if married): \_\_\_\_\_

Status of Marriage: \_\_\_\_\_ Spouse Phone Number : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Point of contact in case of emergency: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

List any treatment center or ministry you have been in whether or not you completed their program:

\_\_\_\_\_  
\_\_\_\_\_

Last church attended: \_\_\_\_\_ Phone: \_\_\_\_\_

Pastor's name:

\_\_\_\_\_

Name of anyone who has helped you/ is currently helping you: \_\_\_\_\_

Phone: \_\_\_\_\_

Are you on Probation or Parole? Yes or No

If so, Officer's name: \_\_\_\_\_ Officer's Number: \_\_\_\_\_

Do you have fees to pay? Yes or No

Report

Location: \_\_\_\_\_

Offense:

\_\_\_\_\_

Do you have outstanding warrants? Yes or No

Are you court appointed to this program? Yes or No

If yes, name of Judge:

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Do you practice any other faith or religion other than Christianity? Yes or No  
If yes, please explain:

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Do you receive Food Stamps, Social Security, or any Government support or Federal Aid? Yes or No

If yes, please explain:

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Do you have any pending lawsuits or any legal matters, which you are presently working through? Yes or No

If yes, please explain:

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Do you have any sex offenses on your record? Yes or No

If yes, please explain:

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Are you currently enrolled in any MHMR programs or currently taking any psychiatric drugs or antidepressants? Yes or No

If yes, please explain:

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*For Women:* The CareCenter Women's Home accepts residents with open DHS cases on a case-by-case basis. Before acceptance into our one year Women's Home Program, potential residents with open DHS cases will need to sign a DHS release form. This is so that CareCenter Staff can communicate with and discuss the resident's particular case requirements and time frame with their DHS caseworker.

Any false information you give on this questionnaire will result in immediate release from the program.



## Physical Labor Agreement

The Men's and Women's Homes are self-supported ministries that operate under the non-profits umbrella of CareCenter Ministries. Revenue from work done by Phase 1 residents will go directly towards covering the cost of their stay in the program. Elderly residents and residents that are disabled will be assigned tasks that do not require strenuous activity. The program will accept any individual regardless of race or economic status if they are willing to submit to the rules and work.

### The Work Program Serves a Threefold Purpose:

1. The work program makes us self-supporting. so we can take a resident regardless of their economic level.
2. The work program teaches the appropriate way to submit to authority. Many of us have been hurt, disappointed, or rejected by authority figures. This has impaired our perception of authority. The employer is an authority figure. If we are to function in society this must be corrected.
3. The work program teaches proper work ethic and responsibility. The discipline and ambition it takes to be a good employee must be taught. This will be a focus during your stay.

All residents of the homes must understand that all work performed in the program is to pay for services rendered. Residents must be willing to accept these terms. Expenses for room, board, and services furnished by CareCenter Ministries to residents are offset, in part, by the labor provided by residents. All labor is paid in-kind by the facilities and services provided to the resident.

Written forms from the doctor will be required for lay-ins.

**RESIDENTS ARE NOT ALLOWED TO ACCEPT OR RECEIVE TIPS ON ANY JOB ASSIGNMENT!**

RESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_

## Waiver of Liability

I, \_\_\_\_\_ understand that the services given or rendered to me by CareCenter Ministries are provided with an understanding that no guarantee has been made to me in helping me overcome by substance abuse problems or any other life controlling issues, and that I will not hold CareCenter Ministries responsible in any manner, whatsoever, in the event that I become ill, injured, or otherwise damaged.

I further understand that I give up any right to sue or claim damage for any reason, whatsoever, that may arise at any further time from this date in consideration of the help and assistance given to me without cost or fee by CareCenter Ministries.

Any valuable articles kept in my possession are done so at my own risk. In the event that I leave or am released from the program, I understand that my possessions must be taken with me upon leaving, for CareCenter Ministries is not a storage facility. Any possessions left behind will be donated.

I have read the foregoing Waiver of Liability and Rules and Regulations of CareCenter Ministries and with full understanding agree to cooperate with the rules and regulations of the program. I also understand that if I break any of the rules and regulations of the program, I will be held subject to discipline, loss of privileges, or possible expulsion.

I also understand the reasoning of the work program and agree to abide by the rules. I will submit to Christ by submitting to those in authority over me. I understand that God provides for this program as things are needed, and that I may not be able to obtain everything I want and need.

I will run the "race" to the best of my ability. I will work to get along with the others in the program. I will commit to both phases of the program. I am prepared to focus on my getting well for the duration of the program.

RESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_

## **Photo Release Form**

Subject: \_\_\_\_\_

Location: \_\_\_\_\_

I grant to, its representatives and employees the right to take photographs of me and my property in connection with the above-identified subject.

I authorize CareCenter Ministries, its assignments and transfers to copyright, use and publish the same in print and/or electronically.

I agree that CareCenter Ministries may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content.

*I have read and understand the above:*

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF GUARDIAN (IF UNDER 18): \_\_\_\_\_

## **Housing Agreement**

The housing provided by CCM is a benefit based on participation in the program, and anyone not participating in the program cannot reside at Carecenter property.

I understand that my residence at any Carecenter Ministries facility is dependent upon my compliance with the program. I understand that if I am removed from the program, then I will willingly remove myself from the residence. I also understand that my status in the program is at the discretion of the CCM staff, and being disqualified from the program also means forfeiting my residence on CCM property which is operated according to its sincerely held religious beliefs.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Mail and Waiver Form**

### **My Mail**

I, \_\_\_\_\_ understand that staff reserves the right to screen all letters, incoming and outgoing.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **My Belongings**

I understand that if I decide to leave the facility at any time without my belongings they are IMMEDIATELY donated to CareCenter Ministries. I understand that it is MY RESPONSIBILITY to gather my belongings and take them with me. CareCenter Ministries does not hold onto the belongings of residents that decide to leave.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## BACKGROUND CHECK FORM

The information you enter on your application must match your government-issued identification card (passport, drivers license, or state ID), including your full legal name, date of birth and social security number. We do not retain your social security number once your background check is complete. Any information you provide will remain confidential and will not be shared

FIRST & LAST NAME: \_\_\_\_\_

MAIDEN NAME: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SOCIAL SEC#: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ / \_\_\_\_ - \_\_\_\_ - \_\_\_\_

PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## **DRIVER'S AGREEMENT**

I have agreed to act as a driver while a part of CareCenter Ministries; I agree that I have a valid driver's license and will abide by the following guidelines:

- Carry a valid driver's license and ensure that the appropriate insurance documents are in the vehicle at all times.
  - Use and require all passengers to use seat belts or other available occupant restraints and require all occupants to do likewise in accordance with state laws. (The number of passengers may not exceed the number of seat belts.)
  - Know and observe all applicable traffic laws, ordinances and regulations, and use safe driving practices at all times.
  - Assume all responsibility for any and all fines or traffic violations associated with his/her use of the vehicles.
  - Not allow the use of alcohol or drugs by anyone in the vehicle.
  - Do not use electronic devices while driving.
  - Not transport unauthorized passengers such as hitchhikers, family members, or friends outside of the ministry **without first** getting permission from a director.
  - Turn off the vehicle, remove the keys, and lock the vehicle when it is left unattended.
  - Drive the vehicle at speeds appropriate for road conditions.
  - Immediately report all accidents or violations to the police and the appropriate director.
  - Gas will be provided by CareCenter Ministries only for trips involving the ministry; gas required for all personal trips taken in a CareCenter vehicle (example: vacations) will be the responsibility of the staff member driving.
  - If it is necessary for the driver to get their driver's license reinstated, the driver will take responsibility for at least half of the required fees.
  - Not allow any unauthorized driver to drive the vehicle for any reason (if you are unsure who is authorized, ask).

- All drivers are required to have **at least** one person dedicated to help ‘spot’ backing out of any area including but not limited to: driveways, parking spots, garages, etc. The ‘spotter’ should stand, at a distance, from the back of the vehicle while it is in reverse to help aid the driver in safely backing up. The spotter should be sitting in the front passenger seat while the vehicle is in motion and should remain awake at all times during the drive.

Failure to abide by these guidelines will result in written discipline and possible suspension or termination from driving for CareCenter Ministries.

*By signing this, I agree and understand the above policy.*

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Signature of Driver

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Printed Name

Date Signed

# CareCenter Ministries

## Monthly Cost of Men's Program

**Lodging: -----\$500**

**Nutrition: -----\$500**

**Classes/ Counseling: \$450**

**Transportation: -----\$250**

**Hygiene: -----\$200**

**Administration: -----\$250**

**Curriculum/ Supplies: \$200**

**Total: -----\$2350**

**In-Kind Resident Wage is  
\$1760 a month.**

**\$11 per hour @ 40 average  
hours per week**

**Work performed  
with CareCenter  
Ministries is used to  
help compensate  
the listed expenses  
for your stay in the  
program.**

**CareCenter  
assumes the excess  
resident cost of  
\$590 a month.**



# CareCenter Ministries

## Monthly Cost of Woman's Program

**Lodging: -----\$500**

**Nutrition: -----\$500**

**Classes/ Counseling: \$450**

**Transportation: -----\$250**

**Hygiene: -----\$200**

**Administration: -----\$250**

**Curriculum/ Supplies: \$200**

**Total: -----\$2350**

**In-Kind Resident Wage is  
\$1760 a month.**

**\$11 per hour @ 40 average  
hours per week**

**Work performed  
with CareCenter  
Ministries is used to  
help compensate  
the listed expenses  
for your stay in the  
program.**

**CareCenter  
assumes the excess  
resident cost of  
\$590 a month.**

