



Men's Transitional Recovery Home

A division of Thomas County CARES

Thomasville, GA 31792

**The Recovery Forge: Where Your
New Beginning Takes Shape**

A new life begins the moment you decide you are ready for it. At The Recovery Forge, we believe every man has the strength within him to rise, rebuild, and reclaim the life he was created to live. This is not just a place to stay — it is a place to transform.

Breaking free from addiction is one of the hardest battles a man will ever face, but it is also one of the most powerful victories. Here, you will find the structure, support, and guidance needed to build a life marked by clarity, responsibility, and purpose. You are not defined by your past. You are not bound by your mistakes. You have the ability — and the right — to become the man, the father, the friend, and the leader you were meant to be.

The Recovery Forge is a home for men who are ready to take action. We welcome individuals who have already taken the courageous first steps toward sobriety, maintaining **30–60 days free from substance use**, and who are committed to breaking the cycle of addiction once and for all. This program is built on discipline, accountability, and personal growth. Excuses have no place here — only honesty, effort, and determination.

If you are ready to rebuild your life with integrity... If you are ready to embrace responsibility and rise into your potential... If you are ready to walk forward with courage, faith, and purpose...

Then The Recovery Forge is where your transformation begins.

The path is laid out. The support is in place. The opportunity is yours.

This is your moment to step forward — to forge a new path and claim the future waiting for you.

If your answer is YES... then your new beginning starts now.

The Recovery Forge: Resident Handbook

This handbook is designed to help you understand what is expected of you during your time at **The Recovery Forge** and to introduce you to the structure, support, and opportunities available here. Our goal is to create an environment that is orderly, peaceful, and deeply rooted in healing. Take time to read through this material—or ask a staff member to read it with you. Questions are always welcome.

The Recovery Forge is a one-year men's transitional recovery residence dedicated to helping individuals rebuild their lives with purpose, stability, and hope. Our home provides a structured, supportive environment that removes the pressures and influences that may have contributed to substance misuse or mental health challenges. Here, you will find the space and guidance needed to reset, grow, and move forward with clarity.

As a **non-clinical program**, we work closely with trusted clinical partners—including **Georgia Pines, Archbold**, and other regional providers—to ensure you receive the therapeutic and medical care necessary for your recovery. This partnership allows you to focus on personal growth, accountability, and the development of a healthy, sustainable lifestyle.

At The Recovery Forge, you are not just entering a program—you are stepping into a community committed to your transformation. We are here to support you, challenge you, and walk beside you as you forge a new path forward

MISSION

Our mission is simple and steadfast: **to empower each resident to change his circumstances, strengthen his recovery, and transition into a healthy, self-sufficient member of the community.**

OUR VALUES

The Recovery Forge is a division of **Thomas County CARES, Inc.**, and everything we do is rooted in dignity, compassion, accountability, and hope. Our values guide how we serve you, walk beside you, and support you as you rebuild your life.

1. Respect for Your Worth

You are a child of God with infinite value. At The Recovery Forge, you will be treated with dignity, honor, and respect — and we expect you to extend that same respect to

others. Every interaction, every service, and every decision is grounded in the belief that your life has purpose and meaning.

2. Community That Strengthens You

Recovery happens in connection, not isolation. Our team will help you build healthy relationships and a supportive brotherhood. At The Forge, you will find a community that lifts you up, challenges you, and walks with you as you grow into the man you are becoming.

3. Empowerment for a New Way of Life

We believe in your ability to change, heal, and rise. Here, you will be empowered to build a life marked by emotional, physical, and spiritual balance. We want you to understand your identity, your value, and your worth — and to step confidently into a healthier, stronger future.

4. Support That Helps You Discover Your Potential

You are not alone in this journey. Our staff will help you develop a strong network of support, identify your strengths, and uncover the gifts and talents that will carry you forward. We are here to guide you, encourage you, and help you grow.

5. Service That Shapes Your Character

Giving back is part of becoming whole. Through serving and volunteering, you contribute to the community that is helping you rebuild your life. Service strengthens humility, gratitude, and purpose — and we hope you will carry this spirit of giving with you wherever you go.

PROGRAM FOUNDATIONS & EXPECTATIONS

A clear guide to what The Recovery Forge is, what we provide, and what is required of every resident.

The Recovery Forge is a division of **Thomas County CARES, Inc.**, created to provide men with a structured, supportive, and faith-aligned environment where they can rebuild their lives with dignity, accountability, and purpose. Participation in this program is voluntary, but the expectations are firm. This section outlines the foundational principles, requirements, and commitments that guide your time here.

1. Voluntary Participation

The Recovery Forge is a **voluntary program**.

- Residents choose to enter the program of their own free will.
- We do **not** accept individuals who are court-ordered to complete a program.
- You may leave at any time, and you may also be dismissed at any time for violations of the handbook or house rules.
- Your continued stay is based on your willingness to comply, participate, and grow.

2. Admission Requirements

The Recovery Forge is a sanctuary for men who are ready to rebuild their lives with strength and integrity. To ensure a safe and stable environment:

- All residents must have completed **detox** and a **30-day inpatient recovery program**, unless otherwise approved by the Board of Directors.
- Men transitioning from jail or prison must also complete a 30-day inpatient program unless granted special approval.
- Admission is **not automatic**; it is earned. Each applicant is evaluated by the Program Director to ensure readiness for sober living, accountability, and personal growth.
- Residents must arrive with a **valid ID** and **Social Security card** for employment purposes.

3. Entry Fee

A **\$250 entry fee** is required at intake.

- If the full amount is not available, a partial payment must be made as a sign of good faith.

- The remaining balance is due upon receiving your first paycheck, in addition to regular living expenses.

4. Probationary Period

The first **30 days** of the program serve as a **probationary phase**.

- This period allows you to demonstrate your willingness to comply with program expectations.
- It is also a time of personal reset and stabilization.

5. Employment Requirements

Residents must obtain employment within the first **21 days**, unless receiving disability or SSI.

- Your ability to work and your employment expectations will be outlined in your **individual contract** and **case management plan**, which you will sign upon acceptance.

6. Length of Stay

The Recovery Forge is designed as a **12-month program**.

- Extensions may be granted based on documented progress and specific needs.
- Extensions are approved **month-to-month** and must be requested **30 days before your exit date**.
- The maximum stay, unless otherwise approved, is **18 months**.

7. Compliance & Dismissal

Residents must follow all program guidelines, policies, and expectations.

- Failure to comply may result in dismissal with **45 minutes** to vacate the property.
- If dismissed, any remaining prepaid funds for the month are forfeited.
- Staff reserve the right to dismiss a resident immediately for any circumstance that jeopardizes safety, integrity, or the recovery environment.

8. Facility Information

The Recovery Forge is a **5-bedroom, 2-bath residence** with **7 beds total**.

- Admission and continued stay are dependent on space and program fit.
- We do not discriminate based on race, religion, age, family status, sexual orientation, or disability.

9. Substance-Free Environment

The Recovery Forge is an **alcohol- and drug-free facility**.

- Staff may search your belongings at any time.
- You must undergo a substance abuse screening and background check upon admission.
- You must consent to **random drug screens** throughout your stay.

10. Smoking Policy

Smoking is permitted **only** under the following conditions:

- Cigarettes only — **vapes are not allowed**.
- Smoking must occur **outside**, in the designated back smoking area.
- No smoking in the front yard, street, or anywhere inside the home.
- Cigarette butts must be disposed of properly.
- The yard must remain clean and free of debris.

11. Mental Health & Support Services

If deemed necessary by management, you may be required to undergo a **mental health evaluation**. Throughout your stay, staff will work closely with you to:

- Identify and address barriers that contributed to addiction, homelessness, or instability
- Provide individualized support
- Connect you with community resources
- Help you build a path toward long-term self-sufficiency

Your effort and honesty are essential to meaningful change.

12. Policies & Procedures

The policies and procedures in this handbook exist to:

- Promote structure
- Build personal responsibility
- Support your daily success
- Create a safe and stable recovery environment

You are expected to be familiar with the handbook within your first week. Staff will coach and mentor you with grace — but failure to follow the handbook may result in dismissal.

13. Attitude, Cooperation & Integrity

Your attitude, willingness to grow, and cooperation with staff are critical.

- Integrity is a core value of The Recovery Forge.
- Dishonesty, manipulation, or refusal to comply with expectations may result in dismissal.
- Staff reserve the right to make decisions in the best interest of the program and its residents.

This is the foundation of The Recovery Forge.

Here, you will be respected, supported, challenged, and empowered — but you must also take responsibility for your choices, your growth, and your future. This program is a partnership: we walk with you, but you must walk the path.

The Recovery Forge — Program Philosophy Statement

At **The Recovery Forge**, our approach is built on a balanced foundation of **structure, accountability, self-sufficiency, and personal liberation**. These qualities are not handed out; they are **forged** through discipline, responsibility, and perseverance. Every resident is expected to actively participate in his own growth, healing, and transformation.

Our program is designed for men who are ready to engage fully in their recovery — emotionally, spiritually, and behaviorally. While employment is an important component of a healthy recovery lifestyle, **a job is not the central focus of our program**. Recovery comes first. Stability comes first. Personal growth comes first.

The Recovery Forge is **not** a place to simply “eat, sleep, and stack money.” It is a structured, purpose-driven environment for men who are committed to changing their circumstances, rebuilding their lives, and becoming self-sufficient members of the community.

Residents who thrive here are those who are willing to:

- Show up consistently
- Follow structure
- Engage in personal development
- Practice accountability
- Participate in community living

- Commit to sobriety and emotional growth

Welcome to The Recovery Forge

You have entered a place of transformation — a place where men reclaim their strength, rebuild their lives, and forge a future grounded in purpose, integrity, and hope. The road ahead will require effort, honesty, and perseverance, but every step you take here is an investment in the man you are becoming.

Your arrival is not accidental. It reflects a courageous decision to fight for your future, rise above addiction, and pursue the life you were created to live. At The Recovery Forge, excuses are replaced with accountability, fear is met with courage, and past weaknesses become the foundation of new resilience. You will not walk this journey alone. Brothers will stand beside you, leaders will guide you, and a supportive community will help you grow toward independence and self-sufficiency.

The Recovery Forge is more than a program — it is a commitment. A commitment to sobriety, honesty, discipline, and personal responsibility. Here, you will learn what it means to be a man of character and strength. You will build trust through consistent action, earn respect through integrity, and discover the power of living with purpose.

This is your moment — your opportunity to shape your future. The road behind you does not define you. The road ahead will.

Welcome to The Recovery Forge. It's time to build the life you were meant to live.

Its time to get down to business!!

Program Requirements

Residents of **The Recovery Forge** are expected to actively participate in their recovery and demonstrate commitment, responsibility, and consistency. The following requirements outline the core expectations of the program:

1. Participation in a 12-Step Program

Residents must engage in a 12-step fellowship of their choice (AA, NA, or Celebrate Recovery). **Minimum requirements:**

- **5 meetings per week**
- **At least 2 meetings must be in-person fellowship meetings**
- **Up to 3 meetings may be online** (Zoom, virtual platforms, etc.)

2. Obtain a Sponsor (Within 7 Days)

Every resident must secure a sponsor within the first week of entering the program.

What Is a Sponsor?

A sponsor is a trusted guide in recovery — someone who has walked the path long enough to help you walk it too. A sponsor:

- Walks beside you, not above you
- Helps you stay honest, accountable, and grounded
- Supports you through cravings, emotions, and challenges
- Models healthy recovery and consistent sobriety
- Encourages you to become the man you are working to be

A sponsor is **a brother in recovery**, not a judge or authority figure.

3. Daily Contact With Your Sponsor

Residents are required to call or check in with their sponsor **every day**.

4. Choose an Accountability Coach

Each resident must select an accountability coach.

What Is an Accountability Coach?

An accountability coach is a trained support person who helps you stay consistent with your daily recovery goals. They focus on:

- Daily habits and routines
- Follow-through on commitments
- Emotional check-ins
- Healthy decision-making
- Building discipline and responsibility

While a sponsor guides you through the 12 Steps, an accountability coach helps you stay on track **day by day**.

5. Weekly Appointments or Check-Ins

Residents must complete **at least two** of the following each week:

- Clinical appointments
- Accountability coach check-ins
- Counseling or therapy sessions
- Peer support services

6. Participation in a Clinical Program

Residents must engage in appropriate clinical services to address co-occurring **Substance Use Disorder (SUD)** and **Mental Health (MH)** needs. This includes:

- Regular clinical appointments
- Medication management (if applicable)
- Counseling or therapy
- Peer support services

7. Probation and /or Parole

Residents with legal supervision are held to the highest standards of honesty and compliance. Full disclosure and immediate communication are mandatory. Failure to follow these requirements will result in removal from the program.

- **Mandatory Disclosure at Application and Interview**
Residents on **probation or parole** must disclose this information during the **application process** and again during the **interview**. No exceptions.
- **Transfer of Probation (If Applicable)**
If you are **not currently supervised in Thomas County**, it is your responsibility to ensure that your probation **can be transferred** to Thomas County **before entering the program**.
- **Mandatory Contact Within 24 Hours**

You must contact your **Thomas County Probation Officer** within **24 hours** of entering The Recovery Forge. This is a non-negotiable requirement.

- **Provide Officer Information at Intake:** At intake, you must provide CARES staff with:
 - Your supervising officer's **name**
 - **Phone number**
 - **Office location**
 - Any additional required contact information
 - **Disclosure of All Court-Ordered Requirements**

Any of the following must be disclosed during the application and interview, and reviewed again at entry:

- DRC requirements
- Accountability Court
- DUI School
- Anger Management
- Domestic Violence classes
- Fines, fees, or restitution
- Any other court-mandated programs or obligations
- **Zero-Tolerance for Withholding Legal Information**

Failure to disclose **any** past or present legal matters — including pending charges, warrants, probation terms, or court requirements — will result in **immediate termination** from the program.

At The Recovery Forge, **INTEGRITY IS EVERYTHING**. Honesty is the foundation of recovery, accountability, and trust. If you cannot be truthful about your legal situation, you cannot remain in this program.

7. Daily Group Meetings at The Forge

Group meetings are held **every weekday** at The Recovery Forge.

Expectations:

- If you are **not working**, you are required to attend **every group meeting** unless excused by the director.
- If you **are working**, you must coordinate with the director to receive all missed training or materials.
- Staff and volunteers are committed to supporting you — but **you must take initiative in your own recovery**.

Understanding the “Why” Behind Recovery

At The Recovery Forge, we believe a powerful truth: **the substances were never the real problem — they were the temporary solution to a deeper pain.** Recovery is not just about removing the drugs or alcohol; it is about understanding *why* you needed them in the first place.

The question is not, “**Why the dope?**” The real question is, “**Why the pain?**”

For many men, the answer lies in:

- Unresolved trauma
- Mental health challenges
- Grief and loss
- Stress and pressure
- Resentments and anger
- Feelings of failure or abandonment
- Emotional wounds that were never healed

These experiences shape the “big WHY” — the root causes that fuel addiction and emotional struggle.

Recovery invites you to: **discover your WHY... confront it... embrace it... and heal from it.**

This is the work of transformation. This is the work of the 12 Steps. This is the work of The Recovery Forge.

Healing requires courage. Growth requires honesty. Freedom requires investment.

And at The Recovery Forge, we believe this wholeheartedly: **the more you invest in your recovery, the greater the transformation you will experience.**

You are not expected to do this alone. You will have brothers beside you, mentors guiding you, and a community committed to helping you uncover the deeper truth of your story — so you can build a life rooted in strength, purpose, and long-term recovery.

PROGRAM STRUCTURE

The Recovery Forge is operated by **Thomas County CARES, Inc.**, a 501(c)(3) nonprofit organization committed to providing a structured, supportive, and accountable environment where men can rebuild their lives with dignity, purpose, and stability. The following guidelines outline how the program operates and what is expected of every resident.

1. Program Fees & Financial Responsibilities

- All program payments must be made directly to **Thomas County CARES, Inc.**
- Weekly program fees of **\$150.00** begin after the **third week** of residency.
- Fees are due **every Friday** for the upcoming week (Monday–Sunday).
- Residents must report any funds received from family or friends.
- Borrowing money, cigarettes, or personal items between residents is **strictly prohibited**.

Arrears & Financial Support

- If a resident does not have an active phone at intake, CARES will activate one and add the cost to arrears.
- If a resident does not own a phone, one will be purchased and added to arrears.
- Phones become the resident's property only after arrears are fully paid.
- Uniforms, PPE, and other employment-related items purchased by CARES will also be added to arrears.

2. Safety, Security & Monitoring

- Security cameras are installed in all common areas and at both entry doors.
- Cameras are monitored by CARES staff.
- **Tampering with cameras, Wi-Fi, or security equipment results in immediate dismissal.**
- The Recovery Forge is a **drug- and alcohol-free** facility.
- Random drug and alcohol screenings are required.
- Testing positive or possessing substances or paraphernalia results in immediate dismissal.

3. Supplies & Basic Needs

- CARES provides cleaning supplies, toiletries, laundry detergent, trash bags, toilet paper, and paper towels.
- Linens (sheets, blankets, pillows, towels) are provided.
- Basic food items are supplied during the first **30 days** while residents secure EBT benefits and employment.
- After 30 days, residents are responsible for their own food.

- Residents must notify staff if essential household items are needed.

4. Technology & Communication

- Residents must maintain an **active cell phone** at all times.
- Phones must remain charged, powered on, and in the resident's possession.
- All residents must download and maintain **Life360** with continuous location access.
- Earbuds must be used when listening to music or watching videos.
- No speakerphone use in shared areas.
- **Pornography is strictly prohibited** and is grounds for immediate dismissal.

5. Transportation

- Bicycles are the primary mode of transportation for work, meetings, and errands.
- Bicycles must be stored in the outdoor storage building.
- Alternative transportation needs must be disclosed at intake.
- Staff may provide transportation for employment, medical care, and essential appointments.
- Transportation requests must be submitted **48 hours in advance**.
- Only Phase Three and Phase Four residents may have personal vehicles.
- Residents may not transport other residents without staff approval.

6. Volunteer Hours

Residents are required to volunteer with Thomas County CARES **1–2 days per week**, depending on work and other obligations.

Expectations:

- Arrive on time and stay for the full shift.
- No personal conversations about house issues while volunteering.
- Cell phone use only with permission.
- Volunteer hours must be signed off weekly.
- Emergencies must be reported immediately to the Director.

7. Curfew & Quiet Hours

Curfew is determined by program phase. General quiet hours:

- **Sunday–Thursday:** Quiet time 9 PM, lights out 10 PM
- **Friday–Saturday:** Quiet time 10 PM, lights out 11 PM

Additional rules:

- No leaving the house during quiet hours.

- No being outside on porches after 10 PM or before 7 AM.
- Electronics must be limited during quiet hours.

8. Hygiene & Personal Care

Residents are expected to:

- Shower daily
- Brush teeth, wear deodorant, maintain grooming
- Wear clean clothing
- Keep personal hygiene items organized

Once employed, residents must purchase their own hygiene and personal items.

9. House Rules & Conduct

- No profanity, violence, threats, or disrespectful behavior.
- No gossiping or discussing house matters in the community.
- No dating while in the program.
- Residents must treat staff, volunteers, and each other with respect.
- Theft or destruction of property results in immediate dismissal.

10. Personal Belongings

Residents may bring:

- 2 weeks of clothing
- 14 pairs of undergarments and socks
- 3 sets of pajamas
- 4 pairs of shoes
- Bible and notebook
- Approved hygiene items
- Cell phone (other electronics require approval)

Items not approved will be confiscated.

11. Work Requirements

- Employment must be approved by staff.
- Weekly work schedules must be submitted.
- Night shifts require approval.
- Residents working early mornings must be quiet and respectful.

12. Medications

- Residents must take medications as prescribed.

- Prescriptions cannot be shared.
- Narcotics are stored in a locked office box and administered by staff.
- All prescriptions must be kept in the provided lockbox.

13. Visitors

- No visitors during the first 30 days.
- All visitors must be approved by staff.
- First visits occur at the CARES office.
- Additional visits may occur in common areas with staff present.
- Visitors must respect all program rules.

14. Health & Emergency Procedures

- Residents may be asked to test for infectious diseases if needed.
- Fire extinguishers are located in the kitchen.
- In case of fire: alert others, exit safely, and do not re-enter until cleared.
- During severe weather, take cover in bathrooms.

15. Discharge & Moving Out

- Residents must notify staff before moving out.
- A discharge form must be completed.
- All belongings must be taken at exit.
- Linens must be washed and returned.
- Items left behind will be discarded or donated.

16. Mail & Deliveries

- Residents may receive mail at the house address.
- Packages are not permitted.
- No food or store deliveries.
- Residents must update their mailing address upon entry and exit.

17. Confidentiality

- All group and individual discussions are confidential.
- Residents must respect each other's privacy.
- Gossip is prohibited.
- Safety concerns must be reported immediately.
- Rule violations must be reported to staff.

18. Respect & Community Living

Residents are expected to:

- Keep noise at a reasonable level
- Clean up after themselves
- Maintain shared spaces
- Treat others with dignity
- Follow staff instructions
- Demonstrate integrity and accountability

19. Monthly Evaluations

Residents will meet with staff monthly to review progress, discuss challenges, and set goals for the next stage of recovery.

20. House Chores

- Weekly chore assignments must be completed daily.
- Saturday deep-cleaning is required.
- All rooms and common areas must remain tidy at all times.

21. Laundry

- Use appliances properly.
- Clean lint trap after each use.
- Wash bedding weekly.
- Do not leave laundry in machines.

22. Rooms & Bathrooms

Residents must:

- Keep rooms clean and organized
- Make beds daily
- Store food only in sealed containers
- Clean bathrooms daily
- Remove hair from drains
- Empty trash as needed

23. Kitchen & Living Areas

- No grease or trash in drains.
- No leaving food containers out.
- Open blinds by 9 AM and close at dusk.
- Report damage or needed repairs to staff.

Daily Schedule at The Recovery Forge

The Recovery Forge operates on a structured daily rhythm designed to support stability, accountability, spiritual growth, and healthy routines. All residents are expected to follow this schedule unless excused by management for work, medical appointments, or approved obligations.

Morning Routine

7:00 AM — Wake Up

- All residents must be awake no later than 7:00 AM.
- No remaining in bed after this time unless medically excused.

7:00–7:30 AM — Hygiene & Room Readiness

- Shower, shave, brush teeth, and complete personal hygiene.
- Make beds neatly.
- Tidy and organize personal space.
- Rooms must be inspection-ready each morning.

Important: Rooms are for **sleeping only**.

- No lying in bed during the day
- No lounging in bedrooms
- No daytime napping Bedrooms are not hangout spaces. Healthy recovery requires movement, engagement, and connection.

Common Area Expectations

- Living rooms and shared spaces are for **everyone**.
- No “claiming” furniture or areas.
- No lying down or lounging on couches.
- Residents must remain upright, alert, and engaged during the day.

These expectations support healthy routines, prevent isolation, and encourage community.

7:30–8:00 AM — Breakfast

- Prepare and eat breakfast.
- Clean up kitchen and dining area after use.

Morning Recovery Block

8:00–10:00 AM — Morning Meetings & Devotionals

This time is dedicated to:

- Daily devotionals
- Bible reading
- Recovery readings
- Group discussions
- Journaling
- Step work
- Emotional check-ins

Attendance is required unless at work.

Midday Schedule

11:00 AM–12:00 PM — Lunch & Clean-Up

- Prepare lunch.
- Clean kitchen and dining area.
- Complete assigned midday chores if applicable.

12:00–1:00 PM — SASS AA Meetings (Mon/Wed/Fri)

- Mandatory attendance for residents not at work.
- Held from **12:00 PM to 1:00 PM**.

Zoom Recovery Meetings (Optional but Encouraged)

- **Weekdays:** 12:00 PM & 5:00 PM
- **Saturdays:** 12:00 PM

Residents are encouraged to join these meetings to strengthen their recovery network.

Afternoon Block

Afternoons are used for:

- Employment
- Job searching (Phase One)
- Appointments

- Case management
- Volunteer hours
- Step work
- Personal responsibilities

Residents not working must remain productive and engaged. **No napping or lying down during the day.**

Evening Schedule

6:00–7:00 PM — Dinner

- Prepare and eat dinner.
- Clean kitchen and dining area.
- Complete evening chores as assigned.

Nightly Expectations

Curfew & Bedtime

Curfew and bedtime depend on phase level:

- **Phase One:** Curfew 9:00 PM
- **Phase Two:** Curfew 9:30 PM
- **Phase Three:** Curfew 10:00 PM
- **Phase Four:** Curfew 10:00–11:00 PM (as approved)

Lights Out

- Lights, phones, and TV must be off at the designated time for your phase.
- Quiet hours must be respected to maintain a peaceful home environment.

General Daily Expectations

- Follow all sign-in/sign-out procedures.
- Attend all required meetings and appointments.
- Maintain cleanliness in personal and shared spaces.
- Uphold Recovery Forge values: integrity, respect, accountability, and brotherhood.
- Remain substance-free and compliant with all drug screening requirements.
- Stay active, engaged, and connected — **no isolating in bedrooms.**

Weekend Schedule

Weekends at The Recovery Forge are designed to support rest, responsibility, and continued personal growth. While the pace may be different from weekdays, weekends are **not idle time.**

They are an opportunity to strengthen your recovery, complete responsibilities, and prepare yourself for the week ahead.

Weekend Expectations

Residents are expected to use weekend time intentionally for:

- Completing any assigned **house chores**
- Working on your **Individual Recovery Plan**
- Reading your **Bible** or devotional materials
- Completing **step work** and ensuring all assignments are done correctly
- Finishing required **bookwork**, journaling, or personal development tasks
- Preparing for the upcoming week based on your recovery phase and goals

Weekends are a time to reset, reflect, and reinforce the habits that support long-term sobriety and stability. They are not for sleeping in, lounging, or disengaging from the recovery process. Every day at The Recovery Forge is a day to move forward.

Four-Phase Residency Recovery Program

Program Phases Overview

The program requirements outlined earlier apply to **every phase** of your journey at The Recovery Forge. Each phase is designed to guide you step-by-step from early recovery into a life marked by stability, integrity, faith, and self-sufficiency. These phases are not just levels to complete — they are stages of transformation.

At The Recovery Forge, we believe that recovery is a process of becoming: becoming grounded, becoming responsible, becoming honest, becoming whole. Each phase helps you build the habits, character, and emotional strength needed to live as a man who is respected, dependable, and rooted in purpose.

As you move through the phases, you will learn to:

- Strengthen your sobriety
- Build emotional and spiritual resilience
- Develop discipline and accountability
- Heal from the pain beneath the addiction
- Grow into a man who leads himself and contributes to his community
- Live out the principles of the 12-Step program in real, practical ways

These phases are designed to support you — not overwhelm you. They give you structure, direction, and a clear path forward as you rebuild your life.

Let's walk through each phase so you know exactly what to expect and how each step will help shape the man you are becoming.

PHASE ONE

First 30 Days (Probationary Phase)

Your continued residency during Phase One is **conditional** and based entirely on your **willingness, honesty, effort, and compliance**. This phase establishes the foundation of your recovery, your structure, and your commitment to the program.

a. Employment or Approved Volunteer Work

- Residents must begin actively seeking employment **within the first 7 days**.
- Employment and a verified work schedule must be secured **no later than Day 21**.
- Written work schedules must be submitted to management weekly.
- Residents who are on disability or medically unable to work must complete **approved volunteer hours**, arranged and approved by management.

b. Legal Requirements

- All probation, parole, or court-related obligations must be addressed immediately.
- Residents on supervision must contact their supervising officer **within 24 hours** of entering the program.
- All legal requirements must be fully disclosed and followed without exception.

c. Medical Appointments

Residents must schedule and attend any overdue or required:

- Primary care
- Dental
- Vision
- Mental health appointments as outlined in their case management plan.

d. EBT / Food Assistance

Residents without active EBT benefits must apply **within the first 7 days**.

e. Daily Chores

All assigned chores must be completed daily according to the **4-week rotation schedule**.

f. Personal Boundaries

Phase One is a time to reset, stabilize, and focus on yourself.

- **No dating**
- **No flirting**
- **No romantic or suggestive phone calls, texts, or communication** Any violation will result in disciplinary action.

g. Required Meetings

Residents must attend:

- **Daily group meetings**
- **Weekly house meetings**
- **Case management sessions**
- Any additional meetings scheduled by management

Attendance is mandatory unless excused by the director.

h. Compliance With All House Rules

All rules, expectations, and daily duties of The Recovery Forge must be followed **at all times**.

i. Property Restrictions

During Phase One, residents may **not leave the property** except for:

- Approved meetings
- Employment or job searches
- Transportation provided by CARES staff

No unapproved outings are permitted.

j. Sign-In / Sign-Out

Residents must sign in and out **every time** they leave or return to the residence.

k. No Passes

Passes are **not permitted** during Phase One.

l. Off-Campus Supervision

Residents leaving the property must be accompanied by:

- A team leader, or
- A resident in **Phase Two or higher**

m. Recovery Capital Calendar

Residents must create a **30-day Recovery Capital Calendar** outlining:

- Meetings
- Appointments
- Wellness activities
- Recovery-oriented events
- Community or spiritual supports

Recovery Capital refers to the personal, social, and community resources that strengthen long-term sobriety. This calendar helps you stay structured, connected, and intentional in your recovery.

n. Transportation

No vehicles of any kind (cars, motorcycles, scooters, etc.) are permitted during Phase One. **Bicycles only.**

o. Visitors

The only approved visitors during Phase One are:

- Your verified sponsor
- Case managers
- Members of the CARES team

No other visitors are permitted.

p. Curfew

Curfew is **9:00 PM**, unless a work schedule approved by management requires otherwise.

q. Lights Out

At **10:00 PM**, the following must be turned off:

- Lights
- Phones
- Television

This ensures rest, structure, and stability during early recovery.

aligned with the tone and standards of **The Recovery Forge** and **Thomas County CARES**.

Advancement to Phase Two

Advancement to Phase Two is **earned**, not given. Residents must demonstrate consistency, honesty, responsibility, and full engagement in their recovery. All criteria below must be met before a resident is approved to move forward.

Requirements for Advancement

a. Completion of All Program Requirements

Residents must be in full compliance with every program requirement outlined in the handbook, without exception.

b. Active Engagement in the 12-Step Program

Residents must:

- Be working the 12-Step program consistently
- Maintain daily contact with their sponsor
- Meet all expectations for their accountability coach
- Remain compliant with all medical, clinical, and mental health requirements

c. Prepared to Begin Step Four

Residents must demonstrate readiness to begin **Step Four** of the 12-Step program, as confirmed by their sponsor.

d. Completion of All Assignments

All assignments from:

- Group meetings
- Case management
- Directors or leadership must be fully completed before advancement.

e. No Active Disciplinary Actions

Residents must have **no outstanding write-ups**, unresolved disciplinary issues, or ongoing behavioral concerns.

f. Employment & Legal Compliance

Residents must:

- Have secured stable employment (or approved volunteer placement if medically unable to work)
- Be in full compliance with all legal, probation, parole, or court-ordered requirements

g. Program Fees

Weekly rent of **\$150.00** begins in Week Four. Residents must be current on all weekly fees.

h. Arrears Must Be Paid

Any arrears accumulated during the employment-seeking period (phones, uniforms, PPE, transportation needs, etc.) must be **paid in full** before advancing to Phase Two.

PHASE TWO

Stabilization & Structured Independence

Phase Two begins once a resident has demonstrated consistency, honesty, and compliance throughout Phase One. This phase introduces **measured independence**, while maintaining strong accountability, structure, and focus on recovery. Your continued residency depends on your ability to follow expectations, communicate clearly, and uphold the integrity of the program.

a. Curfew & Lights Out

- **Curfew: 9:30 PM** (unless an approved work schedule requires otherwise)
- **Lights out, phones off, and TV off at 10:00 PM**

b. Personal Boundaries

Phase Two continues the same personal-focus expectations as Phase One:

- **No dating**
- **No flirting**
- **No romantic communication of any kind**

This phase is still about stabilizing your recovery, strengthening your identity, and avoiding distractions that compromise progress.

c. Approved Independent Outings

Residents may now leave the property **independently**, provided they receive **text approval from management** *before* leaving.

- You must wait for a clear, written approval before departing.
- You must sign in and out every time you leave or return.

Failure to follow this process will result in disciplinary action.

d. Transportation

Phase Two allows residents to pursue an **e-bike** as an approved mode of transportation.

- **Scooters, mopeds, motorcycles, or gas-powered vehicles are NOT permitted.**
- All e-bike purchases must be discussed with and approved by management.

Bicycles remain the primary mode of transportation until approval is granted.

e. Employment & Scheduling

Residents must maintain:

- Verified employment
- A consistent work schedule
- Weekly submission of written schedules to management

Volunteer hours remain required for those medically unable to work.

f. Legal & Clinical Compliance

All legal, clinical, and court-ordered requirements must continue to be followed without exception.

- Probation/parole communication
- Court classes
- Therapy
- Medication management
- Peer support services

Compliance is mandatory.

g. Meetings & Program Participation

Residents must continue attending:

- Daily group meetings
- Weekly house meetings
- Case management sessions
- All meetings scheduled by management

Attendance remains non-negotiable.

h. Chores & House Responsibilities

Daily chores must be completed according to the rotation schedule. Residents must maintain cleanliness, respect shared spaces, and uphold all house rules at all times.

i. Recovery Capital Calendar

Residents must maintain and update their **Recovery Capital Calendar**, ensuring they remain engaged in:

- Meetings
- Wellness activities
- Community supports
- Spiritual development
- Personal growth opportunities

This calendar is reviewed regularly by staff.

j. Visitors

Approved visitors in Phase Two remain limited to:

- Your verified sponsor
- Case managers
- CARES staff

No personal visitors, family, or friends are permitted during this phase.

k. Off-Campus Expectations

Residents leaving the property must:

- Have prior text approval
- Sign in and out
- Maintain Life360 location visibility
- Return by curfew unless on an approved work schedule

Phase Two is about **earning trust**, demonstrating **responsibility**, and building the habits that lead to long-term stability. The structure remains firm, but your independence grows as you show consistency, honesty, and commitment to your recovery.

Phase Two Rewards

Residents who advance to Phase Two earn increased trust, responsibility, and limited privileges. These rewards are granted **only** when all Phase Two expectations are consistently met and the resident demonstrates honesty, maturity, and accountability.

1. Daytime Passes

Residents may request **two daytime passes per month**.

Guidelines:

- Passes may be used on **any scheduled day off** from work.
- Pass hours are **9:00 AM to 6:00 PM**.

- Pass requests must be submitted to the Director **at least 3 days in advance**.
- Passes are granted **only after written approval** from the Director.
- A UDS (**urine drug screen**) is required **immediately upon return** to campus.

Failure to follow pass procedures may result in loss of privileges.

2. Independent Transportation Privilege

Residents in Phase Two may pursue the use of an **e-bike** as an approved mode of transportation.

Requirements:

- E-bike purchase must be **approved by management**.
- Scooters, mopeds, motorcycles, and gas-powered vehicles remain **strictly prohibited**.
- Residents must continue to follow all transportation rules, including Life360 visibility and sign-in/sign-out procedures.

These rewards are designed to support your growth, independence, and responsibility while maintaining the structure necessary for long-term recovery. Privileges are earned through consistent effort — and they can be removed if expectations are not upheld.

Requirements for Advancement to Phase Three

a. Continued Compliance With All Program Requirements

Residents must remain in full compliance with all expectations from Phases One and Two, including:

- Meeting attendance
- House rules
- Curfew
- Chores
- Communication requirements
- Accountability and integrity standards

Consistency is essential.

b. Active Engagement in the 12-Step Program

Residents must demonstrate meaningful progress in their recovery work by:

- Maintaining daily contact with their sponsor
- Remaining fully engaged with their accountability coach

- Staying compliant with all clinical and medical requirements
- **Actively working and progressing through Steps 4–7** of the 12-Step program

Your sponsor must confirm your readiness and progress.

c. Employment & Financial Stability

Residents must:

- Maintain stable, verifiable employment (or approved volunteer placement if medically unable to work)
- Submit weekly work schedules to management
- Demonstrate reliability, punctuality, and responsible workplace behavior

d. No Arrears or Outstanding Balances

All arrears accumulated during earlier phases — including phones, uniforms, PPE, transportation, or other program-related expenses — must be **paid in full** before advancement.

Financial responsibility is a core expectation of Phase Three.

e. Checking & Savings Accounts Established

Residents must demonstrate financial maturity by:

- Successfully opening a **checking account**
- Successfully opening a **savings account**
- Maintaining both accounts in good standing

These accounts must be verified by management.

f. Budgeting & Financial Management

Residents must:

- Create a **personalized budget** with management
- Demonstrate consistent adherence to that budget
- Show responsible spending, saving, and planning habits

Financial discipline is a key component of long-term stability.

g. Completion of All Assignments

All assignments from:

- Group meetings
- Case management
- Directors or leadership must be completed prior to advancement.

h. No Disciplinary Issues

Residents must have:

- **No active write-ups**
- **No unresolved disciplinary actions**
- A demonstrated pattern of respectful, responsible behavior

Advancement to Phase Three reflects that you are not only maintaining sobriety — you are **building a life** rooted in responsibility, integrity, and long-term stability. It is a recognition of your growth and a commitment to the man you are becoming.

PHASE THREE

Leadership, Responsibility & Long-Term Stability

Phase Three is earned through consistent integrity, emotional maturity, and full engagement in your recovery. This phase represents a transition into responsible independence, financial stability, and spiritual and emotional growth. Residents in Phase Three are expected to model the standards of The Recovery Forge for newer residents.

a. Curfew & Lights Out

- **Curfew: 10:00 PM** (unless an approved work schedule requires otherwise)
- **Lights out, phones off, and TV off at 10:30 PM**
- Weekends (Friday and Saturday) light out at 11:00pm

b. Personal Boundaries

Phase Three continues the same expectations as Phases One and Two:

- **No dating**
- **No flirting**
- **No romantic communication of any kind**

This ensures focus on recovery, emotional stability, and personal growth.

c. 12-Step Program Requirements

Residents in Phase Three must be actively working and progressing through:

- **Steps 8–12**
- **Completion of Step 12** is required before graduation or advancement beyond Phase Three.

Residents must maintain daily contact with their sponsor and remain fully engaged with their accountability coach.

d. Independent Outings & Passes

Residents may leave the property independently with **text approval from management**.

Weekend Pass Privilege

Phase Three residents may request **one weekend pass per month**.

Weekend Pass Guidelines:

- Pass hours: **Friday at 5:00 PM to Sunday at 4:00 PM**
- Requests must be submitted **at least 4 days in advance**
- Passes must be **approved by management**
- **UDS (drug screen)** is required immediately upon return
- Weekend passes **cannot be taken on back-to-back weekends**

Failure to follow pass procedures may result in loss of privileges.

e. Transportation Privileges

Phase Three residents may pursue the purchase of a **moped or scooter**, provided that:

- They have obtained a **valid driver's license**
- The purchase is **approved by management**
- All transportation rules, including Life360 visibility and sign-in/sign-out procedures, are followed

Gas-powered vehicles beyond mopeds/scooters remain restricted unless otherwise approved.

f. Employment & Financial Responsibility

Residents must:

- Maintain stable, verifiable employment
- Submit weekly work schedules to management
- Demonstrate reliability, punctuality, and responsible workplace behavior

g. Financial Stability Requirements

Phase Three residents must demonstrate financial maturity by:

- Having **no arrears** or outstanding balances
- Successfully opening a **checking account**
- Successfully opening a **savings account**
- Maintaining both accounts in good standing
- Following a **budget created with management**
- Demonstrating responsible spending and saving habits

Financial discipline is a core expectation of Phase Three.

h. Recovery Capital & Program Participation

Residents must continue to:

- Maintain their Recovery Capital Calendar
- Attend all required meetings
- Participate in case management
- Complete all assignments from leadership
- Model accountability and integrity for newer residents

i. Visitors

Visitors remain limited to:

- Verified sponsors
- Case managers
- CARES staff

No personal visitors, family, or friends are permitted unless explicitly approved by the Director.

j. House Responsibilities

Residents must continue to:

- Complete daily chores
- Uphold all house rules
- Maintain cleanliness and respect for shared spaces
- Demonstrate leadership and maturity within the community

Phase Three is about **living the principles of recovery**, demonstrating financial and emotional stability, and preparing for long-term independence. It reflects the man you are becoming — responsible, grounded, disciplined, and committed to a life of integrity.

Advancement to Phase Four — Graduation Readiness

Phase Four is the final stage of The Recovery Forge program. Advancement to this phase signifies that a resident has demonstrated maturity, integrity, emotional stability, and long-term commitment to recovery. Phase Four is **earned**, not assumed. It reflects that you have become a man who leads himself with discipline, purpose, and character.

Residents advancing to Phase Four are preparing for graduation and independent living. All criteria below must be fully met before advancement is approved.

Requirements for Advancement

a. Full Compliance With All Program Expectations

Residents must continue to meet all requirements from Phases One, Two, and Three, including:

- Meeting attendance
- House rules
- Curfew
- Chores
- Financial responsibilities
- Communication and accountability standards

Consistency and integrity remain essential.

b. Completion of All 12 Steps

Residents must have:

- Successfully worked **all 12 Steps** of the recovery program
- Completed Step 12 with their sponsor
- Demonstrated the ability to *live out* the principles of the Steps in daily life

Your sponsor must confirm completion and readiness.

c. Financial Stability & Responsibility

Residents must demonstrate strong financial management by:

- Maintaining **checking and savings accounts** in good standing
- Having **no arrears** or outstanding balances
- Following a budget created with management
- Showing responsible spending, saving, and planning habits

Financial maturity is a core requirement for Phase Four.

d. Employment & Life Stability

Residents must:

- Maintain stable, verifiable employment
- Demonstrate reliability, punctuality, and responsible workplace behavior
- Show the ability to manage work, recovery, and personal responsibilities with balance and discipline

e. Emotional & Character Development

Residents must demonstrate:

- Emotional maturity
- Healthy coping skills
- Accountability and honesty
- Respect for others
- Consistent leadership within the house
- A stable, grounded identity rooted in recovery and faith

Your character should reflect the man you are choosing to become.

f. Strong Recovery Network

Residents must have built a solid support system, including:

- A committed sponsor
- Accountability partners
- Fellowship connections
- Community or faith-based supports
- Healthy, recovery-oriented relationships

Your network should reflect long-term stability and connection.

g. Amends & Personal Healing

Residents must demonstrate meaningful progress in:

- Making amends where appropriate
- Addressing past harms
- Healing from trauma, grief, and emotional wounds
- Practicing forgiveness, humility, and responsibility

Your past no longer defines you — your healing does.

h. Readiness for Independent Living

Residents must show they are prepared for life beyond the program by demonstrating:

- Stability
- Responsibility
- Emotional resilience
- Financial readiness
- A clear plan for continued recovery
- A commitment to ongoing growth and service

Phase Four is the final step before graduation.

The Meaning of Phase Four

Phase Four reflects that you have:

- Completed the 12 Steps
- Built a strong foundation of recovery
- Developed the character of a man of integrity
- Created a stable financial and employment base
- Formed a healthy support network
- Made peace with your past
- Prepared yourself for a bright, independent future

Phase Four is not just a phase — it is the doorway to the life you have worked so hard to build.

PHASE FOUR

Transition to Independent Living & Graduation Preparation

Phase Four is the final stage of The Recovery Forge program. At this point, a resident has demonstrated maturity, integrity, emotional stability, and long-term commitment to recovery. Phase Four focuses on preparing for life beyond the program with structure, guidance, and intentional planning. This phase is about securing your future, strengthening your foundation, and stepping confidently into the next chapter of your life.

a. Transition Planning Meeting

At the beginning of Phase Four, the resident must schedule a **Transition Planning Meeting** with management. During this meeting, the resident will discuss and identify their vision for housing after graduation, including options such as:

- Independent apartment
- Shared housing or roommate
- Returning to family
- Renting a room
- Transitional or supportive housing (if appropriate)

Together, the resident, management team, and sponsor will develop a **personalized exit plan** that is realistic, safe, and aligned with long-term recovery.

b. Housing & Exit Plan Development

Residents in Phase Four must actively work with management to create a detailed exit plan that includes:

- Housing choice and timeline
- Furniture and household needs
- Financial preparation and savings goals
- Transportation planning
- Continued recovery supports
- Community and faith-based connections

This plan will be reviewed regularly to ensure progress and readiness.

c. Room Transition

As soon as space is available, Phase Four residents will transition into their **own private room** (back room to the left). This increased independence is a privilege and reflects trust, responsibility, and readiness for graduation.

d. Financial & Practical Preparation

Residents must continue to demonstrate financial stability by:

- Maintaining checking and savings accounts in good standing
- Following their budget created with management
- Saving intentionally for housing, deposits, furniture, and transportation
- Remaining free of arrears or outstanding balances

Phase Four is a time to ensure financial readiness for independent living.

e. Transportation Privileges

Residents in Phase Four may pursue the purchase of a **vehicle**, provided that:

- They have a valid driver's license
- They obtain and maintain **active insurance**
- The purchase is discussed with and approved by management

Residents may NOT transport other residents without explicit management approval.

f. Continued Structure & Accountability

Although Phase Four offers increased independence, residents must continue to follow:

- All house rules
- Curfew and sign-in/sign-out procedures
- Meeting attendance requirements
- Case management sessions
- Sponsor and accountability coach expectations
- Life360 location visibility

The structure remains the same; the responsibility increases.

g. Emotional & Recovery Stability

Residents must continue to demonstrate:

- Emotional maturity
- Healthy coping skills
- Strong communication
- Leadership within the house
- Consistent engagement in recovery
- A stable support network

Phase Four is about securing your identity as a man of integrity, discipline, and purpose.

h. Graduation Preparation

Phase Four residents must complete:

- All 12 Steps
- A stable exit plan
- Financial readiness
- Housing readiness
- A continued recovery plan
- A support network that will follow them beyond the program

Graduation occurs when the resident, sponsor, and management team agree that the resident is fully prepared for independent living and long-term recovery.

Phase Four is the final step in your journey at The Recovery Forge. It reflects the man you have become—responsible, grounded, healed, and ready to build a life rooted in faith, integrity, and purpose. You are not walking out alone; you are stepping forward with strength, support, and a future that is now shining bright.

PHASE FOUR REWARDS — Independence, Trust & Graduation Preparation

Phase Four represents the highest level of trust and responsibility within The Recovery Forge. Residents in this phase have demonstrated integrity, emotional stability, financial responsibility, and long-term commitment to recovery. With this maturity comes increased independence and privileges designed to support your transition into successful, stable, independent living.

These rewards are **earned** through consistent effort, honesty, and adherence to all program expectations.

1. Weekend Pass Privileges

Residents in Phase Four may request **up to three weekend passes per month**.

Weekend Pass Guidelines:

- Pass hours: **Friday at 5:00 PM to Sunday at 4:00 PM**
- Requests must be submitted **at least 4 days in advance**
- Passes must be **approved by management**
- **UDS (drug screen)** is required immediately upon return
- Weekend passes **cannot be taken on back-to-back weekends**
- All travel must align with your recovery plan and support network

These passes are a privilege and may be revoked if expectations are not upheld.

2. Extended Weekday Passes

Phase Four residents may request **extended weekday passes**, allowing additional time off-campus for:

- Family visits
- Recovery meetings
- Faith-based activities
- Personal errands
- Housing or employment preparation

All weekday passes must be:

- Requested in advance
- Approved by management
- Within curfew guidelines unless otherwise authorized

3. Transportation Privileges

Residents in Phase Four may pursue the purchase of a **vehicle**, provided that:

- They have a valid driver's license
- They obtain and maintain **active insurance**
- The purchase is discussed with and approved by management

Residents may NOT transport other residents without explicit management approval.

This privilege reflects trust, maturity, and readiness for independent living.

4. Private Room Privilege

As soon as space is available, Phase Four residents transition into their **own private room**. This increased independence supports:

- Personal responsibility
- Privacy
- Focus on transition planning
- Emotional and spiritual growth

5. Transition & Exit Planning Support

Phase Four residents receive personalized support from management and their sponsor to prepare for life after graduation, including:

- Housing planning
- Furniture and household needs
- Financial planning and savings goals
- Transportation decisions
- Continued recovery and support networks
- Employment stability
- Faith and community connections

You will not walk into independence alone — the team will help you build a strong, realistic plan.

6. Support Network Expansion

If you plan to return to an area **outside of Thomas County**, you are required to:

- Connect with support groups in your future community
- Identify local AA/NA/CR meetings
- Establish a recovery network before graduation
- Share your plan with management and your sponsor

Your recovery must be supported **before** you leave The Forge.

7. Increased Independence With Continued Structure

Phase Four residents enjoy greater freedom while maintaining the structure that keeps recovery strong:

- Independent outings with text approval
- Continued Life360 visibility
- Full participation in meetings and case management
- Leadership within the house
- Modeling integrity for newer residents

Independence is earned — structure remains essential.

