

Steps House Holiday Pass Policies Thanksgiving, Christmas, Easter

***Day Passes:**

Residents **must** have a pass form completed, approved by their house and staff representative in house meeting and be turned to Blue House or VA offices on or before the mornings of March 29, 2010, December 13, 2010 and November 15, 2010. Day Passes will be given at discretion of administrative staff.

NO Level 1 Clients will be allowed to take a pass of any kind.

Rent and UA deposits must be paid in full before leaving.

***24 Hour Passes:**

Residents must have minimum 60 continuous substance-free days at Steps House.

Residents must have rent caught up.

Phase 1 must be completed and client must have progression to Phase 2 approved.

Residents must have pass form completed, approved by their house and staff representative in house meeting and be turned to Blue House or VA offices on or before March 29, 2010, December 13, 2010 and November 15, 2010.

24 Hour Passes will be given at discretion of administrative staff.

Rent must be paid before leaving.

***48 Hour Passes:**

Residents must have minimum 90 continuous substance-free days at Steps House.

Residents must have rent caught up.

Resident must be at Phase 2 or above.

Residents must have pass form completed, approved by their house and staff representative in house meeting and be turned to Blue House or VA offices on or before March 29, 2010, December 13, 2010 and November 15, 2010.

48 Hour Passes will be given only at discretion of administrative staff.

Rent must be paid in full before leaving

***Extended Passes:**

Residents must have minimum 90 continuous substance-free days at Steps House.

Residents must have rent caught up.

Resident must be at Phase 2 or above.

Residents must have pass form completed, approved by their house and staff representative in house meeting and be turned to Blue House or VA offices on or before March 29, 2010, December 13, 2010 and November 15, 2010.

Residents must have extenuating circumstances or extended travel times to be eligible.

Extended Passes will only be given at discretion of administrative staff

Rent must be paid in full before leaving

***ALL applicants will be required to pay a \$10.00 deposit for urine analysis upon return from pass and ALL applicants will be tested upon their return.**

****Pass requests submitted without valid meeting time and place will automatically rejected.**