

GUIDELINES FOR APPLYING TO CHRYSALIS SUPPORTED ASSOCIATION LIMITED

In order to process your application, it is important that you follow the steps below:-

- Print a copy of our Application Form and at least 1 Reference Form
- Please complete the Application Form, ensuring that all sections are completed.
- Please pass the Reference Form and the Reference Request letter to a professional who works with you i.e. Drug Worker, Doctor, CARAT Worker, Social Worker, Community Psychiatric Nurse. They will need to return the Reference Form to us.
- Please return the completed Application Form to Chrysalis Supported Association Limited, 204 Cheltenham Road, Cotham, Bristol, BS6 5QZ.

All steps above must be completed in order for us to consider your application. Once we have received your Application Form, we will contact you to arrange an Assessment at our offices in Bristol.

In the near future, if you are offered a place you may be attending Chrysalis for your admission. Below are some rules and regulations which you will be asked to adhere to during your stay.

- Chrysalis' Supported Accommodation Programme requires a commitment to stay off all substances and work to make changes in attitudes and behaviours.
- There are rules and regulations which have to be adhered to, so that accommodation is maintained in a safe and acceptable manner. You will be expected to abide by these conditions.
- All new residents will be required to give a clean urine and alcohol sample on the day of admission and sign a consent to test form in order to monitor continued adherence to the expectations and conditions of support agreement.
- Chrysalis Supported Association Limited operates a warning and eviction procedure. Residents will receive a verbal and then written warning before eviction unless it is a serious breach of house rules, such as threats of violence, violence, anti social behaviour, criminal damage or relapse where no other route is deemed appropriate.
- Upon discharge, before completion, significant others and funders where appropriate will be notified.

- Please remember this is temporary shared supported accommodation and as such it is recommended that you bring only the minimum required amount of belongings.
- Please ensure you can pay for your accommodation if not in receipt of benefits and that you have your 1st week's top up in advance.
- Please ensure that you have done the necessary change of address to notify DWP of any changes we can provide a supporting confirmation letter upon request if this is needed.
- Please ensure you have enough money to feed yourself when you arrive from treatment Chrysalis does not provide food or loans for food.
- Please try and prepare a plan to keep your focus on your recovery in your first week. Please ensure you have found out where your support meetings will be and if possible make contact with someone who can support you in going to your new meetings.
- Chrysalis' places service users at the heart of what we do; to this end senior peers are engaged in voluntary roles as "Peer Mentors" and are actively engaged in providing appropriate support at all levels of service delivery. If you need to get support from a peer mentor to help you settle in and adjust please make this clear before arriving. Otherwise you will be made aware of your peer mentors after arrival.