

MASH-Certification Required Paperwork

Thank you for your interest in becoming a MASH-certified sober home! All MASH-certified sober home operator/owners and managers must attend Sober Housing 101. Please visit our website under the “resources” tab to see when the next training is. You do not need to wait to apply for certification if you have not yet attended a Sober Housing 101 training. You can begin the process for MASH certification by sending MASH the first three items on the paperwork checklist to office@mashsoberhousing.org. **NOTE: All documents and disclosures must have the name of the sober home listed. Templates will be provided for most documents.**

1. Application
2. Proof of Insurance
3. Municipal Lien Certificate

After you have submitted the first three documents, you can begin submitting the following documents:

4. Resident Agreement including the Financial Agreement and Refund Policy
5. House Rules
6. House Policies and Procedures including: personal property disposition, alcohol/drug use/relapse procedure, searches of prohibited/hazardous items, drug screens, and toxicology protocols, and a medication use policy.
7. Letter of Recommendation
8. Code of Ethics
9. Mission Statement
10. Grievance Policy and Procedure
11. Manager Job Description
12. Emergency Procedures
13. Declaration of Non-Discrimination
14. Written permission from Lessor (if owner/operator does not own the property)
15. Written Resident Rights
16. Schedule 2
17. Resident Work Policy
18. Safety Policy
19. Resident Participation Policy
20. Resident Records policy
21. Neighbor Communication Policy
22. Infectious/Contagious Disease Policy
23. Financial Record Keeping Policy

Sober Housing 101 Training completion – All owners/operators and managers are required to attend Sober Housing 101.

1. **Application** – Fill out the online application for MASH Certification
2. **Proof of Insurance** – MASH-certified sober homes must have a **general liability insurance** binder for at least \$1M from the sober home’s insurance company. The policy must list the name of the owner of the sober home(s), or the name of the organization that owns the home(s), and the name and address of the sober home. The insurance policy needs to be current. The home must provide either the declarations page of the home’s policy or the certificate of general liability.
3. **Municipal Lien Certificate** – It is a requirement that all MASH-certified sober homes have a municipal lien certificate. “(iii) a certificate issued pursuant to section 23 of chapter 60 indicating there are not taxes or other assessments that constitute liens on the parcel of real state upon which the housing shall be located.” Homeowners can receive a copy of this document from their city/town tax assessor’s office. This document can take up to 14 days to receive. Please be sure to request this document early to ensure that you receive it in a timely manner.
4. **Resident Agreement** - This agreement is between the sober homeowner and the resident. The resident agreement must contain an area for the signatures of both parties to sign and date. The resident agreement includes the **financial agreement (see below)**. The resident agreement must also have a sign-off where the resident can acknowledge they have received a copy of the house rules and house policies and procedures.
 - a. **Financial Agreement** – The financial agreement (rental agreement) is an agreement for rent between the sober home and the resident. The agreement must include the amount of rent being charged, how often it is paid, to whom it is paid, the recommended method of payment, when it is to be paid. The agreement must also include the amount due at move-in (for example: first, last, and a security deposit). The agreement must also indicate the consequence in the event of missed or late payments with fees (after 30 days), if any. Sober homeowners are encouraged to include the rules for termination of the rental agreement. Please include your **Refund Policy** – Lists the refund policy for any money given on behalf of the resident for rent. This is an agreement between the resident and the sober homeowner; therefore, it must contain an area for the signature of both parties to sign and date. Please review the **notice regarding fees for residents of sober homes** (on the MASH website) before finalizing your financial agreement.
5. **House Rules** – The rules of the house should be determined by the operator of the sober house. Examples of the rules are: curfew, guest policy, overnight policy, visitors, chores, prohibited items, smoking, house meeting schedule, etc.
6. **House Policies and Procedures** – The house policies and procedures should include all expectations of residents living in the sober home and must include:
 - a. **Personal Property Disposition**-This section of the document should indicate the **process in the event of termination of the rental agreement and what happens to** the residents’ belongings if left at the sober home once terminated.
 - b. **Alcohol/Drug Use/Relapse Procedure** - This section of the document should indicate what happens in the event of the use of alcohol, drugs, or relapse. Clearly state the house policy and any actions that will be taken.
 - c. **Searches of Prohibited/Hazardous Items** - This section of the document should indicate what happens in the event of a resident's property or room search. It should clearly

indicate the steps taken during the search and what the process is after the search. You must also include a list of all prohibited items.

- d. **Drug Screen and Toxicology Protocols**- This section of the document must indicate the purpose of the drug screen and toxicology protocols, the outcome of the drug screen, how drug screens are logged and documented, and when they will be conducted. This also needs to include what your drug screen and toxicology protocols are.
- e. **Medication Use Policy**- This policy indicates how resident medication is stored, how the resident can obtain their medication when needed, and if residents are required to use a lockbox and any other information needed for residents who take medications.
7. **Letter(s) of Recommendation** – All houses must have at least one letter of recommendation. This letter can be from a person in the community like a neighbor, local church, a local non-profit, or another MASH-certified sober home. The letter cannot be an informal email and must be sent in letter format. The letter must be sent from the person who is giving the letter of recommendation. The letter must include: the name of the sober homeowner, the name of the home, and the address of the home.
8. **Code of Ethics** – All sober homes must have their own code of ethics that aligns with the MASH code of ethics. You are welcome and encouraged to refer to the MASH code of ethics, but please do not use the MASH logo.
9. **Mission\Vision Statement** – The mission statement must state the mission of the organization. This is a statement about the values of the sober home.
10. **Grievance Policy and Procedure** – The grievance policy and procedure should indicate the sober home's policy and procedure for grievances made by residents. The policy should state the steps taken in the event of a grievance being reported and who is responsible for handling the grievance. The policy should be clearly stated and indicate in the event that the home cannot resolve the grievance; residents have the right to report the grievance to MASH through the website at the [“file a grievance” tab](#). The policy must list information on how to contact MASH, including the MASH phone number and website. This policy must be posted in the home in a common area.
11. **Manager Job Description** – The manager's job description should indicate the operating standards of the sober home as well as the responsibilities of the house manager. These responsibilities must include working hours, what protocols the house manager is responsible for executing or overseeing, the expectation of the house manager in case of an emergency, how to handle challenges within the house or with residents, and the process for documenting events.
12. **Emergency Procedures** – The emergency procedures need to include the house address and staff numbers. This document must state emergency protocols and contact information. In the case of an emergency, residents should be able to clearly read the information quickly and at a glance.
13. **Declaration of Non-Discrimination** – This document indicates that the sober home will not discriminate against anyone for any reason.
14. **Written Permission from Lessor** – If you do not own the sober home property, you must get written permission from the lessor to operate the sober home on their property. This letter must state that the renter has permission to rent the home and run a sober home on the property. The owner of the house must sign this document.
15. **Written Residents Rights** – The written resident rights list residents' rights while living at the sober home. The resident rights are different from the house rules. For example: residents have the right to live in a safe and sober environment free from physical violence. Residents have the right to be

treated with dignity. Each house must decide what these rights are. These are posted in the house.

16. **Schedule 2 Form** – The schedule 2 form is only required for **RECERTIFICATION**. Please use this form if any of the home information has changed, for example: house manager, contact information, or email address.
17. **Resident Work Policy** – The resident participation policy is meant to provide guidelines regarding residents who perform paid work for the sober home operator or manager, either at the house or outside of it.
18. **Safety Policy** – The safety policy ensures that functional smoke detectors are in each bedroom and functional carbon monoxide detectors on all floors, and fire extinguishers in every kitchen and anywhere else required by legal code
19. **Resident Participation Policy** – The resident participation policy is meant to involve residents in the decision making of the house and implement and enforce resident created rules and procedures.
20. **Resident Records policy** – The resident records policy is meant to ensure that every resident's personal information is secure in a locked place and to ensure that homeowners have the right to share personal information to emergency responders in the case of an emergency.
21. **Neighbor Communication Policy** – The neighbor communication policy is for a case in which a neighbor communicates with any resident of the house. The resident must inform their house operator and is able to give the neighbor the house operator's contact information.
22. **Infectious/Contagious Disease Policy** – The infectious/contagious disease policy is to prevent infection through bloodborne pathogens procedures. Measures that focus on safety, prevention, and education are important to prevent the spread of contagious diseases. Must follow directions of the local health department. Residents must notify the house operator if they feel they were exposed to a BBP.
23. **Financial Record Keeping Policy** – The financial record keeping policy is meant to make sure that all financial transactions involving residents are documented in an accounting system, such as QuickBooks, Excel, etc. Payments made by third parties are also meant to be documented along with the name of payor. Residents may request payments and statements and should be provided the information within one week from the request. Operator must also make receipts for payments made electronically.