



MASH-Certification Required Paperwork

Thank you for your interest in becoming a MASH-certified sober home!

All MASH-certified sober home operator/owners must attend Sober Housing 101 prior to finalizing certification.

You are welcome to apply for certification if you have not yet attended Sober Housing 101 training. You can begin the process for MASH certification **by sending MASH the first four items on the document checklist to office@mashsoberhousing.org.**

NOTE: All documents must have the name of the sober home listed.

1. Application
2. Proof of Insurance
3. Municipal Lien Certificate
4. Letter of Recommendation

After you have submitted the first four documents and completed the Sober Housing 101 training, you can begin submitting the following documents:

5. Resident Agreement
6. Financial Agreement
7. House Rules
8. House Policies and Procedures
9. Code of Ethics
10. Mission Statement
11. Grievance Policy and Procedure
12. Manager Job Description
13. Emergency Procedures
14. Declaration of Non-Discrimination
15. Written permission from Lessor (if owner/operator does not own the property)
16. Resident Rights
17. MASH Standard 3.0 Document (Provided by MASH)

1. **Application (Operator signature required)**– Fill out the MASH application for certification found [here](#). MASH will request an application each year of certification.

2. **Proof of Insurance** – MASH certified sober homes must have a general liability coverage in an amount appropriate to the operation of the sober home. MASH will ask for proof of insurance annually. Choose from one of the options to submit for certification:

a. Submit a certificate of liability insurance that includes the address of the sober home, the operator or business entity operating the sober home, and the start and end date of the coverage. Insurance must be current, and coverage must be intact during the time the home is certified.

b. Submit the insurance policy or declaration page that includes the address of the sober home, the operator or business entity operating the sober home, and the start and end date of the coverage. Insurance must be current, and coverage must be intact during the time the home is certified.

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. This document also shows MASH who the owner of the property is so MASH can determine if a letter from the property owner is required to operate the sober home. This document is required upon initial certification and every 2 years after.

4. **Letter(s) of Recommendation** – All operators/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 recommendation 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. (Required for initial certification only)

5. **Resident Agreement** - This agreement is between the sober homeowner and the resident. This document lists the expectations, responsibilities, and general rules for the residents and leadership of the sober home. The resident agreement should have a sign-off where the resident can acknowledge they have received a copy of the house rules and house policies and procedures. This document is required for initial certification.

6. **Financial Agreement (Operator signature required)**– 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, and when it is to be paid. The agreement must also include the amount due at move-in if it applies (for example: first, last). 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. This document must include your refund policy which must be specific as well as notice provided to the resident if a third party is paying a resident’s rent. The financial agreement 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.

Please note: If you choose to require a security deposit as part of your financial agreement, please ensure that you are doing so in accordance with Massachusetts General Law regarding security deposits. [MGL Security Deposits](#)

7. **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, chores, prohibited items, smoking, house meeting schedule, etc.

8. **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 and specifics on how long a home will hold personal belongings.

b. **Alcohol/Drug Use/Return to Use Procedure** – This section of the document should indicate what happens in the event of the use of alcohol, drugs, or relapse. Clearly state the housing 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 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 & Storage Policy**- This policy indicates how resident medication is stored and if residents are required to use a lockbox and any other information needed for residents who take medications.

Please note: Sober homes, certified or uncertified, cannot refuse housing and/or discriminate against a resident or potential resident solely for taking an FDA approved prescribed medication.

All policies and procedures should be reviewed and updated as needed annually by the operator and submitted to MASH.

9. **Code of Ethics (Operator & Manager/Mentor signature required)** – 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.

10. **Mission/Vision Statement** – The mission statement must state the mission of the organization/business entity.

11. **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 if 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 at all times.**

12. **Manager Job Description (Manager/Mentor signature required)** – The manager's job description should indicate the operating standards of the sober home as well as the specific 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.

House mentors/managers are required to attend the MASH Mentor/Manager Training

13. **Emergency Procedures** – The emergency procedures need to include the house address (large and bold) and staff contact 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. **This document must also include where Narcan is located within the home.**

14. **Declaration of Non-Discrimination** – This document indicates that the sober home will comply with all local, state, and federal laws pertaining to discrimination and will not discriminate against anyone for any reason during the application process as well as the resident's stay at the sober home.

15. **Permission from Lessor** – If you do not own the sober home property, you must provide MASH one of the following documents:

a. Written permission from the property owner (in letter form) to operate the sober home on their property. This letter must state that the lessee (you and/or your business entity) has permission to rent the home and operate a sober home on the property. The owner of the house must sign this document, include an email address, or phone number, and include the length the permission is good for, i.e., 1 year, 5 years, the life of the lease, etc.

b. A copy of the lease agreement that clearly states that the property owner is aware of and agreeable to the lessee utilizing the property to operate a sober home.

16. **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.

17. **MASH Standard 3.0 Document (Provided by MASH/Operator Signature Required):** Confidentiality Policy, Financial Record Keeping Policy, Infectious/Contagious Disease Policy, Neighbor Communication Policy, Resident Work Policy, Resident Participation Policy, and Safety Policy.