



CORE
COMMUNITIES OF RECOVERY EXPERIENCE

Dear Applicant,

Thank you for your interest in our recovery program. CORE serves people suffering from chronic substance use, whether alcohol or drugs. CORE strives to be the premiere recovery program in the Midwest.

We serve all clients regardless of their place of origin – incarcerated or otherwise – but our program is intended solely for alcoholics and addicts wishing to recover and enjoy a substance-free life. All qualified applicants are eligible; however, there are limitations for those who have convictions or charges pending for violent or sex offenses. We do an extensive background check on each applicant.

Successful applicants pay \$375 upon their arrival to CORE. This non-negotiable amount includes both a \$200 nonrefundable administrative fee, plus the first week's program fee of \$175. Thereafter, the client pays a weekly program fee of \$175, due every Friday. The fee covers program administration, classes, and local transportation needs.

Both six-month and one-year options are available. Clients who complete the one-year program are also eligible to apply for membership in our Second Mile group.

Two documents are enclosed:

1. **CORE Recovery Program Expectations, Rules, and Client Rights, and**
2. **Application for Enrollment in CORE Recovery Program.**

The application must be signed by you before you can be accepted to the program. The first document informs you of your rights and obligations as a CORE client. The second, the application, must be filled out completely. Applications with blank spaces will not be processed until completed.

We at CORE thank you for your interest and look forward to hearing from you. Permanent recovery from substance abuse is possible. At CORE, we see it happen every day.

**CORE Admissions
417.339.3804
888.CORE.USA**



CORE RECOVERY PROGRAM

Expectations, Rules, and Client Rights

What is it?

CORE both provides clients and helps them develop the recovery capital needed for recovery. Our classes and groups, program and residential activities, and one-on-one contacts, are led and moderated by knowledgeable staff, professionals, house managers, and peers – all of whom are recovered alcoholics and addicts. They address the mental, physical, spiritual, family, social, and community resources that can be drawn upon to initiate and sustain recovery. The Big Book of Alcoholics Anonymous is the basic text of the program. The Twelve Steps identified therein are the foundation for finding and developing such resources.

Clients of CORE must be willing to commit to the following:

- Consecutive enrollment in the program without alcohol or drug use;
- Clients must make progress in their 12 Step Programs to meet their treatment goals. While such goals differ from one individual to the next, they may include, but are not limited to:
 1. Obtaining and maintaining sobriety;
 2. Minimizing the risk of relapse;
 3. Improving family, natural support, and social relationships;
 4. Improving employment/educational functioning;
 5. Promoting productive use of time;
 6. Developing social support;
 7. Developing spiritual support;
 8. Developing safe and stable housing;
 9. Complying with all legal, court, probation, or parole requirements;
 10. Minimizing harmful social or behavioral risk; and/or
 11. Improving physical health and wellness.;



CORE RECOVERY PROGRAM

Expectations, Rules, and Client Rights

- For the first 120 days, clients must attend all functions, including meetings, groups, and classes, unless they are at their place of employment. Thereafter, a minimum weekly attendance to at least three classes – recovery group, life skills class, and 4D Recovery Class – is required; and
- Clients are expected to attend CORE Church services unless working.

In addition:

- Clients are expected to participate in the activities of their residential facilities.
- Clients who do not have high school equivalency credentials must work toward taking the HiSET exam. Weekly attendance to one of CORE's HiSET classes is required.
- Clients have access to CORE's transportation departments in Branson and Springfield.
- Clients are afforded volunteer opportunities within CORE's recovery program, our CORE Church, and the community.



CORE RECOVERY PROGRAM

Expectations, Rules, and Client Rights

Basic Conditions for All CORE Clients

- Personal commitment to the 12 Step recovery program laid out in the Big Book of Alcoholics Anonymous;
- Conducting oneself with respect for others when out in the community. Lewd and offensive language in public is expressly prohibited. Loitering in public places is expressly prohibited;
- \$375 fee due upon enrollment (comprising the first week's program fee of \$175, plus a nonrefundable administrative fee of \$200);
- \$175 weekly program fee, due each Friday, with unused program fees being fully refundable;
- Timely arrival to and complete attendance of all assigned classes, groups, and meetings;
- CORE must consent to the use of over-the-counter and physician prescribed medications, and a client is under an affirmative obligation to notify CORE of his or her intention to use such medications;
- Drug testing, both random and upon reasonable suspicion;
- Clients may not knowingly expose others to bodily fluids or contagious diseases.
- Clients must promptly inform a staff member in the event of emergency. For suspected overdoses, call 911 immediately.
- Clients will help manage their homes as befits a family environment that is conducive to abstinence and recovery;
- Personal commitment to help keep the residential facility and yard both clean and tidy, and to complete assigned house chores by 10 p.m. on designated days;
- Mandatory attendance of all house meetings, as scheduled by the house manager;
- No nights out are permitted before the first sixty (60) days of enrollment. After 60 days, a total of two (2) nights out per month may be requested in order to be with family. After six (6) months of enrollment, a total of four (4) nights out per month may be requested in order to be with family (with no more than 2 nights out per request);
- Each client is responsible for their own food and meals. Every residence has one or more kitchens for this purpose.



RULES FOR ALL CORE CLIENTS

1. If it is determined that a client is under the influence of drugs or alcohol, he or she will leave immediately and be removed from the program. For more information, please refer to the Substance Abuse Policy (January 1, 2024), posted in every residential facility;
2. No person who is under the influence of alcohol and/or drugs, or who otherwise is active in their addiction, is allowed on any CORE property;
3. All clients agree to submit to searches of self and property upon demand;
4. Disruptive or aggressive behavior is grounds for immediate removal from the program. Any touching or application of force directly or indirectly upon another person also is grounds for immediate removal;
5. Theft is grounds for immediate removal from the program;
6. Driving without a license or driving an unlicensed vehicle is grounds for removal from the program;
7. No unregistered or uninsured vehicle may be parked at any CORE property;
8. Street parking is not permitted at any CORE residential facility;
9. House Managers are in charge of their respective residential facilities. They are free to handle house matters on a case-by-case basis.
10. Clients have access to an internal CORE grievance procedure for unresolved matters, and appeals therefrom freely may be taken to CORE's oversight agency MCRSP, without prejudice to the client;
11. House meetings scheduled by a house manager are mandatory unless the client is working;
12. There is NO SMOKING within any CORE building. Clients may use designated smoking areas;
13. Curfew is 10 p.m., Sunday through Wednesday. Curfew is 11 p.m., Thursday - Saturday.



RULES FOR ALL CORE CLIENTS

14. After 60 days in the program, clients may request up to two nights out per month. Upon completing six months, clients may request up to four nights out per month, with the condition that no more than two consecutive nights out can be taken at a time. The following rules apply:
 - a. request forms must be submitted at least one week before departure;
 - b. all nights out are subject to the Program/Site Manager's approval;
 - c. a request will not be considered unless the client's program fees are at \$0;
 - d. a night out is taken with family members;
 - e. contact information of such family members must be listed on the request form;
 - f. abuse of this privilege is grounds for removal;
15. Engaging in sexual relations of any type, with anyone, on CORE property is grounds for removal;
16. No members of the opposite sex are allowed in residential facilities;
17. The following are subject to a fine or a work slip:
 - a. leaving out personal items;
 - b. failing to complete assigned house chore (chores are completed before 10 p.m.);
 - c. failing to make one's bed;
 - d. failing to keep one's assigned area clean;
18. Allowing program fees to become three (3) or more weeks past due is grounds for removal;
19. A client who absents oneself for twenty-four (24) hours or more, without making contact with their house manager or the Program/Site manager, is considered to have quit and abandoned the program;
20. A client who leaves personal property at a CORE residential facility for more than thirty (30) consecutive days will be considered to have abandoned such property;
21. The \$175 weekly program fee is due each Friday; unused program fees are fully refundable and will be mailed to the address on the completed Refund Request Form;
22. CORE may supplement or change the program rules at its discretion.



CLIENT RIGHTS

Every CORE client shall have the following rights:

1. The right to be provided with information about CORE, and the client's rights and responsibilities, in a way that is easily understood.
2. The right to be treated with respect, dignity, and compassion.
3. The right to be treated equally without discrimination.
4. The right to privacy and confidentiality related to all aspects of their recovery program including, but not limited to, the unwarranted disclosure of records, whether in whole or in part.
5. The right to be protected from neglect, from physical, emotional, or verbal abuse, and from all manner of exploitation.
6. The right to participate in the development of their recovery program, and to be involved in discharge or aftercare planning.
7. The right to be afforded continuity of care from one service provider to another.
8. The right to be informed about fees and payment options.
9. The right to voice complaints and grievances without fear of restraint, interference, coercion, discrimination, or reprisal.
10. The right of access to personal records.
11. The right to freely communicate and associate with others outside of CORE's program.
12. The right not to be required to perform services that are the responsibility of CORE staff.
13. The right not to be required to speak at public gatherings or through other media.
14. The right not to be required to make public statements expressing gratitude to CORE or recommending the program.



CLASS SCHEDULE FOR BRANSON

Monday

Monday morning prayer

Join us in an informal setting as we begin the week praying for the needs of others.

9:00 A.M. – 10:00 A.M.

HiSET Class

For clients who do not have a Certificate of High School Equivalency.

5:00 P.M. – 7:00 P.M.

Sole Purpose Group

Open recovery group meeting.

6:00 P.M. – 7:00 P.M.

Tuesday

Orientation

Mandatory for all new, first-week clients.

10:30 A.M. – 12:00 P.M.

Life Skills

Join us for a variety of faith preparatory classes.

6:00 P.M. – 7:00 P.M.

Wednesday

4D Recovery

Learn in detail how to work the 12 Steps. The entire class takes 5 weeks to complete.

12:00 P.M. – 2:00 P.M.

6:00 P.M. – 8:00 P.M.

Thursday

Sole Purpose Group

Open recovery group meeting.

5:30 P.M. – 6:30 P.M.

CORE Church

An evening of worship, music, fellowship and instruction.

7:00 P.M. – 8:00 P.M.

Friday

HiSET Class

For clients who do not have a Certificate of High School Equivalency.

10:00 A.M. – 12:00 P.M.

Sole Purpose Group

Open recovery group meeting.

11:00 A.M. – 12:00 P.M.



CLASS SCHEDULE FOR SPRINGFIELD

Monday

Monday morning prayer

Join us in an informal setting as we begin the week praying for the needs of others.

10:00 A.M. – 11:00 A.M.

Sole Purpose Group

Open recovery group meeting.

11:00 A.M. – 12:00 P.M.

6:00 P.M. – 7:00 P.M.

HiSet Class

For clients who do not have a Certificate of High School Equivalency.

5:00 P.M. – 7:00 P.M.

Tuesday

Orientation

Mandatory for all new, first-week clients.

10:30 A.M. – 12:00 P.M.

Life Skills

Join us for a variety of faith preparatory classes.

6:00 P.M. – 7:00 P.M.

Wednesday

4D Recovery

Learn in detail how to work the 12 Steps. The entire class takes 5 weeks to complete.

10:00 A.M. – 12:00 P.M.

6:00 P.M. – 8:00 P.M.

Thursday

Sole Purpose Group

Open recovery group meeting.

10:00 A.M. – 11:00 A.M.

4:00 P.M. – 5:00 P.M.

CORE Church

An evening of worship, music, fellowship and instruction.

7:00 P.M. – 8:00 P.M.



APPLICATION FOR ENROLLMENT IN CORE RECOVERY PROGRAM

All questions must be answered in order for us to process your application. Attach additional sheets, if needed. If a question does not apply, write N/A in the space. DO NOT LEAVE A BLANK SPACE! Applications with blank spaces cannot be accepted.

1. Print Full Name: _____
First
Middle
Last
2. Male Female
3. Date of Birth _____
4. Are you a veteran? Y N
5. Present Address: _____ Homeless
6. City: _____ State: _____ Zipcode: _____
7. Email Address: _____
8. Phone#: _____ Alternate #: _____
9. Are you on Probation? Y N Parole? Y N
10. If on probation what type? _____
11. Probation/Parole Officer Name? _____
12. What county? _____
13. Are you currently incarcerated? Y N
14. D.O.C. # _____
15. Facility Name: _____
16. Are you in or applying for:
 - Drug court DWI/DUI court Family court Mental Health Court
17. Have you been charged with a sex crime? Y N
 Are you, or have you ever been, registered as a sex offender? Y N
18. Have you ever been charged with a violent crime? Y N
By violent crime, we mean that the alleged victim was harmed by violence or threatened with violence. Examples may include, but are not limited to, arson, rape, kidnapping, sexual assault, domestic violence, robbery, assault, battery, murder, and non-negligent manslaughter.
19. Please list any prior or pending charges: _____

20. Are you an alcoholic? Y N Are you an addict? Y N
21. Date of last use? _____ 22. Drug of choice? _____
23. Do you want to stop using drugs and alcohol? Y N
24. Will you have detoxed before your arrival to CORE? Y N
25. Have you been diagnosed with a mental health disorder? Y N
 If yes, please identify the disorder and any medication(s) you take for it: _____

26. Do you take prescription drugs? Y N
 If yes, please identify such drug(s) and the reason(s) for which you are prescribed: _____

27. Have you ever been admitted to a hospital, rehab, or other facility for substance abuse treatment?
 Y N

If yes, please identify the treatment provider and counselor, if any, and provide a telephone number:

28. Have you ever lived in a recovery house before? Y N

If "yes," provide the name and location of the house: _____

29. Have you ever been a client of Communities of Recovery, Inc. (CORE), or its predecessor, Church Army, USA? Y N

If yes, please state the year(s), reason(s) for leaving, and whether you were current on your program fees at the time of your departure: _____

30. Do you primarily support yourself on income received from a source other than a job? Y N

If yes, please identify such source(s): _____

31. Do you plan on working at a job to support yourself while enrolled in CORE? Y N

Please explain: _____

32. On what day are you available to enroll? _____

33. How will you get to CORE? _____

34. To whom do we send your acceptance letter? _____

35. Emergency Contacts (at least one) / Persons to keep informed about CORE:

Name & Address	Relationship	Telephone Number
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1. _____

2. _____

3. _____

4. _____

By signing this application, you agree and promise:

You will abide by all rules of the program;

CORE may speak with probation and parole, court officers, and any person identified in your application; and

All of your answers herein are truthful, and that CORE may remove you from the program if any false information was provided on this application.

Signature: _____

Date: _____



Notice to All Prospective Clients About Payment of Program Fees

All successful applicants must agree to pay, or make arrangements for payment of:

- a. the \$375 enrollment fee (\$175 for the first week of the program + a nonrefundable \$200 administrative fee); and
- b. all arrearages of outstanding program fees.

If accepted into CORE's recovery program, clients become responsible for a \$175 weekly program fee. Please note that unused program fees are fully refundable. Additionally, clients will be notified within four (4) working days of any payments made by a third party payer made on their behalf.

By this signature, the Undersigned signifies that he or she has read and understands this Application for Enrollment, and accompanying materials, and further consents to all of the commitments, conditions, and rules set forth therein.

Date

Signature



Substance Abuse Policy Effective January 1, 2024

To all CORE clients:

Effective immediately, the revised substance abuse policy of CORE is as follows:

1. Relapse is considered to be the use of any mind-altering chemical whether legal or not, excluding prescribed medications.
 - a. Relapse includes using prescribed medications in a manner different than directed by the prescribing physician.
2. Relapse may result in immediate removal from the program. A client may avoid removal only if he or she is placed into the CARE Program. The decision to place a client into the CARE Program is solely within CORE's discretion.
3. Alternatively, a client who has relapsed may be suggested other treatment options. At CORE's discretion, a client who has been removed may be considered for reenrollment after 30 days from the date of relapse. In the interim, such client is welcome to attend all CORE classes, functions, and CORE Church services. Attendance to any of these events is conditional; the client must be clean and sober.
4. A client is subject to drug testing and breath analysis upon reasonable suspicion.
 - a. We are aware that tests for some of the newer designer drugs are not readily available. Relapse includes reasonable suspicion that a client has used such drugs.
5. Reasonable suspicion, as well as a failed drug test or breath analysis, may be challenged with a test result from a licensed clinical facility, within 4 hours at the client's expense. If the licensed clinical facility finds the client was not under the influence of a mind-altering substance, and CORE accepts such findings, then the client will be reinstated back into the program and reimbursed for the cost of the test.

CORE Staff