

NEW YORK ASIAN WOMEN'S CENTER, INC.

39 Bowery, Box 375, New York, N.Y. 10002 (212) 941-1192

AGREEMENT FOR SAFE HOME FAMILY

Dear Safe Home Family:

Thank you for agreeing to be a Safe Home family. You are providing an invaluable service not only because you are providing emergency shelter, but also because you are conveying 2 powerful messages: 1) that violence is wrong, unacceptable, and 2) that you support her in her efforts to confront the violence in her life.

In order to make our joint endeavor to help battered women more comfortable and safe for all of us involved, NYAWC personnel and the Safe Home family (SHF) agree to the following:

- The SHF has completed the training and orientation required of all members of the Safe Home family. Training requirements have been completed/satisfied as of _____ (date).
- The SHF has reviewed the agreement between NYAWC and Safe Home residents.
- SHF will inform and discuss with NYAWC any changes affecting SHF household composition or any matters affecting its use as a Safe Home.
- NYAWC will contact SHF to determine space availability for period of time needed prior to placing a family.
- NYAWC will place a family with a SHF only after carefully screening to ensure appropriateness of referral.
- Arrangements for initial visit and orientation of shelter residents to Safe Home will be made by NYAWC representative.
- Information about the SHF (including identity and location) is strictly confidential. Only designated NYAWC representatives will have access to this information and will contact SHF as needed. NYAWC representatives agree to keep this information strictly confidential.
- For purposes of NYS-required Operating Certificates for Safe Homes Networks, the name and address of the SHF must be supplied to NYS Department of Social Services, but this information will always remain confidential. NYSDSS or any other agency will never contact the SHF directly.
- SHF agrees to keep strictly confidential at all times all matters regarding names of NYAWC personnel (staff, volunteers), NYAWC office, meeting, shelter locations, information about any battered women staying in the Safe Home, and any other information deemed to be confidential.

-NYAWC will reimburse SHF for expenses incurred by SHF in the course of providing emergency shelter (e.g., meals, diapers, telephone calls, etc.). Requests for reimbursement for damaged property will be evaluated by NYAWC's Shelter Coordinator.

-SHF will notify and discuss with NYAWC representative any problems or concerns while residents are sheltered with SHF (including residents who are disruptive or threats to the well being and safety of others in Safe Home).

-NYAWC representative will maintain on-going communication with residents and with SHF during the entire length of stay, minimally once every 48 hours.

-The maximum length of stay with a SHF is one week, unless otherwise agreed upon and arranged.

-Feedback will be solicited from SHF and residents individually after the Safe Home stay.

Signed,

NYAWC representative

Safe Home Family representative

Date

Date