

Connecticut Department of Children and Families
COMMUNITY HOUSING ASSISTANCE PROGRAM (CHAP) CONTRACT

DCF-2251
 12/19 (Rev.)



(Enter name of the Participant):				
<i>This is a binding contract between</i> _____		(Enter name of Adolescent Specialist):		
and the Department of Children and Families (DCF), currently represented by _____				
This contract is binding during the dates listed below (which cannot exceed six months). Future contracts shall be created and signed by all parties during Participant's stay in the Community Housing Assistance Program. Failure to have an up-to-date contract will jeopardize Participant's right to any benefits afforded through CHAP.				
(Enter BEGINNING Date):		(Enter ENDING Date):		
This contract is binding beginning _____		Through _____		
This contract is subject to change if:				
a. any part of it becomes contradictory to future policies or procedures adopted by the Community Housing Assistance Program (CHAP); b. any part of it becomes contradictory to future rules, policies or procedures enacted by governing bodies; or c. said change is negotiated and signed by Participant and Adolescent Specialist and, if appropriate, the CHAP Community Case Manager.				
PARTICIPANTS RESPONSIBILITIES				
A. Participant will reside at the following address:				
Address (No. and Street)	Apt. #:	City:	State:	Zip:
* If this address changes, or if anyone other than Participant is residing, frequenting or sleeping in the CHAP home, Participant agrees to notify his or her Adolescent Specialist (and Case Manager if applicable) within 72 hours.				
B. Participant will attend a full time educational or vocational program regularly and continuously.				
Educational/Vocational Program:			Attendance Dates:	
C. Participant agree to accumulate 40 productive hours per week that will include: educational or vocational program, study hours, work and any of the following activities: counseling, volunteer and civic activities and parenting classes or groups. Additional activities must be approved by the Adolescent Specialist. Participant will participate in the following activities for 40 hours per week: <i>(please break out each activity and number of hours per activity to equal 40 hours)</i> . Ten of the 40 hours must be dedicated to a part-time job, internship, training or apprenticeship OR an approved volunteer opportunity.				
D. Participant will apply for financial aid in a timely fashion (with assistance from Adolescent Specialist).				
E. Participant will remain in good academic standing each semester (as defined by the educational or vocational program).				
F. Participant will submit each semester's grades and progress reports to the Adolescent Specialist within 72 hours of receipt.				
G. Participant has completed or is enrolled in the following life skills program:				
H. Participant will deposit 50% of earned income into an interest-bearing savings account.				
Savings amount:		As of		
I. Participant will meet with Adolescent Specialist at least once a month at Participant's residence (unless Participant attends school out of state).				
J. Participant agrees to be actively involved in the following additional activities:				
A.				
B.				
C.				
K. Participant will inform the Adolescent Specialist within 72 hours of any major changes in Participant's situation including but not limited to: quitting or losing a job, leaving an educational or training program, moving.				
L. Participant will agree to actively prepare for his or her transition from DCF care.				

ATTACHMENT A

Case Manager's Responsibilities:

A. *The Participant will meet* with the Case Manager weekly during this contract period, to review and improve skills in the following areas of concern:

B. The Case Manager shall submit a monthly *Case Manager's Progress Report* to the Adolescent Specialist, the Central Office Adolescent Services representative and the Central Office Credentialing Unit.

Participant Signature:	Date:	Case Manager Signature:	Date:
Adolescent Specialist Signature:	Date:		