ORANGE COUNTY SOBER LIVING COALITION
COALITION MEMBERSHIP REQUIREMENTS AND FEES

Field Office Manager (714) 418-6053 Email: amber@knightrealtyservices.com

Internet Referral Listings at **www.soberhousing.net**

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Do not mail your application. Call Amber Knight at the above number after you complete the application and all the other coalition membership requirements. **Remember – you must have everything completed and ready before a site visit is scheduled.**

Coalition membership demonstrates that your home is healthy, safe, well managed and ethical. Once you have met all the membership requirements, your home will be certified as meeting the requirements of the Sober Living Network, listed on the Network website, available on the Network referral line. You will receive a membership certificate for display in your home. Please follow these steps .

1. Review the Sober Living Network Standard for Quality Sober Living Homes. Be familiar with all membership requirements including the Code of Ethics, training, insurance, home health & safety, meeting participation, and the items below.
2. Complete the membership application.
3. Before calling to arrange a site visit, be sure you have:

- A copy of your Sober Living Network Training Certificate (or a letter from the Network Training Office that you have satisfied the training requirement.)
- A signed copy of the Code of Ethics
- The endorsement page of your commercial liability insurance coverage ($500,000 minimum per occurrence)
- Copies of your resident forms, documents and agreements
- Copies of any marketing and promotional material used to promote this home, internet address (URL) of any websites promoting this home.

4. Have your fee payments ready. Please see the section below on fees to ensure that the amounts and payees are correct.
5. Prepare your home for inspection by reviewing the Pre-Inspection Instructions and Inspection Check List. Preparation is essential to avoid a follow-up visit.
6. Call the Field Officer to arrange an inspection and site visit. A Coalition inspector will contact you to arrange a mutually agreeable date and time for an inspection. A house manager, peer leader or representative of the operator must be available at the home at the time of the inspection.
7. The Field Office will evaluate the inspection report and review your documents to assess compliance with Network standards, and will inform you of the results of that process promptly upon the completion of the review. If any remediation is required, the Office will notify you of that, and the process for verifying that the additional steps have been taken. ***If an additional site visit is required to verify compliance, you will be charged $50 to cover our costs.***
8. While preparing for your application and review, and thereafter, attend Coalition meetings and events.

Sober living homes do not provide services defined in California as licensable treatment services, as stated in Chapter 5, Title 9, California Code of Regulations, Subchapter 1, Purpose and Definitions. The Coalition intends to ensure that no member home violates these provisions. It is the responsibility

of the applicant to be familiar with the sections of the CA Code of Regulations regarding unauthorized treatment services. The following are relevant excerpts from current State law:

> *"… no person … shall operate a facility which provides 24 hour nonmedical, residential, alcoholism or drug abuse recovery or treatment services to adults without first obtaining a license from the Department of Alcohol & Drug Programs (*now the Department of Health Care Services)". (CA Code of Regulations §10505)*
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> *"Alcoholism or Drug Abuse Recovery or Treatment Service" means a service which is designed to promote treatment and maintain recovery from alcohol and drug problems which includes one or more of the following: detoxification, group sessions, individual sessions, educational sessions, and/or alcoholism or drug abuse recovery or treatment planning. (CCR §10501 (5))*

Orange County Coalition Fees

The Coalition meets its expenses through annual fees paid by members. We also maintain a Housing Rights Fund dedicated to supporting activity in support of the civil rights of our residents and homes. Members make separate payments for each purpose, as described below.

Membership Fee

The membership fee is composed of three parts—a basic fee for each member, a base fee for each home, and a fee component based on capacity:

Basic membership fee:	Annual charge of $50 per member, but only for the first home operated by the member.
Per-home fee:	Annual charge of $100 per home, plus $12 per bed

These fees are payable at the time of application. Please pay by check or money order, made payable to OCSLC. We do not accept cash.

Inspection fee

The fee for your annual site visit is $50. This fee is payable by check made payable to OCSLC. This must be paid at the time the site visit is conducted. Inspectors are not permitted to accept cash.

Please note that this fee covers only one site visit. Should additional visits be necessary to complete your evaluation, you will be responsible for an additional $50 per visit, payable when that visit occurs.

Housing Rights Fund

This is an annual charge, calculated as one-quarter of one month's fees for a resident.

This is payable by separate check at the time of application. Housing Rights Fund payments are deposited into a separate bank account, which may only be used for purposes of defending the legal rights of our members and residents. Please make this check payable to OCSLC.

Monthly Payment Options

Members may opt to pay the per-bed component of the membership fee, and their Housing Rights fee, in monthly installments. Please contact the Field Office to make arrangements for this.