



Community Transition Program

Welcome Packet

Pathways Shelter for the Homeless originated in 1994 as “Yankton Area Homeless Shelter”. For 21 years, it operated out of a two-story house on 4th Street. This space provided shelter for up to 9 people.



The above-pictured facility was purchased in October of 2015. The new location increased shelter capacity to 48. In 2022, Pathways completed an expansion project that increased capacity to 84 people.

There are further plans to expand services, programming, shelter capacity, and better serve our community.



The Community Transition Program exists to provide individuals on parole a chance to seek employment and establish a permanent living situation as they transition out of incarceration and into the community.



The picture above is the current layout for the Community Transition Program's rooms. You will be assigned up to 3 roommates at any given time. The rooms also have a full bathroom with a sink, toilet, and shower/bath tub. There is a closet, dressers, night stands, and under bed storage drawers that must be shared among the four people in the room.

When an individual enters a Parole plan to come to Pathways that is approved by the board, they are added to our approved list. When a bed opens up in the program, Department of Corrections staff schedule the intake date for someone



on the approved list to enter shelter based on Department of Corrections criteria. Pathways does not control the bed date scheduling, only the approved list.

Community Transition Program Expectations

1. Pathways' Community Transition Program (CTP) exists in order to offer a path towards employment and housing for individuals on parole who may not have an approved parole placement by the time it comes for them to be released.
2. With a focus on employment and housing, there are certain time sensitive requirements that must be met in order to continue to be enrolled in the program:
 - a. Any participant who is enrolled **must** find employment by their 30th day in the program. If this is not met, then the individual will be dismissed from the program at this time.
 - b. After employment is secured, the search for housing will begin. Pathways will offer assistance in providing known rental information in town to participants as well as passing on information about other rentals in town that arise. A clear and concise effort towards housing must be shown by an individuals' 60th day, or they will be dismissed from the program.
 - i. After employment is secured, the participant will also be required to complete a budget with the CTP case manager.
 - c. After an individual's 60th day in the program they will continue to search for housing in the program until their 90th day or until housing is secured. At this time, once the 90th day is reached, the individual will be dismissed from the program at that time due to reaching the maximum length of time in the program.



- i. If housing is not found within this time, an extension in this program can be considered, but is solely up to the discretion of the Pathway's CTP case manager based on the effort and progress shown throughout the **entirety** of any individuals' time in the program.
 - ii. As this is on a case by case basis, it is encouraged that participants in the program do not bank on this being the reality. Participants must make sure that the necessary effort is put into the original length of time for the program, 90 days.
3. Alongside these requirements the participants are also expected to be in contact with their assigned Parole Agent on a consistent basis. They are also expected to be in communication with the CTP case manager at least once a week, if not more frequently. The CTP Case Manager and participants' Parole Agent communicate weekly.
4. **Pathways CTP has a zero tolerance for Drugs, Alcohol, and Curfew.** The details and specifics are outlined in the rules also in this document. Should any of these things occur, it will result in immediate dismissal from the program. This is due to safety concerns for other participants in programs that Pathways operates, which includes children, individuals in recovery, and other parolees.
 - a. There will be no leniency on these rules. Pathways wants to be able to provide second chances and see people succeed, but these violations cannot be overlooked.



Shop and Move: How it works

5 hours of volunteer time = access to our Shop And Move program

What is Shop & Move?

A one-time service of moving assistance and furniture per household for participants enrolled at Pathways or referred by our community partners

How do I get my hours?

Contact Pathways staff regarding tasks that need to be completed. Hours must be completed prior to the move out date. Pre-scheduled volunteer hours are available Monday through Friday 10 AM - 12 PM or 1 PM - 3 PM.

How are hours tracked?

Hours are tracked on a monthly basis. Tracking sheets can be turned in to the Pathways Advocate Desk by the 1st of the month. Once 5 hours have been completed for your household, you will be issued a Completion Certificate. You are responsible for tracking your own hours either on this sheet, or by reporting your hours directly to Pathways staff.

Once I have my hours, what happens?

After the Completion Certificate is issued, you're on the list to receive furniture! Once you are approved for housing, ask Pathways Staff for the Donation Specialist's phone number. The Donation Specialist will schedule a time for you to pick out your furniture items.

Once I move into my place, what if I need more stuff?

If you are in need of additional furniture that is not available to you at the time of move-out, you are responsible for moving it and putting in an additional 5 hours of volunteer time to receive that furniture for free. Other furniture items may be available at Habitat for Humanity Restore. They partner with Pathways in order to provide furniture at a significant discount to our participants.

Sweat Equity Program

Any hours tracked above 5 hours can be submitted for \$5 off of participant rent for each additional hour of volunteer time. (one hour = \$5 off; maximum amount of money earned



towards stay is \$25 per adult) Participants who reach 11 or more hours of volunteer time are eligible for a prize.

Pathways' Nondiscrimination Policy

Pathways Shelter for the Homeless shall apply the following statement in regards to hiring staff, approving volunteers, or working with Participants:

The persons in question shall be considered without regard to race, sex, religion, color, ethnic or national origin, gender, sexual orientation, gender identity or expression, age, pregnancy, leave status, veteran status, genetic information, disability and/or any other characteristic or status protected by national, federal, state, or local law.

Diversity, Equity and Inclusion Plan

Pathways agrees that the best efforts to uphold our mission require a culture and process that values and protects diversity, equity and inclusion. Alongside our Core Values, Pathways Staff and Board will integrate the principles of Diversity, Equity and Inclusion throughout policy planning and implementation.

Diversity is the presence of differences within a system. Pathways serves many clients that have a wide range of identifying characteristics that they may be born with or have acquired. Our clients have unique experiences, strengths and barriers. Pathways welcomes diversity of perspective and values so we can better meet the needs of all clients. This means a conscious effort to invite participation from people who have lived experience of homelessness or better represent the identifying characteristics of our client demographics.

Equity means equal access for all people to the same opportunities. Because we recognize that everybody faces unique obstacles and advantages we will challenge biases and discrimination. Systems without equity will result in outcome disparities that counteract our mission. Equity is an ongoing process of self-evaluation. We will ask ourselves, "Are we treating all people fairly? Do all participants have the same access to opportunities? Where can we use our programs to address issues of discrimination?"

Inclusion is the practice of making all members feel welcome and valued. Each person needs an equal opportunity to be a part of the Pathways mission and contribute their talents to policy planning and implementation. Inclusion is not a natural consequence of diversity. Without inclusion we will not be able to fully address the issue of equity, and our program's benefits will



be unfairly distributed. For Pathways to become a more inclusive agency we need to identify the obstacles that prevent marginalized people and views from feeling welcome. We must assess how our words and actions may exclude the diversity we seek.

Grievance Policy for Clients

It is the intent of Pathways Staff that everyone will be treated at all times with respect and dignity, and that all client circumstances will be kept strictly confidential. It is Pathways' goal to provide a friendly atmosphere. However, even in the best of situations, misunderstandings may arise causing a client to feel she/he has been unfairly treated.

Clients have the right to express her/his feelings concerning her/his dissatisfaction with the Policies and Procedures of Pathways in an appropriate and respectful manner.

There are three (3) steps to the grievance process:

1. Discuss the matter with a staff member involved in the situation. A clear and open discussion will usually clear up the misunderstanding and solve the problem. If the matter remains unresolved, proceed to step 2.
2. Request a grievance form from a Pathways staff member, complete it, and submit it to the Program Director. The Program Director will review the complaint and respond in writing to the participant within two (2) working days of receipt of the report. If the participant remains dissatisfied with the resolution offered, she/he may proceed to step 3. In the case the grievance is with the Program Director, proceed to step 3.
3. Request that the grievance form be given to the Executive Director for review. The Executive Director will take one of the following two (2) actions:
 - a. Give the client a written response which would indicate the final decision;
 - b. Call a conference with the parties involved in the incident(s). This would involve the client, the involved staff member(s) and the Executive Director. The final decision will be issued to the client in writing within two (2) working days of the conference.



Pathways Rules

Safety

Pathways has some zero tolerance rules related to safety. Our #1 priority is always to keep our shelter and participants safe!

1. Physical violence, verbal abuse, threats, hate speech, slurs, bullying, or threatening behavior between participants in programming or staff will be cause for immediate removal from programming.
2. Anyone who is in possession of or under the influence of drugs or alcohol will immediately be asked to leave. This is for the safety of all those on Pathways property.
 - a. Pathways recognizes that some of our participants may be prescribed medicinal cannabis. Marijuana is still illegal at the federal level. We are unable to have it on our property. This includes, but is not limited to, Delta 8, Delta 9, or other forms of legal cannabis.
 - i. Those with medical cards must provide a copy of a valid card upon intake. They cannot have marijuana on Pathways property. They are welcome to set up a designated caregiver by registering with the state of South Dakota. This caregiver will maintain possession of the cannabis product(s) at their own property.
 - b. Pathways has the right to ask for random alcohol breath-tests at any time. Refusal to complete this test when asked is also grounds for program removal.
 - c. All participants must perform a daily alcohol breath-test prior to 10:00 PM curfew to ensure we maintain a sober living environment. Missed Preliminary Breath Tests (PBT) are grounds for removal from the program. Anybody who completes a PBT early and then leaves the property will be required to complete another prior to curfew .
 - d. Pathways has the right to search any personal items on Pathways property at any time. This includes vehicles parked in our parking lot. If we suspect contraband in a vehicle, we will partner with the Yankton Police Department to assist in searching that vehicle. Search parameters also include the lockers in rooms 9-12.
3. Curfew is 10:00 PM to 6:00 AM. We ask that you stay in your room during curfew



- hours. One night's absence from curfew is grounds for removal from the program.
- a. You do have the ability to request a furlough from curfew for up to 4 nights. This must be requested 24-hours in advance. If interested in this, speak to your case manager.
4. Pathways also has the right to remove individuals from services who are having other unsafe behavior, or behavior that jeopardizes their stability or the stability of others in the program.
 - a. Examples of this include but are not limited to: mental health crisis, gambling, loss of employment due to negligence, frivolous spending, etc.
 5. Young children should not be left unattended, indoors or outdoors. It is your responsibility to care for and keep your children safe.
 - a. Children under the age of ten cannot be without adult supervision.
 6. Surveillance cameras are in use at all times. They have audio and video recording in indoor and outdoor spaces. By staying at Pathways, you consent to being recorded on those devices.

The rest of our rules are a 3-strike policy.

Inspiration

7. Employment or some form of income must be gained by participants by their 30th day in shelter.
 - a. Participants must provide staff with a copy of their work schedule upon finding work. Work Schedule reminders will be issued if you forget. You can do this!
 - b. Participants must provide staff with a proof of income to ensure case managers are assisting with locating housing that is affordable and realistic for the household.
8. All Households are required to check in with their case manager at least once per week. This can be in person, via email, via text message, or phone call.
 - a. There is required case-management paperwork that must be completed as well. Lack of followthrough on check-ins or paperwork will result in a written warning.
9. Extensions are offered in 30-day increments based on a set of eligibility criteria. This criteria is provided to all households upon intake.
 - a. Extension criteria is related to case goals. Employment and Housing are top priorities.
 - b. Pathways staff is here to support you! Don't be afraid to ask for help.

Community



10. During your stay, requesting assistance on Facebook or other platforms is not allowed. Please discuss your needs with your case manager, and we will make referrals to other agencies that we partner with or use donated items as available to help you. We have many community partners that assist us, so if you need something, just ask!
11. Participants can receive mail at Pathways address. Any mail received more than two business days after the household has moved out will be sent back Return-To-Sender.
12. Once a household moves out of Tier 2 shelter successfully, they will remain on Aftercare Services for 6 weeks.
 - a. Aftercare participants can continue to follow up with case managers regarding other services they are eligible for.
13. Households with children enrolled in Yankton School District have the ability to check out a school-issued laptop to complete homework assignments. Speak to your case manager for details!
14. Pathways has a volunteer willing to bake birthday cakes for those in shelter celebrating a birthday. Contact your case manager for details!

Respect

15. Respect the building/facilities of Pathways
 - a. Purposeful damages will not be tolerated. This will be considered a zero tolerance rule.
 - b. No smoking in the shelter rooms. There is a designated smoking area outside (near the end of the building, near rooms #11 & 12) with a container for cigarette butts. Lit cigarettes must remain within the smoking area.
 - i. At this time, we do allow smoking past curfew. This is not a time to socialize or request things from staff. This privilege can be revoked at any time if it is abused.
 - ii. Medical Cannabis cannot be consumed on property. You are welcome to smoke that off grounds as long as you have the proper documentation to do so.
 - c. No candles in the rooms. Getting wax out of things is very difficult.
 - d. No hair dying in the rooms. Getting hair dye out of things is very difficult.
 - e. No space heaters are allowed in the rooms. This is a fire safety hazard.
 - f. If you have maintenance concerns regarding your shelter room, please bring it to the attention of staff as soon as possible.
16. Respect other program participants



- a. Participants are not allowed in any other room except for the one that they are assigned.
- b. Visitors are also not allowed into the shelter rooms for the safety and privacy of everyone in the shelter. Police, Emergency Medical staff, child protective services, or other service agencies may be allowed into the shelter rooms on a case-by-case basis or in the case of emergency.
- c. Only the ADA room or family rooms have the ability to accommodate Emotional Support Animals or Pets. Pathways recognizes that registered disability service animals are not pets, and are medical equipment trained to complete tasks to assist those with disabilities. Documentation of disability and services the animal provides will be requested.
 - i. Participants are asked not to obtain pets while in shelter due to the difficulty that creates in finding housing. If an emotional support animal or pet is not present on the day of intake, the household will not be allowed to obtain an animal later on in their enrollment.

17. Respect Pathways staff

- a. Visitors must check in with the staff on duty when they arrive to visit a program participant.
 - i. Visitors cannot show up unannounced. They must be invited by a participant in the shelter program.
 - ii. Visitors cannot be on property during curfew hours (10:00 PM - 6:00 AM)
 - iii. No cross-program visiting will be allowed. Night By Night Guests cannot visit Tier 2 Participants. Youth Transitional Home participants cannot visit Tier 2 participants. Tier 2 participants cannot visit those in the Night By Night Shelter or Youth Transitional Home.
 - iv. Pathways has the right to bar visitors from our property if we feel it is necessary for the safety of participants.
 - v. Pathways has the right to end visits if staff feel it is necessary for the safety of participants.
 - vi. Visitors must abide by shelter rules when on Pathways property.

18. Respect yourself

- a. Please bathe yourself daily and take care of your hygiene. It's important! We will provide you with hygiene products if you do not have any.
- b. Please be fully clothed when outside of your room for respect of yourself and others.
- c. Please do not walk around outside barefoot for your safety.



Integrity

19. Participants are responsible for keeping their own space clean.
 - a. Rooms with roommates can split cleaning tasks between themselves in whichever way they choose (a chore rotation, taking turns, assigning tasks, splitting the room into areas, etc.)
 - b. Staff complete room checks daily to ensure the cleanliness of our shelter.
 - c. Please remove all trash and food waste on a daily basis.
 - d. If you are interested in earning volunteer hours towards the furniture donation program, feel free to ask staff about volunteering to clean other spaces outside of your shelter room (laundry room, kitchen, lobby, etc.)
20. Storage space in the shelter rooms must be shared between roommates.
 - a. Participants who have many belongings can speak to their case manager about additional storage options
21. Pathways is not responsible for lost or stolen items. It is your responsibility to care for your belongings. In rooms with roommates, lockers can be used to lock up valuable or important items.
 - a. When you move out, if there are items that you must leave behind due to lack of space or time to move everything at once, we understand! Please put your belongings into a box/bag, label it, and bring it to the staff. We will hold them for you for up to 48 hours.
 - b. If you move out unexpectedly (hospital, jail, etc.) staff or volunteers will pack up your items for you. You or someone on your behalf must contact Pathways within 48 hours so that we know how to proceed with your belongings. You are welcome to arrange for a friend or family member to pick up your belongings for you.
 - c. After the 48 hour holding period, there is no guarantee that your items can be returned to you.
22. Pathways has a formalized grievance procedure to ensure participants are treated fairly, and in accordance with Pathways mission, values, policies, and procedures. Any participant can request a grievance form at any time from any staff member.

Excellence

23. During your stay here, you are expected to prepare your own meals for yourself and your household members.
 - a. Your room has a mini fridge and microwave. You are able to use those items in your room for food storage and reheating/cooking. All large scale cooking must be done in the kitchen.
 - b. Any cooking appliances other than the provided microwave must be used



in the kitchen. It is a fire hazard to have additional appliances in the shelter rooms.

- c. Participants must sign up for use of the kitchen, and are required to clean up after themselves and do their own dishes.
 - d. All Pathways-owned cookware items must stay in the kitchen.
24. Pathways offers free laundry services for participants in our Tier 2 Shelter program.
- a. Participants must sign up for laundry at the front desk. If you are not signed up, you cannot use the laundry room at that time. Please list your first name and room number on the laundry sign up sheet.
 - b. Laundry is available from 6:00 AM - 9:00 PM.
 - c. Participants are responsible for cleaning up after themselves in the laundry room. If they leave the laundry room a mess, the privilege of using the laundry room may be revoked.
25. Pathways offers free ride services for participants in our Tier 2 shelter program.
- a. Rides take place Monday through Friday at 9:00 am, 11:00 am, 1:00 pm, and 3:00 pm.
 - b. Participants can be dropped off or picked up at one of four pick up/drop off locations inside of Yankton City Limits.
 - c. The ride sign up is at the front desk.
 - d. For long-distance rides, participants must discuss this possibility with their case manager at least 1-week in advance. These rides are not guaranteed, but case managers will do their best to accommodate.
26. Pathways sometimes receives Bicycle donations from our community. If participants want a bike, they must speak to their case manager about being added to the list. Bikes will be distributed as available.
- a. Please do not do maintenance on the bicycles on Pathways property unless approved by staff. Please do not take bicycles apart that are not assigned to you.
27. Pathways operates several financial assistance programs with several different types of requirements. For further information, or to begin the intake process, contact your case manager.
28. Pathways operates a furniture donation program where participants can receive furniture items upon completing 5 hours of volunteer work per household, or paying \$50 to access the program. Volunteer hours must be tracked and reported to staff.

Responsible Stewardship



29. Participants will receive one room key. If you lose your key, you will be fined \$5 to replace it.
 - a. If you are in rooms 9-12, you will also receive a locker key. The same \$5 replacement fee will apply to lost locker keys as well.
30. Please keep your doors and windows closed when the heating or cooling system is on. It can be very expensive to heat/cool our building. The heating and cooling system works best if doors and windows are kept closed.
 - a. If participants in the room are keeping the doors and windows closed as intended and there are still heating/cooling issues, please inform a staff member.
31. The Tier 2 program is offered as a 90-day emergency shelter program that assists participants with gaining employment and housing. This program does have a cost associated with it.
 - a. Households with children are unable to utilize the free Night By Night Shelter program. Due to this, these households can utilize the Tier 2 shelter program for the first 30-days free of charge. Days 31-60 are \$5 per day; Days 61-90 are \$7 per day. 90 shelter days is the maximum length of stay.
 - b. Households who have accessibility needs are unable to access the Night By Night Shelter program due to not being able to go up and down the stairs. Due to this, these households can utilize the Tier 2 shelter program for the first 30-days free of charge. Days 31-60 are \$5 per day; Days 61-90 are \$7 per day. 90 shelter days is the maximum length of stay.
 - c. Individual adult households are able to utilize the Night By Night Shelter program completely free of charge. Because of this, individuals will be charged the \$5 per day extended stay fee from their first day in Tier 2 Shelter. Days 31-60 are \$7 per day, and days 61-90 are \$10 per day.
32. Pathways can provide a gas voucher for households who have their own vehicles. That is limited to a maximum of \$50 per month. This is also based on availability and will not always be possible.
33. Pathways can assist in paying for birth certificate replacements or ID replacements for those in our shelter programs. This service can be provided one time every 12 months.

I am currently experiencing homelessness and need the assistance of Pathways Shelter for the Homeless. I have read and understand the above rules and policies. I realize that failure to abide by these rules will result in being asked to leave the program. As a guest of the shelter, I realize I



could be asked to leave for any reason and I agree to leave if so requested.

Participant Signature: _____

Date: _____