



Circle of Freedom

Application and Admissions Process and Instructions

Thank you for your interest in the Circle of Freedom residential discipleship ministry. Prior to completing the application, we recommend that you read through our Student Guidelines to learn more about the goals and structure of our program. The following list outlines the steps of our admissions process, which must be successfully completed prior to intake into the program:

- 1) Please take the necessary time to carefully read through all material in the Student Guidelines, completely fill out all sections of the application that apply to you and sign all necessary forms. Prior to applying, applicants should consider the following requirements:
 - a. Applicants must be at least 18 years old.
 - b. Applicants must be willing to complete the entire program, consisting of at least 12 months.
 - c. Applicants must be familiar with our rules, policies and guidelines and be willing to respect and abide by them.
 - d. Applicants must demonstrate adequate emotional and mental stability to participate cooperatively in a group living situation.
- 2) Once the application is complete and notarized, please return it with all required signatures to Circle of Freedom. If you are paying by check or money order, it can be made payable to Circle of Freedom. Applications can also be faxed to **641-899-7579** or emailed to circleoffreedomiowa@gmail.com

Please ensure that the application is complete – signatures, witness signatures, initials, and completed notarization. These must be completed in order for your application to be accepted.

- 3) If the applicant is currently on active probation or parole, please notify the appropriate agency and/or representative that she is considering a long-term residential program, located in Seymour, Iowa. If these locations require crossing state lines from the state of probation or parole, please ensure the probation/parole officer is aware of this requirement and that it is an acceptable condition of their supervision.

If ongoing reporting/supervision is necessary throughout the program, the following are the three options available for reporting:

1. If monthly, in-person visits to a P.O. are required, your case must be transferred to the local county jurisdiction.
2. Circle of Freedom can send periodic progress reports to an out-of-state/county P.O.
3. A monthly check-in phone call may be made by the student to report. This option is the preferred choice whenever possible.

If the applicant is required to pay child support, please notify the appropriate caseworker that she is considering a long-term residential program and will be unemployed for at least the first eight (8) months of the program. The final phase of the program does require our students to gain full-time employment unless they enter a career training program. When full-time employment begins, any financial requirements can resume on an appropriate schedule.

- 4) After the application has been successfully submitted, please have **the applicant** contact our office to set up an appointment for a pre-admission interview. Our office can be reached during normal business hours,

Monday through Friday at 641-414-2999. These are one-on-one meetings between the applicant and our Admissions Coordinator directly. Interviews may be conducted by phone or in person at our Seymour, Iowa facility. Prior to the phone interview, applicants are required to have reviewed the Student Guidelines in full. If the applicant is currently incarcerated and has restricted access to phone privileges, please have a family member, sponsor or attorney serve as a contact person on their behalf. This designated contact person should serve as a liaison between the institution and Circle of Freedom to coordinate the phone interview from their current location.

- 5) Prior to admission, applicants must complete a pre-intake physical and blood screen, with results faxed to Circle of Freedom or completed forms brought on the day of intake. These forms are included as the last three pages of our application. If you have any questions, or if the applicant is incarcerated and special arrangements are necessary/required to complete this step, please contact us. The physical is the equivalent of a basic "sports" physical and can be completed at a primary care physician or walk-in clinic.
- 6) Following the completion of all necessary steps, an intake date will be established based on available times and bed space. On the day of intake, a non-refundable intake cost of **\$750.00** will be due. Cash, cashier's check, or money order is accepted – please, no personal checks without our prior approval.

This cost is non-refundable regardless of voluntary departure or dismissal from the program and regardless of the length of time a student remains in the program.

- 7) Applicants will need to provide copies of the following documentation (where applicable) either prior to or on the day of intake:
 - a. Current valid photo identification – Driver's license, Non-driver ID, passport.
 - b. Social Security Card – if a replacement is needed, a copy of the receipt for application of replacement from the Social Security office would also be acceptable.
 - c. Marriage license/certificate (if married)
 - d. Proof of High School Diploma/GED/HiSET – if the applicant has not completed their high school education, this will be completed as a portion of the program.
- 8) Circle of Freedom is not a medical facility – therefore, if any detox is necessary, this must be completed prior to the intake date. Incoming students will begin activities in the program on the day of intake and must be mentally and physically able to participate fully. **We reserve the right to deny admission to any approved applicant suspected to be under the influence of a controlled substance at the time of admission.**
- 9) It is the policy of Circle of Freedom to facilitate students access to medical care during their stay in the program. For a full listing of our policies surrounding medical care, you may refer to the appropriate section in our Student Guidelines. Please make every effort to address any immediate dental or eye care needs prior to admission, as our resources and schedule availability for these types of appointments are limited.
- 10) As part of the admission process and for the duration of a student's time at Circle of Freedom, all medications (prescription and over the counter) must be reviewed and approved in advance on a case-by-case basis by Circle of Freedom's Executive Staff in consultation with our partnering medical doctor. Your individual stability and safety, as well as the stability and safety of all residents will be taken into consideration. After review of an individual's diagnoses, medications and/or circumstances, Circle of Freedom may determine our center is not an appropriate program for that individual. There may be instances where students will be required to taper off a medication because the addictive nature of the medication would cause interference with the recovery process. As an applicant or student of Circle of

Freedom, you must agree in these instances to request a titration/taper schedule from your health care provider and titration/taper will be completed under the supervision of your physician. After your application and physical health form has been reviewed and assessed, you will be notified of any current medications, that you would be required to taper off as part of the admission process. Transition (titration/taper schedule) instructions must be provided by your physician on their letterhead/prescription pad, along with the signature of the prescribing or otherwise qualified physician to be accepted. This must be completed and received by our office **prior** to the day of intake.

Again, thank you for your interest in Circle of Freedom. We look forward to helping you work through the admissions process and answering any questions you may have about the program. On average, the process can take as little as a week, but is primarily driven by the motivation of the applicant to successfully complete all the necessary items as well as addressing any applicable situations or circumstances described above.

If you have any further questions, please contact us during normal business hours at 641-414-2999.

Blessings,

Kim Crawford
Executive Director

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