**Rent & Utilities and Transportation Instructions**

~ Every participant that shows up at your booth must do 2 things before you can serve them.

1. Show you that they have an ID. This will be listed on their Life Card.
2. They must give you a transportation ticket.

~Those paying rent will need to give you either money or a voucher from a community resource for an amount specified. NO partial payments may be taken. Payments must be made in full. After you have taken their full payment please place an  in the box on their Life Card next to Rent.

* Those who do not pay rent each week will be evicted.
* **Please use the dry erase marker to mark on the Life Cards.**

~ For those purchasing transportation tickets: the cost is $1.00 per ticket and a minimum purchase of 5 tickets for $5. The main responsibility here is making change and checking for ID.

They must have one transportation ticket when they arrive in order to purchase more. **If they do not have a transportation ticket when they arrive, you can suggest Voc Rehab or that they try to borrow one from a buddy.**

~It is not possible to predict every scenario that you may see. Please have fun with your role and keep in mind we want participants to understand the struggle associated with the return to society.

\*\*\*On the participant’s Life Cards:  represents a good transaction

**X** represents a negative transaction

**Rent/Transportation Box Inventory**

Please verify that all items are in your box.

Contact a facilitator if anything is missing

* + - Ink Pen
    - Dry Erase Markers x2
    - Money Trays x2
    - Start-up Money
    - Name displays for table

Transportation Station

Rent & Utilities

* + - Transportation Tickets
    - Sticky pad for taking notes
    - Instructions x2
    - “Who Should Pay Rent When” cheat sheet

Sample Life Card (1 of 6 different ones)



Transportation Ticket

Check here when they pay rent

The following are your living expenses and court ordered appointments:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Cost | 1st week | 2nd week | 3rd week | 4th week |
| Probation | $30/month |  |  |  |  |
| Treatment | $15/visit |  |  |  |  |
| Food | $25/week |  |  |  |  |
| Rent/Utilities | $500/month |  |  |  |  |
| Child Support | $200/month |  |  |  |  |
| UA Test(s) | $5/test |  |  |  |  |
| AA/NA | Free |  |  |  |  |
| GED Class | Free |  |  |  |  |

You have the following ID: State ID  Birth Certificate  S.S. Card 

Housing situation changes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check in at Career Center weekly to look for full time employment.**

Career Center:

|  |  |
| --- | --- |
| Week 1 | Week 2 |
| Week 3 | Week 4 |

Home Cards:

|  |  |
| --- | --- |
| Week 1 | Week 2 |
| Week 3 | Week 4 |

If they present a “Home Card” mark that they completed what it said.

All 3 boxes must be checked