



INDIANA DEPARTMENT OF CHILD SERVICES  
CHILD WELFARE MANUAL

**Tool Name:** 11.B- Voluntary Services Host Home Agreement

**Effective Date:** June 1, 2016

**Reference:** Chapter 11 – Older Youth Services

**Version:** 3

**VOLUNTARY SERVICES HOST HOME AGREEMENT**

**Part I**

**Name of Youth:** \_\_\_\_\_

**Voluntary Services Host Home Name:**  
\_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**The agreed upon monthly rate to be paid by the youth is: \$ \_\_\_\_\_ per month.** This is a month to month agreement and begins on \_\_\_\_\_.

**Rent is due on the 1<sup>st</sup> Saturday of each month by 5 p.m.** and must be paid by cash, money order, or cashier's check. The Voluntary Services Host Home will provide a receipt upon payment.

**A deposit of \$ \_\_\_\_\_ is due with the first month's payment prior to the youth moving into the home.** Notice of the youth wishing to end this contract must be given 30 days in advance of move out. The deposit will be returned upon move out provided the renter has followed the guidelines of the agreement listed below in Part II-A-1, 2, and 3.

**Part II**

**I. The Voluntary Services Host Home will provide the following to the youth:**

- Bedroom will include the use of a bed, pillow, two (2) sets of sheets, blanket, bedspread, desk, chest of drawers, dresser with mirror, closet, and laundry basket.
- Shared bathroom or private bath with shower or bathtub, towels, cleaning supplies, shampoo, bath soap.
- Use of the common areas of the home such as the living room, kitchen, dining room, porch, garage, and outbuildings. Use of the TV or other common area items such as appliances if they are shared with the Voluntary Services Host Home family members.
- Use of cleaning equipment (e.g., sweeper, broom, mop, etc.) will be made available.
- Guidelines regarding garbage, dirt, litter or refuse are as follows: \_\_\_\_\_.
- Food for two (2) meals a day (may or may not be prepared by the host family) and scheduled meal times if prepared. Guidelines regarding the storage of food and where food may be eaten are as follows: \_\_\_\_\_.

- Use of laundry facilities including laundry supplies such as detergent, fabric softener, and bleach.
- Parking space for vehicle, if applicable, and guidelines for friends' vehicles that may visit.
- Guidelines regarding non-working vehicles and the repair of them.
- Curfew hours, if any, or written expectations regarding coming and going from the residence.
- Guidelines for acceptable noise level regarding music, TV, or other areas that this may apply are as follows: \_\_\_\_\_.
- Guidelines for others who may visit the youth in the home are as follows:  
\_\_\_\_\_.
- Rules that may apply when the Voluntary Services Host Home family is home or not at home are as follows: \_\_\_\_\_.

**II. The Youth will be responsible to do the following:**

- Maintain the bedroom in the same condition, with allowance for normal wear, that it was when the contract began including weekly cleaning and dusting. Maintain clothing in closet, drawers or laundry basket.
- Maintain the bathroom in the same condition that it was when the contract began including weekly cleaning.
- Maintain orderliness in the common areas of the home when using and leave the areas as they were upon entering. Follow the guidelines as to the use of the TV or other common area items.
- Clean the bedroom and bath using designated cleaning equipment and return equipment following use.
- Garbage, dirt, litter, or refuse must be deposited in garbage cans used for that purpose.
- Acknowledge the scheduled time for meals and be available for such or upon preparation of meals, leave the kitchen in the same condition that it was upon arrival. Follow the rules of the Voluntary Services Host Home regarding the storage of food and where food may be eaten in the home.
- Use laundry facilities when there is a sufficient amount of clothing for a load and at times that do not inconvenience the Voluntary Services Host Home's plans for laundry. Inform the Voluntary Services Host Home if laundry supplies run low after use.
- Follow the Voluntary Services Host Home rules regarding parking the vehicle and where any friends may park, if visiting.
- Follow the rules regarding repairing a non-working vehicle.
- Follow the expectations of the Voluntary Services Host Home regarding coming and going from the residence.
- Follow the guidelines that are acceptable for noise levels such as music, TV, or other areas that this may apply.
- Follow the expectations regarding the presence of the renter's friends in the home when the Voluntary Services Host Home family is home or not at home.

**III. Rules and regulations not listed in I or II above:**

- Smoking by the youth may only be done outside of the house. No smoking at any time inside the house.
- No birds, cats, dogs, or other animals may be maintained in or about the Voluntary Services Host Home without written consent from the Voluntary Services Host Home.
- When using electrical appliances such as irons, fans, hair dryers, curling irons, etc., it is the responsibility of the renter to be sure they are turned off after use.

- The Voluntary Services Host Home must approve, prior to installation, the use of small refrigerators, air conditioning units, and heaters in the rented room.
- Follow the rules of safety when using any electrical appliances in the home.

**Part III**

I understand that this agreement will remain in effect as long as I follow these guidelines and that the agreement will be terminated if I do not follow through with this agreement. I understand that either the Voluntary Services Host Home or I may terminate this agreement by a 30 day notice in writing.

I understand that the Indiana Department of Child Services (DCS) and/or the Older Youth Services (OYS) service provider assisting me with OYS will not have any legal responsibility for me, including financial responsibility for damages that I am responsible for, nor will DCS provide legal counsel for me if I am involved in any legal situation.

I understand DCS and/or the OYS service provider will not be financially responsible for any agreements I enter into and will assume no liability.

**Youth's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Voluntary Services Host Home signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_