

Owner Acknowledgment & Program Boundary Handbook (Operator Orientation)

Owner Handbook

(Educational — Provided with Licensed Use)

Purpose

This handbook certifies that Program Owners understand and agree to operate the **Independent Living Program** strictly as a **license-based, non-tenancy, non-care, non-supervised model** that preserves dignity and independence.

This handbook is **educational only** and is not a policy, contract, or participant document.

Program Identity

This Program IS:

- License-based participation
- Shared independent living
- Self-governed household
- Non-institutional

This Program IS NOT:

- A lease or rental
- Housing
- Supportive or assisted living
- Group care

- Supervised or staffed living
- Treatment or recovery housing

Legal Boundaries (Non-Negotiable)

- No exclusive possession
- No tenancy rights
- No guaranteed duration
- No security deposits
- No eviction process
- License revocation permitted, including immediate revocation for safety

Owner Role (Strict Limits)

Owners MAY:

- Verify program compliance
- Enforce participation conditions
- Revoke participation
- Respond to emergencies
- Secure property

Owners MAY NOT:

- Supervise daily life

- Assign chores
- Monitor behavior
- Provide assistance
- Mediate disputes
- Act as staff or caregivers

Language Discipline

Use: Member, Program participation, License, Shared living

Never use: Rent, Tenant, Eviction, Resident, Care, Support, Supervision

Certification

I certify that I understand and will operate the Program strictly within its defined boundaries.

Owner Name: _____

Signature: _____

Date: _____

❖❖ INTERNAL DOCUMENT 2

Emergency Response Flow Chart

Incident Occurs

Is there an immediate safety risk?

(Violence, weapon, fire hazard, illegal activity, severe disturbance)

YES → Immediate Action

- Revoke Program participation immediately
- Instruct Member to vacate
- Call emergency services only if required
- Do not negotiate or offer assistance
- Document facts only
- Secure property

END

NO → Compliance Issue?

- YES → Written license revocation
- NO → No action (household self-governance applies)

END

Emergency response is incident-based, not supervision.

❖❖ INTERNAL DOCUMENT 3

Emergency Removal Stress Test

Claim: “This was an illegal eviction”

Defense:

- License, not lease
- No tenancy
- Revocation ≠ eviction

Claim: “Immediate removal is unlawful”

Defense:

- Emergency safety exception
- No housing guarantee
- Voluntary participation

Result: Defensible

INTERNAL DOCUMENT 4

Law Enforcement Interaction Stress Test

- Police response does not create supervision
- Do not act as staff or manager
- Provide documents only if asked
- Avoid explanations or opinions

❖❖ INTERNAL DOCUMENT

5 Fire / Code Enforcement Stress Test

- Code compliance ≠ licensure
- Shared sleeping alone ≠ group care
- No staff + no services = no care facility

Use neutral language only.

❖❖ INTERNAL DOCUMENT 6

Third-Party Payer Pressure Test

Common Questions

- “Is this housing?” → No
- “Is payment rent?” → No
- “Is supervision provided?” → No

Payment = program participation contribution only.

❖❖ INTERNAL DOCUMENT 7

Media / Activist Scrutiny Test

- Do not debate publicly
- Provide written materials only
- Use one statement:
“This is a license-based independent living program with no tenancy or care.”

❖❖ INTERNAL DOCUMENT 8

Post-Removal Liability Test

- No promise of housing
- No duty of care
- No supervision
- Clear revocation authority

Reliance claims fail.

INTERNAL DOCUMENT 9

“What Not to Say” Operator Cheat Sheet

Never say:

Rent, Tenant, Eviction, Staff, Supervision, Care, Support, Resident

Always say:

Member, License, Program participation, Shared living, Compliance verification