

# Owner Acknowledgment & Program Boundary Handbook (Internal Use Only)

## Owner Handbook

*(Internal Training — Not for Distribution)*

### 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