

## **INTAKE INFO!!**

**INTAKE-** You will need to pick a day to arrive. When picking your date, you will need to a 2 week notice prior to your arrival. It can be any day of the week. The hours of intake are between 8:30am-8:00pm. You will need to pick a time in that window to arrive on the day that you chose. Please be prepared and allow at least an hour for the intake process. **Your payment is due the day that you arrive for your intake.**

**PAYMENT-** It is \$55 a day. (Effective 1/1/24) **Payment must be paid in full the day that you arrive.** We only accept cash or money order, NO personal checks and NO credit/debit cards!! If paying with a money order make them payable to Richland County Community Alternative Center. **Also, please note that days served are in 24hr increments! (25\$ rescheduling fee)**

**VENDING-** We have vending machines with pop, chips, candy, sandwiches and other items, along with coffee. The extra money for vending you will need to bring **1\$ bills or 5\$ bills.** We cannot guarantee that we can provide change so it is better that you not bring large bills. You will be allowed 50\$ on the unit at a time, you are only allowed 10\$ on your person at a time. If you bring more than that amount it will be put into the safe and you may request it after you've exhausted all your money on the unit!! You may bring your debit card for the vending machines!

**CALLING CARDS-** There is no electronics allowed so you may purchase calling cards here. They are 10\$ or 20\$. You may get as many as you need while you are here. Keep in mind that you will not have access to your phone, please make sure you have the numbers memorized that you are calling, or make a list of names and numbers prior to intake! Thanks!

**MEDICATION-** ALL medications need to be in the original prescription bottle with the label on the bottle, they must be current as well! We do have a list of NON-APPROVED medications, be sure to ask about meds if this pertains to you! Any over the counter meds will be passed out according to the label on the bottle! **Fill out the Medical/ Medication Form prior to arrival.**

**SMOKING/ FRESH AIR BREAKS-** If you smoke you will go out 4 times a day. You may bring unopened packs of cigarettes that will last for the duration of your stay. Black and Milds are permitted if they have the filter tips, not the plastic or wood tips! You also will not be allowed to "BUTT" it and bring the other half back in! If you do not smoke you may still take the opportunity to get some fresh air outside..

**WORK RELEASE-** If you are eligible and the court granted you work release, you will need to provide proof of employment. That would consist of a letter on a letterhead from your employer stating that you are employed, the days of the week and the hours that you work. You will need to provide a copy of your Driver's License and a copy of your insurance. If you do not have a valid license you will need to provide a copy of your driving privileges, state ID, and your insurance info! All of the above listed documents will need to be turned in prior to intake! You will not be permitted to work more than a 12 hour shift! **You may only work 1 job.**

**VISITATION- IMMEDIATE FAMILY ONLY!** **Sunday** from 2pm-3pm for male jail clients. **Sunday** from 9:30am- 10:30am for female jail clients.