



**BeConnected**

Support Services

*Ready. Support. Go.*



# HOME SHARE HANDBOOK

## HEAD OFFICE

240-4243 Glanford Ave  
Victoria BC  
V8Z 4B9

## COWICHAN VALLEY OFFICE

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V9L 3T1

# TERRITORY ACKNOWLEDGMENT

BeConnected acknowledges with gratitude and respect the traditional and unceded territories of the **Lkwungen** (Songhees), **Xwsepsum** (Esquimalt), **WSÁNEĆ** (Saanich), **Hul'qumi'numon** (Cowichan), and **K'ómoks** (Comox) Nations on which our services are provided.

We recognize and honor the Indigenous Peoples as the original stewards and custodians of this land throughout generations.

We acknowledge the ongoing struggles faced by Indigenous Peoples as a result of colonization, displacement, and systemic injustices. We are committed to learning from the past, fostering positive relationships, and actively working towards reconciliation.



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## WELCOME TO HOME SHARE



This handbook identifies information specific to Home Share services at BeConnected. For general information about the organization, our philosophy, and our procedures please review our **Handbook for Individuals and Families**.

BeConnected provides Home Share supports across the mid-south island from Greater Victoria to as far North as Campbell River, as well as on Salt Spring Island.

Home Share helps people live as independently as possible, sharing a home with a person or family who is paid to provide support. The Home Share rate is decided upon and funded by CLBC.

Prior to supporting an individual in their home, prospective Home Share Providers must undergo a screening process which includes interviews, reference checks, criminal record checks, and a thorough “home study”. This allows us to get to know the Home Share Provider, the kind of support they are interested in providing, and the space available for you to live in.

# WHAT TO EXPECT

## THE MATCHING PROCESS

It is important to find a Home Share that is the right fit for you. You will meet with our Coordinators so they can get to know your wants and needs.

Whenever possible, our Coordinators set up meetings with a few different Home Share Providers so that you can make an informed decision on where you would like to live. Sometimes finding the right match can take time.

If both you and the Home Share Provider agree to the match, we will set up times to visit the home prior to you moving in.

## THE MONITORING PROCESS

In order to ensure the success of the Home Share placement, and to ensure everyone's health and safety, your Coordinator will meet with you and your Home Share Provider regularly.

We will meet with you one month after you move in, and then quarterly thereafter.

If you have any concerns, you can also reach out to your Coordinator at any time.

# WHAT DO WE EXPECT FROM YOU?

To live in Home Share, you have responsibilities:

- Treat the home and the people you live with in a respectful way.
- Follow the agreed upon house rules.
- Participate in your planning and goal setting
- Speak up if something isn't working for you, if you need something, or if you would like something to change.
- Know who to call if you have concerns.
- Know your rights - we have outlined your rights in our Handbook for Individuals and Families. We will also talk to you about your rights at least annually.

## HOUSE RULES

Before you move into the home, it is important to discuss and understand the house rules. Your Home Share Provider may have rules around:

- Having visitors
- Smoking or drug use
- Use of share laundry facilities
- Noise and other disturbances

Weapons should never be brought into a Shared Living environment.

# SHELTER & SUPPORT CONTRIBUTIONS

Whenever you receive supports from CLBC where housing is provided to you, you must also make a monthly shelter (rent) and basic living costs contribution to the home support provider. This is referred to as a Shelter & Support Payment. **This amount is determined by CLBC** and comes from your PWD (age 19-64) or OAS (age 65+) payments.

## WHAT IS COVERED BY MY SHELTER & SUPPORTS CONTRIBUTION?

The following items are included in your shelter & supports payment\*:



Rent



Groceries



Basic bedding & furniture



Basic household supplies



Standard cleaning supplies



Laundry facilities (including soap)



Utilities (internet, heat, water, electricity, home phone)



Transportation for medical/health appointments and formal activities - *if you are able to use public transit, it is your responsibility to continue to do so, in order to maintain your independence*

*\*Individual situations may vary, to be discussed with your Home Share Provider. Home Share Providers are expected to provide basic groceries and household supplies. Specialty items or items in excess of household consumption will be the responsibility of the individual.*

## WHAT IS NOT COVERED BY MY SHELTER & SUPPORTS CONTRIBUTION?

The following items are not covered by your Home Sharing Service Fee and are your responsibility.



Personal cell phones, tablets, or computers



Clothing and footwear



Personal toiletries (e.g. toothpaste, shampoo, make-up, hair products, shaving cream, etc.)



Personal items



Pass Pass / HandiDART

*BC includes a Transportation Supplement in your PWD amount. You can choose to receive a monthly bus pass or cash to be used for other transportation expenses.*



Entertainment & Activities



Prescription & non-prescription health care supplies



Travel and vacations

*If travelling with your Home Share Provider, some of the grocery money may be used to cover some meal expenses.*



# HOME SHARE PROVIDER RESPONSIBILITIES

CLBC outlines the following responsibilities of a Home Share Provider:

- To treat you with respect and dignity and include you as an equal member in the home and community
- To make sure you are safe and well
- To help and support you
- To make sure you have nutritious meals that respect your cultural background and dietary needs
- To be a positive adult role model and support your independence and personal growth - balancing dignity of risk with safety
- To make sure you have appropriate medical and dental care, participate in the development of plans, and follow advice from your health professionals
- To encourage and support you to connect with your community, including cultural and faith groups
- To help you have positive relationships with your family, friends, and other people who are important to you

# EMERGENCY PREPAREDNESS

## 01 FIRST AID

All Home Share Providers are required to have a valid First Aid and CPR certificate.

All homes and any vehicles used for your transportation must have a basic first aid kit.

## 02 EMERGENCY KITS

Home Share Providers are required to maintain an emergency kit which contains enough supplies to meet the needs of all individuals in the home for a period of three days.

## 03 EMERGENCY DRILLS

In the event of a fire or other emergency, you will need to be aware of how to exit your home and a safe place to meet with your Home Share Provider in the event of an evacuation.

When you move into the home, your Home Share Provider will walk you through these procedures and will review them with you regularly.

# Notes



## CONTACT

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