



## HOW TO ENROLL IN THE *FIRST STEP* EDUCATIONAL PROGRAM

**ENROLLMENT - FOR MEN:  
FOR WOMEN:**

**WEDNESDAYS – REPORT AT 5:15 P.M.  
THURSDAYS – REPORT AT 9:30 A.M.**  
YOU WILL BE THERE FOR APPROXIMATELY 1 ½ HOURS

**LOCATION:**

**2809 ART MUSEUM DRIVE**

*(Take Beach Blvd. to Art Museum Drive. Turn north on Art Museum. Go to first large building on right. Enter building through door on right rear side of building. Turn left and go to end of hall.)*

**BRING WITH YOU:**

**1) ENROLLMENT FEE**

\$35 in cash or money order if referred by courts, probation, or Department of Children and Families.  
\$5 in cash or money order if self referral.  
( $\$30$  goes to DCF for monitoring purposes and  $\$5$  to HHFS)

**2) PROOF OF INCOME**

Current pay stub, latest filed tax statement, some proof of income or unemployment so we may set your weekly fee.  
**(Bring a copy we can keep for your file)**

**3) REFERRAL PAPERWORK**

**a. Probation**

1. Police Incident Report – can be purchased at any JSO sub-station for  $\$5$ .
2. Batterer Intervention Program Referral Instructions
3. Probation Order  
*(You were given 2 and 3 in court by court liaison officer)*

**b. Injunction For Protection**

Petition For Injunction  
*(You were served this along with Temporary Injunction)*

**c. Department of Children and Families**

Case plan

**4) PICTURE I.D.**

**AGENDA:**

The purpose of this session is to complete your enrollment so you can comply with the court order, explain program policies and procedures, set your weekly fee, and give you information about your assessment and orientation class.

## **HUBBARD HOUSE FIRST STEP (HHFS)**

Hubbard House First Step, a program of Hubbard House, Inc., is a central element of the First Coast's community-wide response to intimate partner violence. HHFS supports and reinforces the intervention of the criminal justice system in cases of domestic violence against adult partners by monitoring the status of program participants, and by offering an educational program to participants during the intervention process. HHFS welcomes voluntary participants and referrals from public and private service providers. Hubbard House First Step is a state certified batterers' intervention program (F.S. 741.32).

**PRINCIPLES** – HHFS is based on the following principles:

1. To batter is to abuse power in a relationship for the purpose of controlling another person.
2. All abuses of power are immoral and unethical and many are crimes. Abuses of power may take the form of physical violence and abuse, assaults, isolation, emotional abuse, intimidation, economic abuse, use of privilege, threats, use of children and sexual abuse.
3. Most battering is committed by men against women. However, we do offer a program for women who are in need of these services as well.
4. Those who batter must accept total responsibility for their abuse and violence. Alcohol and drugs are excuses for battering, not the reason.

**GOAL AND OBJECTIVES** – The goal of HHFS is to stop intimate partner violence. The objectives of HHFS are:

1. To help the abusers identify and stop their violent, abusive, controlling behaviors and to help them understand the effects of their behaviors.
2. To suggest alternatives to violence, abuse and control.
3. To challenge abusers to become accountable – to answer for what they have done.

Participants with active alcohol or drug abuse, more than one assault/battery conviction, any felony conviction involving the endangerment of life, or any violation of the HHFS Agreement for Participation will only be allowed to enroll with the program manager's approval and may require the completion of additional requirements. Please consult with HHFS staff for details.

HHFS is a member of the Jacksonville Domestic Violence Intervention Project (DVIP), which promotes safety and advocacy for victims and intervention with abusers.

## **HUBBARD HOUSE FIRST STEP PARTNER'S SERVICES**

Hubbard House First Step staff contact each participant's partner by mail to notify them of enrollment, termination or completion. At enrollment the partner is sent a letter describing batterers' intervention and to provide them with emergency contact telephone numbers. The partner may contact the First Step office at any time to check on current status.

## **HUBBARD HOUSE FIRST STEP EDUCATIONAL PROGRAM FEES**

There is a non-refundable fee for an assessment and a fee for each class. The class fees are based on the participant's gross annual income and are calculated on a sliding scale. The weekly class fees range from \$10-\$60 each week. Participant fees are determined at enrollment based on their check stub or tax statement. There is also a fee for those enrolling who are unemployed.

## **AGREEMENT FOR PARTICIPATION**

The participant signs an agreement for participation/contract. HHFS releases limited information to the participant's partner and to the person or agency that referred them to HHFS.

## **ASSESSMENT INTERVIEW**

An individual assessment interview must be completed by a state certified batterer assessor. The participant will be given a list of providers to choose from during the enrollment session. If you would like to have your assessment completed prior to enrolling in our program, you may contact our office for a current list of certified assessors (904)-354-0076 ext 283 or 282. **This assessment must be completed before attending the First Step orientation class and as noted above, you may obtain the assessment prior to enrollment.** You must provide proof of the assessment prior to attending orientation, however. The assessment fee is typically \$60 and must be paid in cash to the agency conducting the assessment.

## **HHFS CLASSES**

HHFS consists of an enrollment session, an orientation class and a minimum of 24 weekly classes. The classes are conducted at various locations throughout the city. The participant chooses his/her class (based on availability) during the orientation class. HHFS classes challenge the participant to identify and stop his/her violent, abusive and controlling behaviors; to understand the effects of their behavior; to examine the beliefs that support these behaviors; and to account for his/her actions. Alternatives to abuse and control are also explored.