

# Archway Station Short Takes November 2017

**Check out Short Takes on the web @ <http://archwaystation.net> choose links on the left, then Short Takes**

Archway Station  
Wellness &  
Recovery Center  
121 Memorial  
Avenue  
Cumberland, MD  
21502  
301-724-2582  
Ext. 118  
Website-<http://archwaystation.net>

## **Special Points of Interest:**

Vote for Your  
Favorite  
Worker

Drivers  
Needed

Resource  
Information

## **Inside this Issue:**

Wellness &  
Recovery Center  
Information

Games & Puzzles

Complaint  
Procedure

## **Ways to Fight Holiday Stress—Part 1**

adapted from - <http://www.health.com/health/gallery>

The shopping and crowds, the back-to-back diet-busting parties, the endless chats with the in-laws; We understand how easy it is to feel not so wonderful at this most wonderful time of the year.

That's why we've rounded up these great ways to help you dodge the seasonal blues and stay happy, healthy, and energized.

**Hike your mood with sunlight** - It stimulates the production of feel-good serotonin. Spend time outdoors or near a window on sunny days.

**Take a whiff of citrus** - Researchers studying depression have found that certain citrus fragrances boost feelings of well-being and alleviate stress by upping levels of norepinephrine, a hormone that affects mood. For an all-day pick-me-up, dab a little lemon or orange essential oil on a handkerchief to tuck in your pocket.

**Walk away from worries** - The rhythm and repetition of walking has a tranquilizing effect on your brain, and it decreases anxiety and improves sleep. Aim for a brisk, half-hour walk every day.

**Squeeze here** - The fleshy place between your index finger and thumb is called the hoku spot in traditional Chinese medicine. Applying firm pressure there for just 30 seconds can reduce stress and tension in your upper body. So if you start to feel overwhelmed by the holiday chaos, give this spot a squeeze and take a deep breathe.

**Do less, enjoy more** - We go overboard to please others during the holidays: shopping, cooking, sending cards, and attending every event. Instead, take care of yourself by saying no at least once - and maybe more.

**Stick with your daily routine** - Prioritize your workouts, book club, etc., and don't try to squeeze in more holiday than you can handle.

**Part 2 - Will be on the cover of the December Edition.**

# **Archway Station, Inc.**

## **Person-Centered Planning Philosophy**

Archway believes in and uses the philosophy and approaches of person-centered planning. One critical way to show respect for each person's individuality is through the use of person-centered planning which focuses on first, understanding the person and then, helping the person use effective decision-making skills to guide their journey of recovery.

Person-centered planning means that we listen to you closely in order to understand what is important to you in your life. We listen to what is and isn't working for you and what you think needs to change. Workers form a helping partnership with you and work together on a plan that is meaningful to you. We help you find a main goal to work on and break it down into a few steps that will help you reach your goals.

# ***RECOGNITION DAY***

Join us on Wednesday, November 29<sup>th</sup> at the Wellness & Recovery Center to celebrate Recognition Day. Recognition Day takes place at the beginning of the day. Participants receive and give positive feedback for successes throughout the month, little successes and big ones too! You can get an “A” for effort! We talk about the importance of goal setting and working towards a positive outcome. This is a good time to practice speaking in front of others in the group, by sharing your personal insights, feelings and thoughts. There are a few rewards, too.




## **HAPPY BIRTHDAY!**

Afterwards, we have a nice meal and cake to celebrate any birthday in the current month. Many thanks go out to Clara, Cindy and the kitchen volunteers. We then head out in the community for some fun activity. If you are celebrating a birthday, please join us. Even if you can't make it in for the Recognition Group, please come for the meal and birthday celebration. We hope you join in the fun celebration!

# November 2017

## W&R Center ACTIVITY Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:30-11:00 ----- 11:00-11:45 ----- 11:45-1:00			1 AM Circle & Short Takes Review ----- <b>Lunch</b> ----- PM Circle & Recreational Activity - You Choose	2 Community Integration—Meet at Rose's @ 9am to participate in a community activity. Return to Rose's @ 12pm and get a packed lunch.	3 AM Circle & Movie ----- <b>Lunch</b> ----- Movie Continued
9:30-11:00 ----- 11:00-11:45 ----- 11:45-1:00	6 AM Circle & Physical Health Advance Directives ----- <b>Lunch</b> ----- PM Circle & Recreational Activity - You Choose	7 Community Integration—Meet at Rose's @ 9am to participate in a community activity. Return to Rose's @ 12pm and get a packed lunch.	8 AM Circle & Seasonal Affective Disorder (SAD) ----- <b>Lunch</b> ----- PM Circle & Name that Tune	9 Community Integration—Meet at Rose's @ 9am to participate in a community activity. Return to Rose's @ 12pm and get a packed lunch.	10 AM Circle & Emergency Drill ----- <b>Lunch</b> ----- PM Circle & Team Crossword Puzzle
9:30-11:00 ----- 11:00-11:45 ----- 11:45-1:00	13 AM Circle & HIG? Meeting ----- <b>Lunch</b> ----- PM Circle & Relaxation Exercise	14 Community Integration—Meet at Rose's @ 9am to participate in a community activity. Return to Rose's @ 12pm and get a packed lunch.	15 AM Circle & Women's Health w/ Lisa - & Men's group w/ Center Staff ----- <b>Lunch</b> ----- PM Circle & Recreational Activity – You Choose	16 Community Integration—Meet at Rose's @ 9am to participate in a community activity. Return to Rose's @ 12pm and get a packed lunch.	17 AM Circle & Current Events ----- <b>Lunch</b> ----- PM Circle & Bingo















<b>9:30-11:00</b>  <hr/> <b>11:00-11:45</b>  <hr/> <b>11:45-1:00</b>	<b>20</b> AM Circle & Armchair Travel  <hr/> <b>Lunch</b>  <hr/> PM Circle & Karaoke	<b>21</b> Community Integration—Meet at Rose's @ 9am to participate in a community activity. Return to Rose's @ 12pm and get a packed lunch.	<b>22</b> AM Circle & Personal Best Healthlines  <hr/> <b>Lunch</b>  <hr/> PM Circle & Recreational Activity – You Choose	<b>23</b>  <b>CLOSED</b> HAPPY THANKSGIVING	<b>24</b>  <b>CLOSED</b> HAPPY BLACK FRIDAY
<b>9:30-11:00</b>  <hr/> <b>11:00-11:45</b>  <hr/> <b>11:45-1:00</b>	<b>27</b> AM Circle & Twelve Ways to Beat Stress  <hr/> <b>Lunch</b>  <hr/> PM Circle & Recreational Activity - You Choose	<b>28</b> Community Integration—Meet at Rose's @ 9am to participate in a community activity. Return to Rose's @ 12pm and get a packed lunch.	<b>29</b> AM Circle & Recognition Day  <hr/> <b>Lunch</b>  <hr/> Bowling @ White Oak Lanes	<b>30</b> ***** <b>Community Integration—</b> <b>Meet at Rose's @ 9am to shop for kids Christmas gifts and then have lunch</b> *****	

## COMMUNITY VOLUNTEER SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>MORNING SCHEDULE</b>	Walk Dogs @ the Animal Shelter 9:30am-11am	Downtown 9am-12pm Packed lunch		Downtown 9am-12pm Packed lunch	Food Bank Cleaning 9:30am-11am
<b>11:00 – 11:45</b>	<b>LUNCH</b>		<b>LUNCH</b>		<b>LUNCH</b>
<b>AFTERNOON SCHEDULE</b>	Recycling as Needed 11:45am-1:15pm				
<b>FOOD BOX DELIVERY ONE MONDAY &amp; FRIDAY PER MONTH</b>	<b>11/6/17</b> FOOD BOX HOME DELIVERY 9:30am-11am				<b>11/3/17</b> FOOD BOX HOME DELIVERY 11:45am-1:15pm

## November 2017 - COMMUNITY ACTIVITIES

Earn 5 Recovery Points the week before at the W&R Center and then you can pick a community activity you want to join the following week.

DAY/DATE	ACTIVITY	
	Morning 9:30-11am	Afternoon 11:45-1pm
Wednesday, November 1 5 Recovery Points! 	Shopping at the Fruit Bowl & Bakery 	Bowling at White Oaks 
Wednesday, November 8 5 Recovery Points! 	Allegany County Library 	YMCA – You Choose 
Wednesday, November 15 5 Recovery Points! 	Shopping at LaVale Plaza 	Bowling at White Oaks 
Wednesday, November 22 5 Recovery Points! 	Allegany County Library 	YMCA – You Choose 
Wednesday, November 29 5 Recovery Points! 	Visit the Allegany Museum 	<b>N/A            Recognition            Day</b>

**Wellness & Recovery Center**  
**Morning Snack (9:00am-9:30am)**  
**November 2017**

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
		1 Fruit Cocktail Milk	2 <b>NA</b>	3 Vanilla Wafers Grapes
6 English Muffin Bananas	7 <b>NA</b>	8 Hard-Boiled Egg Biscuit	9 <b>NA</b>	10 Bagel Milk
13 Apricots Toast	14 <b>NA</b>	15 Cottage Cheese Tropical Fruit	16 <b>NA</b>	17 Cereal Milk
20 Corn Muffin Milk	21 <b>NA</b>	22 French Toast Juice	23 <b>CLOSED</b>	24 <b>CLOSED</b>
27 Waffle Peaches	28 <b>NA</b>	29 Pretzels Yogurt	30 <b>NA</b>	

**Wellness & Recovery Center**

**Lunch M-W-F (11am-11:45am)**

**T & Th. Packed lunches will be delivered to Rose's @ 12pm if ordered by 10am each day**

**(All meals served with bread, milk & salad bar on M-W-F)**

**November 2017**

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>
		1 Chili Dog Baked Beans Jello w/ Fruit	2 Turkey Wrap Celery Kiwi	3 Baked Ziti Salad Orange
6 Cheesy Chicken Corn Chowder Pineapple	7 Roast Beef Wrap Chickpeas Blueberries	8 Chicken Fajita w/ Peppers & Onions Banana	9 PB & Jelly Sandwich Raspberries Carrots	10 Baked Fish Spinach Grapes
13 Shepherd's Pie Honeydew	14 Ham Sandwich Pepper Strips Pears	15 Hamburger Gravy over Biscuit Green Beans Peaches	16 Bologna Sandwich Broccoli Strawberries	17 Chicken Thigh Butter Beans Applesauce
20 BBQ Beef Cole Slaw Watermelon	21 Chicken Salad Sandwich Cherry Tomatoes Tropical Fruit	22 Turkey Stuffing Mashed Potatoes Cranberry Relish	23 <b>CLOSED</b>	24 <b>CLOSED</b>
27 Cream Chicken Over Biscuit Mixed Veggies Fruit Cocktail	28 Turkey Sandwich Pepper Strips Blackberries	29 Meatloaf Yams Grapes	30 Hoagie Carrots Apple	



# Vote for Your Favorite Worker!

At a How's It Going? meeting, it was suggested that people have the chance to recognize workers who they thought were doing a great job. So, here's your chance!

If you think someone is really great, tell us why. Fill out this form and send it to Sue Pyles at the Wellness and Recovery Center by Friday, November 10th. Sue will bring all the forms to the HIG? meeting on Monday, November 13th. The group will pick one staff person to be recognized for their good work during the quarter.

Please pick someone who has not won in the past year.

Here's who has won:

Josie Shirey, Eppy Porter, Kim Spiker & Marc Phillips

Person's name \_\_\_\_\_

Why I think this person  
is doing a great job:

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Submitted by: \_\_\_\_\_

# DRIVERS NEEDED



dreamstime.com

**From time to time people have out of town appointments, and they need a ride. We are trying to make a list of people who would be interested in providing rides for a fee. If you are interested in having your name added to this list, please call Sue at the W&R Center @ 301-724-2582 Ext. 105.**

## Archway Wellness & Recovery Van Run

There will be no public buses running on Friday, November 10th. Therefore, the Wellness & Recovery Center will provide transportation from Rose's and back. There is also no Bus Service on 11/23 & 11/24 and the W&R Center will also be closed on these two days.

### Morning run on 11/10:

- 9:15am leaving W&R
- 9:30 am leaving Rose's
- 11:30am leaving CCM
- 12:15pm leaving Rose's

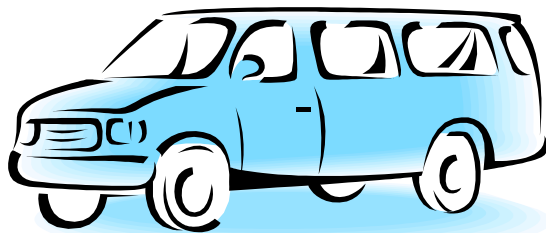
If you need the van to make another stop that isn't listed, please call the Wellness & Recovery Center @ 301-724-2582 Ext. 118, at least 1 day ahead to arrange being picked up.

FYI: This is the link to the new bus schedule and bus route map:

<http://www.gov.allconet.org/ACT/schedules.html>

[http://www.gov.allconet.org/act/printable/Bus\\_Schedule\\_Legal.pdf](http://www.gov.allconet.org/act/printable/Bus_Schedule_Legal.pdf)

On this web page, you can also type in where you want to be picked up, at what time, and where you need to go. It will calculate a bus route for you.





# GETTING AHEAD

In a

## Just-Getting-By World



### **SHARE**

Your experiences

### **BUILD**

Your resources

### **CREATE**

A new future

*You think there is nobody out there that cares. You feel down on your luck. You go to this class and you get the knowledge and it changes your life. I didn't feel like I was in a class and it was something I wasn't stressed about going to. I thought I was going to sit in a room and be taught by a teacher and instead I felt like I was the voice and they listened. It was something to have fun at and also get the know-how of going from poverty to where you want to be. "-*

*Getting Ahead Graduate*

**Join a small group of people once a week for 20 weeks.**

**Transportation and childcare are available if needed.**

**Incentive will be provided to active participants**

**Day/Time:** Wednesdays, 9-11:30am  
**Dates:** August 16, 2017 -January 3, 2018  
**Location:** Centre Street United Methodist Church

**Day/Time:** Tuesdays, 1-3:30pm  
**Dates:** October 10, 2017 – February 27, 2018  
**Location:** Jane Frazier Community Room

**Day/Time:** Wednesdays, 330-6pm  
**Dates:** January 3, 2018- May 16, 2018  
**Location:** Allegany College of Maryland

**Day/Time:** Tuesday, 9-11:30am  
**Dates:** February 6, 2018-June 19, 2018  
**Location:** Downtown YMCA

**To register, call 240-964-8422.**

# Hot German Potato Salad



## Ingredients:

1lb potatoes  
1 ½ oz raw bacon  
2 oz chicken stock  
1 oz apple cider vinegar  
1 oz onions or shallots chopped fine  
¼ tsp garlic chopped fine  
½ tbsp of chopped parsley  
Salt & white pepper to taste

## Directions:

Boil potatoes until tender, but do not overcook. Drain potatoes and spread out on sheet tray to cool. Peel potatoes and cut into ¼ inch thick slices or ½ inch dice. Mix potatoes with remaining ingredients, place them in a baking pan and cover, bake at 300 degrees F for 30 minutes.

\*Add more chicken stock if needed.

# October Trivia Answers

- 1) October is known for being \_\_\_\_\_?
  - a) Apple Month
  - b) Lupus Awareness Month
  - c) Breast Cancer Awareness Month**
  - d) French Fry Month
  
- 2) The birthstones for October are \_\_\_\_\_?
  - a) Pearl and amethyst
  - b) Sapphire and Quartz
  - c) Citron and Diamond
  - d) Tourmaline and Opal**
  
- 3) What is the birth flower for October?
  - a) Lilly
  - b) Mums
  - c) Calendula**
  - d) Rose
  
- 4) Which of the following are recognized for the month of October?
  - a) National Pizza Month
  - b) National Seafood Month
  - c) National Cookie Month
  - d) All of the above**
  
- 5) On what date did Christopher Columbus land in America?
  - a) October 12, 1492**
  - b) September 30, 1472
  - c) October 30, 1472
  - d) October 2, 1492

# November Trivia

- 1) What is November's Birthstone?
  - a) topaz
  - b) amethyst
  - c) ruby
  
- 2) What is November's Flower?
  - a) Daisy
  - b) Petunia
  - c) Chrysanthemum
  
- 3) What major holiday is celebrated November?
  - a) Easter
  - b) Veteran's Day
  - c) Thanksgiving

# October Word Scramble Answers

1. OCTOBER
2. PUMPKIN
3. COSTUME
4. CANDY
5. HALLOWS EVE
6. DRESS UP
7. TREATS
8. TRICKS
9. APPLES
10. GOBLINS



# November Word Scramble

- 1) ABCKL FYIADR
- 2) OIPPGNSH
- 3) SSAEL
- 4) EEOICCSRTNL
- 5) ISTFG
- 6) LLAM
- 7) GTNWAII
- 8) NGLO NEILS
- 9) OYJ
- 10) GNNTCSDIIOU



# Word Search

W	G	E	W	G	E	W	G	H	T	L	A	E	H	E
A	N	Q	G	N	Q	P	O	L	I	T	E	S	N	Q
P	V	W	L	R	W	Y	V	W	L	V	W	R	V	G
P	H	A	O	H	A	O	A	A	O	H	A	E	H	N
R	G	I	P	G	I	T	G	D	P	G	I	N	S	I
E	J	O	I	C	O	I	E	O	I	J	O	N	S	V
C	G	T	H	A	N	K	S	F	K	L	P	A	E	I
I	N	H	T	R	L	S	I	L	U	I	O	M	N	G
A	I	A	C	I	Q	D	P	Q	A	L	Y	H	D	S
T	V	N	E	N	A	N	O	A	O	L	A	A	N	K
E	I	K	P	G	Z	E	I	Z	I	I	T	I	I	N
E	G	F	S	U	S	I	U	M	E	I	S	E	K	A
R	Y	U	E	Y	X	R	A	X	R	Y	X	R	Y	H
F	T	L	R	T	D	F	T	D	F	T	D	F	T	T
C	R	J	C	R	E	D	U	T	I	T	A	R	G	J

See how many of these newspaper related words you can find in the puzzle.  
The words can be forward, backward or diagonal.

Created by Sue Lindlauf  
Grand Forks Herald 2012

1. GIVING
2. THANKS
3. THANKSGIVING
4. HOLIDAY

5. GRATEFUL
6. GRATITUDE
7. KINDNESS
8. CARING

9. FAMILY
10. FRIENDS
11. HEALTH
12. APPRECIATE

13. RESPECT
14. THANKFUL
15. POLITE
16. MANNERS

# **Archway Station's Complaint Process**

## **Before Using the Complaint Procedure**

Remember, many times things can be worked out if people just talk things out. If you really think someone's done you wrong, try to tell the person what you're feeling. It's important to do that respectfully. It's important to be open, honest, and adult-to-adult. A beginning conversation might go something like this, "When you did \_\_\_\_\_, it made me feel \_\_\_\_." Sometimes it helps to practice what you're going to say. Try it!

## **Complaint Process**

- It's meant to be quick and EASY.
- No matter what you complain about, no one will hold it against you.
- Forms are posted throughout the agency.
- Ask anyone to help support you.
- The BEST way to resolve an issue is try & talk directly with the person to work things out.
- If that's not possible, talk to your TEAM LEADER.
- The Compliance Officer will review the complaint and try to resolve things if that becomes necessary.
- If necessary, Executive Director gets INVOLVED.
- The Board's Review Committee makes FINAL decision.

*If you have any questions about this process, contact  
Archway's Compliance Officer at 777-1700 Ext. 125*

## **Summary of Complaints November 2017**

**No complaints have been received since the last issue of *Short Takes*. There is nothing to report.**

# Archway Station's Complaint Form

Any person receiving or providing services may use this form. Follow the step-by-step process.

Your name: \_\_\_\_\_

Today's date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Your complaint: \_\_\_\_\_

\_\_\_\_\_

What you want done: \_\_\_\_\_  
(use another page if necessary)

\_\_\_\_\_ (use another page if necessary)  
**STEP 1: Talk to the person(s) directly involved with your complaint. If you can't or if you're not satisfied, talk with the person's Team Leader. TL must follow up within 2 wks.**

Team Leader: \_\_\_\_\_ Date discussed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Results of discussion: \_\_\_\_\_

\_\_\_\_\_ (use another page if necessary)

Complaint: \_\_\_\_ has been resolved (end of process) \_\_\_\_\_  
\_\_\_\_ has not been resolved Signature of person making complaint  
(provide a copy to the person)

In either case, send the form to Archway's *Compliance Officer*.

**STEP 2: Complaint review by the Compliance Officer.**

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date reviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_ (**within 2 weeks**) With whom: \_\_\_\_\_

Results of Review: \_\_\_\_\_

\_\_\_\_\_ (use another page if necessary)

Complaint: \_\_\_\_ has been resolved (end of process) \_\_\_\_\_  
\_\_\_\_ has not been resolved Signature of person making complaint  
(provide a copy to the person)

If not resolved, send form to Archway's *Executive Director*.

**STEP 3: Complaint reviewed by Executive Director**

Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date reviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_ (**within 2 weeks**) With whom: \_\_\_\_\_

Results of Review: \_\_\_\_\_

\_\_\_\_\_ (use another page if necessary)

Complaint: \_\_\_\_ has been resolved (end of process) \_\_\_\_\_  
\_\_\_\_ has not been resolved Signature of person making complaint  
(provide a copy to the person)

If complaint is not resolved, ED communicates the situation to the Board's Review Committee and follows recommendations of the Committee which are due in 2 weeks. Documentation of all complaints are kept by the Compliance Officer.

# Attention!

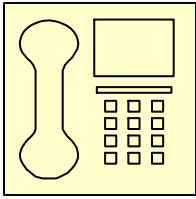
Material beyond this point doesn't change often, therefore, we will only include it quarterly.

If there is a change to any of this information in between times, we will alert you.

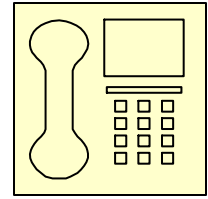
Be mindful:

If you use this information regularly, please keep this copy on hand.

Your next copy with this information included will be in the February Short Takes.



## **REACHING YOUR TEAM**



**Keep this directory handy to help you reach your team  
and other Archway staff**

**408 North Centre St (301-777-1700):**

Team 1 - press 1

Team 2 - press 2

Team 3 - press 3

Referrals- press 4

Chantal - Ext. 125

**Wellness and Recovery Center (301-724-2582):**

Children And Young Adult's - press 2

DDA - press 3

Wellness & Recovery Center Staff - press 4

Targeted Case Management - press 5

**24hr. Residential - (previously Longview)**

**301-777-3208**

**My HSW's extension is \_\_\_\_\_**

W&R CENTER'S SCHEDULE  
MONDAY-WEDNESDAY-FRIDAY

**9:00 - 9:30**  
**9:30 - 10:00**  
**10:00 - 10:10**  
**10:10 - 10:30**  
**10:30 - 10:40**  
**10:40 - 11:00**  
**11:00— 11:45**  
**11:45 - 12:05**  
**12:05 - 12:15**  
**12:15 - 12:35**  
**12:35 - 12:45**  
**12:45 - 1:00**  
**1:30**

**WELCOME & SNACK**  
**GROUP # 1 STARTS**  
**BREAK**  
**2nd PART OF GROUP #1**  
**BREAK**  
**3rd Part of Group #1**  
**LUNCH**  
**GROUP # 2 STARTS**  
**BREAK**  
**2nd PART OF GROUP #2**  
**BREAK**  
**3rd PART OF GROUP #2**  
**CENTER CLOSES**



*If the weather is bad, the Center will go by what the Allegany County Transit System is doing. If they don't run, we don't open. If they don't start running until after 9 am, we open when they start running. Please listen to your radio when the weather is bad.*

## **Attention!**



*Tuesday & Thursday the Center is closed. Center staff will meet folks downtown @ 9am every Thursday and on Tuesday by request only to participate in Community Integration Activities. Please join us!*

## **Cab Issues**

*If you have a complaint about the cab services while using a cab voucher, please call Terri Stevenson @ 408 Centre Street 301-777-1700 Ext. 117.*

# Earning Recovery Points!

Another way you can have some fun is by earning **enough recovery points** to be able to attend **special community-based activities** one time a week. **If you earn four (4) recovery points during the week, the following week you can be part of a community activity.**

Some examples of activities are: swimming, bowling, canoeing, art exhibits, or special events. You can earn recovery points through any combination of the various level of supports below.

Level of Participation	Points Per Day	Pts. Earned from Previous Week
Get in a group or activity	One group or more a day	1 point a day
Volunteer at the Center	One hour or more a day	2 points a day
Volunteer in the Community	One hour or more a day	3 points a day

## EXAMPLES OF HOW YOU CAN EARN ENOUGH RECOVERY POINTS TO PARTICIPATE IN A COMMUNITY ACTIVITY:

- #1 Group Participant: Attend one (1) group a day for four (4) days = 4 recovery points.
- #2 Volunteer at the Center: One (1) hour a day = two (2) points and participate in two (2) groups is a total of 4 recovery points.
- #3 Volunteer in the Community : One (1) hour per day = three (3) points and participate in one (1) groups for a total of four (4) recovery points.
- #4 Combination: Any combination of the above totaling four (4).



Call Sue Pyles for More  
Information

301-724-2582 Ext. 105





# Volunteer Opportunities!

Feel Fulfillment and Purpose

## Center Volunteer Positions:

- Kitchen Aide
- Maintenance Aide
- Short Takes Staff
- Clerical Aide
- Group Leaders
- Store



Process for moving up from Center Volunteer to Community Volunteer:

After you have been successfully volunteering at the Wellness and Recovery Center (W&R), you may become eligible to begin volunteer work in the community. W&R Workers give feedback to all volunteers and let them know how they are doing. If you are interested in moving up to Community Volunteer, talk to a Center HSW and ask how you are doing and what improvements you might need to work on to become a Community Volunteer. The Team Leader and Center HSW decide who should be volunteering in the community based on individual performance.

## Community Volunteer Options:

- Food Bank Worker
- Downtown Mall Worker
- Dog walker (as available)
- Recycling
- Food Box Worker, etc.
- Other opportunities as they become available



## Characteristics of a Good Volunteer:

- Reliable—Completes volunteering duties at Center as assigned.
- Honest—Tells the truth about things—maybe even when it is hard to tell the truth. Admits mistakes.
- Accepts Feedback and Direction—Able to hear critique of work from W&R Center staff; able to take directions and follow them.
- Positive Attitude—Shows a happy, upbeat attitude about the work.
- Team Player—Gets along well with others.
- Mature Person—Acts like an adult; uses appropriate language; no horseplay.
- Safety Conscious—Uses equipment safely and doesn't take risks.
- Goal Oriented—Stays on the task at hand.

## Food Club

### **What Is The Food Club?**

The food club is a voluntary membership program to help your food budget last longer. The program is through the Western Maryland Food Bank and is operated by Archway's Wellness & Recovery Center.

### **How Does The Food Club Work?**

You donate at least a \$6.00 membership fee every month and we'll (staff with help from members) deliver a box of food and non-food items to your home. You need to pay your donation at time of delivery.

### **How Do I Join?**

Get an Application and Receipt & Release Form from your Human Service Worker. Fill out both forms and ask your HSW to turn them into the Wellness & Recovery Center.

### **That's It!**

Someone from the Wellness & Recovery Center will call you to confirm a delivery date.

Below is the delivery schedule. If you have any questions, please call Rhiannon or Sue at the Wellness and Recovery Center @ 301-724-2582 Ext. 118 or 105.

### **Delivery Schedule**

Cumberland

9:30am – 11:00am on one **Monday** per month—**see date on Community Volunteer Schedule**

LaVale / Frostburg / Lonaconing / Barton / Westernport / Rt.220:

11:45am-1:00pm on one **Friday** per month—**see date on Community Volunteer Schedule**

## **Archway Station, Inc.**

### **Individual Rights & Responsibilities**

#### **Your rights**

- We will treat you with courtesy and respect, even when we're working through a problem.
- We'll respect your culture and spiritual life.
- We'll give you information so that you can make informed decisions.
- While we're providing you services, there won't be any mental, physical, verbal, or sexual abuse or neglect from staff. Staff won't humiliate you.
- Staff will not take advantage of you, especially when it comes to your money and things you own.
- We don't use any sort of chemical restraint. When providing mental health services, physical restraints are not used. When providing services funded by the Developmental Disabilities Administration, physical restraints are used only when pre-approved as part of the person's behavioral plan.
- We will protect your privacy. Your records are protected and aren't available to staff who don't need to see them.
- You can see your Archway records by asking to do so. We'll respond quickly.
- We share information about you only with your permission.
- You have the right to develop your Individual Plan, as well as the right to have other people help you write it.
- We will do our best to resolve any of your complaints quickly. No one will hold it against you if you complain.
- We'll let you know how to contact self-help and advocacy services.
- We support your right to follow or not follow your treatment and health plans, including medications.

#### **Your responsibilities**




Our services are based on a partnership between you and the staff. We'll work together to write a plan that will help you reach your goals and follow through with the action steps. Your responsibilities include:

- Make choices that help you stay healthy & meet your goals.
- Participate in activities that promote physical, emotional, and spiritual health.
- Learn about your disability and treatment options.
- Understand benefits, risks, and side effects of medication so you can make informed choices.
- Apply for all eligible entitlement benefits.
- Participate in mental health treatment.
- Keep your appointments.
- Honor Archway's "Respecting Each Other" statement.
- Pay your portion or copay for services (if required).
- Respect Archway property as well as property of other services users.
- Report suspected fraud and abuse.

We'll review these rights and responsibilities when you start services and each July. If you ever need any of this information explained or if you feel your rights have been violated, contact Archway's Compliance Officer at 301-777-1700, Ext 125. You can also fill out a complaint. Forms are posted at agency buildings.




# Alegany County Transit

Questions? Please call 301-722-6360 Monday - Friday 8 am to 4 pm -- Or visit our website: <http://alleganygov.org>  
am times (shown in light type)    **pm times** (shown in **bold** type)

 = Cumberland Roses Stop     = Country Club Mall (*Theaters*)     = Country Club Mall (*Walmart*)  
*Schedule Effective January 1, 2017*

## Red Line




Monday to Friday 7:30 am - 4:00 pm

	Downtown To Willowbrook Rd							Downtown to South Cumberland						
Cumberland Roses	Kent Ave ( <i>Johnson Heights</i> ) *	Health Department	WMHS Regional Medical Ctr	Alegany College of MD	Finan Center	Decatur St & Baltimore Ave	Cumberland Roses	Cumberland Martin's	HRDC Virginia Ave	Potomac St & Virginia Ave	HRDC Virginia Ave	Cumberland Martin's	Cumberland Roses	
7:30	7:35	7:39	7:41	7:44	7:18	7:52	8:00	--	--	--	--	--	--	
8:00	8:05	8:09	8:11	8:14	8:14	8:22	8:30	8:33	8:37	8:41	8:47	8:50	8:56	
9:00	9:05	9:09	9:11	9:14	9:18	9:22	9:30	9:33	9:37	9:41	9:47	9:50	9:56	
10:00	10:05	10:09	10:11	10:14	10:18	10:22	10:30	10:33	10:37	10:41	10:47	10:50	10:56	
11:00	11:05	11:09	11:11	11:14	11:18	11:22	11:30	11:33	11:37	11:41	11:47	11:50	11:56	
<b>1:00</b>	<b>1:05</b>	<b>1:09</b>	<b>1:11</b>	<b>1:14</b>	<b>1:18</b>	<b>1:22</b>	<b>1:30</b>	<b>1:33</b>	<b>1:37</b>	<b>1:41</b>	<b>1:47</b>	<b>1:50</b>	<b>1:56</b>	
<b>2:00</b>	<b>2:05</b>	<b>2:09</b>	<b>2:11</b>	<b>2:14</b>	<b>2:18</b>	<b>2:22</b>	<b>2:30</b>	<b>2:33</b>	<b>2:37</b>	<b>2:41</b>	<b>2:47</b>	<b>2:50</b>	<b>2:56</b>	
<b>3:00</b>	<b>3:05</b>	<b>3:09</b>	<b>3:11</b>	<b>3:14</b>	<b>3:18</b>	<b>3:22</b>	<b>3:30</b>	<b>3:33</b>	<b>3:37</b>	<b>3:41</b>	<b>3:47</b>	<b>3:50</b>	<b>3:56</b>	

\* If you need to go to Urology Associates or Alegany Regional Complex on Williams Rd, please request the driver to stop when you pay your fare





## Blue Line

Monday to Friday 8:00 am - 4:30 pm

	Downtown to White Oaks							Downtown to Willowbrook Rd						
Cumberland Roses	Cumberland Martin's	S.Cumb. Marketplace ( <i>Sav-a-lot</i> )	Mountain View Apts/ Cascades	Archway / Jane Frazier	Cumberland Martin's	Cumberland Roses	Decatur St & Baltimore Ave	WMHS Regional Medical Cntr	Alegany College of MD	Cumberland Meadows/ Willowbrook Woods	Decatur St & Baltimore Ave	Cumberland Roses		
8:00	8:03	8:11	8:13	8:15	8:20	8:30	8:34	8:39	8:40	8:45	8:51	8:55		
9:00	9:03	9:11	9:13	9:15	9:20	9:30	9:34	9:39	9:40	9:45	9:51	9:55		
10:00	10:03	10:00	10:13	10:15	10:20	10:30	10:34	10:39	10:40	10:45	10:51	10:55		
11:00	11:03	11:11	11:13	11:15	11:20	11:30	11:34	11:39	11:40	11:45	11:51	11:55		
<b>1:00</b>	<b>1:03</b>	<b>1:11</b>	<b>1:13</b>	<b>1:15</b>	<b>1:20</b>	<b>1:30</b>	<b>1:34</b>	<b>1:39</b>	<b>1:40</b>	<b>1:45</b>	<b>1:51</b>	<b>1:55</b>		
<b>2:00</b>	<b>2:03</b>	<b>2:11</b>	<b>2:13</b>	<b>2:15</b>	<b>2:20</b>	<b>2:30</b>	<b>2:34</b>	<b>2:39</b>	<b>2:40</b>	<b>2:45</b>	<b>2:51</b>	<b>2:55</b>		
<b>3:00</b>	<b>3:03</b>	<b>3:11</b>	<b>3:13</b>	<b>3:15</b>	<b>3:20</b>	<b>3:30</b>	<b>3:34</b>	<b>3:39</b>	<b>3:40</b>	<b>3:45</b>	<b>3:51</b>	<b>3:55</b>		
<b>4:00</b>	<b>4:03</b>	<b>4:11</b>	<b>4:13</b>	<b>4:15</b>	<b>4:20</b>	<b>4:30</b>								





## Green Line

Monday to Friday 7:30 am - 4:00 pm

	Downtown to Bedford Rd					Downtown to LaVale and Mall						Mall to Cresaptown				
Cumberland Roses	Naves Cross Rd <i>(Sheetz)</i>	Western MD Recovery	Bedford Rd & Acre Ln <i>(VFD)</i>	Bedford St & Marietta St	Cumberland Roses	Centre St & Valley St	Nat'l Hwy & Campground d Rd <i>(D'Attri's)</i>	LaVale Plaza <i>(Ollie's)</i>	Red Hill Plaza	Braddock Sq <i>(Gabriel Brothers)</i>	Country Club Mall <i>(Theaters)</i>	US220 & Moss Ave <i>(Shooters)</i>	Goodwill Industries	Greene St & Fayette St <i>(Dingle)</i>	Kelly Rd <i>(YMCA)</i>	Cumberland Roses
7:30	7:35	7:39	7:43	7:51	8:00	8:05	8:15	8:18	8:20	8:21	8:30	8:40	8:43	8:52	--	8:57
9:00	9:05	9:09	9:13	9:21	9:30	9:35	9:45	9:48	9:49	9:51	10:00	10:10	--	10:18	10:20	10:27
10:30	10:35	10:39	10:43	10:51	11:00	11:05	11:15	11:18	--	11:21	11:30	11:40	--	11:48	11:50	11:57
<b>1:00</b>	<b>1:05</b>	<b>1:09</b>	<b>1:13</b>	<b>1:21</b>	<b>1:30</b>	<b>1:35</b>	<b>1:45</b>	<b>1:48</b>	--	<b>1:51</b>	<b>2:00</b>	<b>2:10</b>	--	<b>2:18</b>	<b>2:20</b>	<b>2:27</b>
<b>2:30</b>	<b>2:35</b>	<b>2:39</b>	<b>2:43</b>	<b>2:51</b>	<b>3:00</b>	<b>3:05</b>	<b>3:15</b>	<b>3:18</b>	--	<b>3:21</b>	<b>3:30</b>	<b>3:40</b>	<b>3:43</b>	<b>3:52</b>	<b>3:50</b>	<b>3:57</b>

## Gold Line





Monday to Friday 8 am - 4:30 pm





	Downtown via Dingle to Mall				LaVale via Route 40 to Frostburg to Mall												
Cumberland Roses	Lee St & Paca St ( <i>Queen City Towers</i> )	Greene St & Fayette St ( <i>Dingle</i> )	Country Club Mall ( <i>Theaters</i> )	Weis Market	Frostburg Plaza ( <i>ACS</i> )	Bowery St & Paul St	Braddock Rd ( <i>Active Network</i> )	College Ave & Maple St	State St & Broadway ( <i>Meshach Frost Vil</i> )	Main St ( <i>Palace Theater</i> )	Frostburg Plaza ( <i>ACS</i> )	Weis Market	Country Club Mall ( <i>Theaters</i> )	National Hwy & Long Dr	Cumberland Roses		
8:00	<-----Express via I-68----->						8:15	8:20	8:23	8:27	8:32	<-Express via National Hwy->				8:54	
9:00	9:05	9:09	9:20	9:31	9:34	9:39	--	9:41	9:44	9:48	9:53	9:55	10:10	10:14	10:26		
10:30	<Express to Mall>		10:40	10:51	--	10:59	--	11:10	11:12	11:16	11:21	--	11:30	--	--		
--	--	--	11:35	11:51	11:54	11:59	--	1:10	1:12	1:16	1:21	1:25	1:40	1:44	1:56		
<b>2:00</b>	<b>2:05</b>	<b>2:09</b>	<b>2:20</b>	<b>2:31</b>	<b>2:34</b>	<b>2:39</b>	--	<b>2:41</b>	<b>2:44</b>	<b>2:48</b>	<b>2:53</b>	<b>2:55</b>	<b>3:10</b>	<b>3:14</b>	<b>3:26</b>		
<b>3:30</b>	<Express to Mall>		<b>3:40</b>	<b>3:51</b>	<b>3:54</b>	<b>3:59</b>	<b>4:05</b>	<b>4:10</b>	<b>4:12</b>	<b>4:16</b>	<-----Express via Interstate 68----->				<b>4:30</b>		

SHADED TRIPS WILL ONLY OPERATE when Frostburg State University is **NOT** in Fall or Spring session:





January 1 - 29, 2017; March 18 - 26, 2017; May 25 - August 27, 2017; November 22 - 26, 2017; December 19, 2017 - January 29, 2018




Purple Line



Tuesday & Friday													
	Kelly Rd to Seton Dr to Mall				Mall to Lonaconing and Westernport					Mall to Seton Dr to Kelly Rd			
Cumberland Roses	Kelly Rd <i>(YMCA)</i>	Lee St & Paca St <i>(Queen City Towers)</i>	Seton Dr <i>(Lions Rehab Center)</i>	Country Club Mall <i>(Theaters)</i>	MD 36 & Douglas Ave <i>(Lonaconing)</i>	MD 135 at <i>(McDonald's)</i>	Westernport Senior Center	MD 36 & Douglas Ave <i>(LanaLu Apts)</i>	Country Club Mall <i>(Theaters)</i>	Seton Dr <i>(Lions Rehab Center)</i>	Greene St & Fayette St <i>(Dingle)</i>	Kelly Rd <i>(YMCA)</i>	Cumberland Roses
8:00	8:07	8:10	8:19	8:30	8:55	9:15	9:17	9:30	9:55	10:05	10:10	10:16	10:25 -->
1:30	1:37	1:40	1:49	2:00	2:25	2:45	2:47	3:00	3:25	3:35	3:40	3:46	3:55

	Downtown to LaVale and Mall					Mall to Cresaptown and Cumberland				Downtown to Bedford Road				
Cumberland Roses	Centre St & Valley St	National Hwy/Campground Rd (D'Atri's)	LaVale Plaza (Ollie's)	Braddock Sq (Gabriel Brothers)	Country Club Mall (Theaters)	US220 & Moss Ave (Shooters)	Greene St & Fayette St (Dingle)	Kelly Rd (YMCA)	Cumberland Roses	Naves Cross Rd (Sheetz)	Western MD Recovery	Bedford Rd & Acre Ln (VFD)	Bedford St & Marietta St	Cumberland Roses
10:30	10:35	10:45	10:48	10:51	11:00	11:10	11:18	11:20	11:30	11:35	11:39	11:43	11:51	12:00

Evening Service/ Yellow Line

Monday to Friday 3:50 pm - 8:00 pm															
Downtown to White Oaks and South				Downtown to Willowbrook Rd				Mall Express via Dingle & I-68					Downtown to Willowbrook Rd		
Virginia Ave & Offutt St	HRDC Virginia Ave	Cumberland Martin's	Cumberland Roses	Naves Cross Rd <i>(Sheetz)</i>	WMHS Regional Medical Ctr	Allegany College of MD	Decatur St & Baltimore Ave	Cumberland Roses	Lee St & Paca St <i>(Queen City Towers)</i>	Greene St & Fayette St <i>(Dingle)</i>	Country Club Mall <i>(Theaters)</i>	Cumberland Roses	WMHS Regional Medical Ctr	Allegany College of MD	Decatur St & Baltimore Ave
3:50	3:53	3:56	4:00	4:16	4:22	4:25	4:28	4:30	4:37	4:40	4:45	5:05	5:13	5:15	5:20

	Downtown to White Oaks and South Cumberland									LaVale via US 40 to Frostburg					
Cumberland Roses	Cumberland Martin's	South Cumberland Market Place	Mountain View Apts/ Cascades	Archway / Jane Frazier	Virginia Ave & Offutt St	HRDC Virginia Ave	Cumberland Martin's	Cumberland Roses	Country Club Mall <i>(Theaters)</i>	LaVale Plaza <i>(Ollie's)</i>	Weis Market/ Frostburg Plaza	Annapolis Hall	Edgewood Commons	Braddock Rd <i>(Active Network)</i>	College Ave & Maple St
5:25	5:30	5:36	5:40	5:42	5:58	6:00	6:02	6:05	6:15	6:25	6:34	6:44	6:45	6:46	6:48

Frostburg via US 40 to LaVale						Downtown to White Oaks and South Cumberland			
Main St <i>(Palace Theater)</i>	Frostburg Plaza/Weis Market	Braddock Sq <i>(Gabriel's)</i>	Country Club Mall <i>(Theaters)</i>	Cumberland Roses	Cumberland Martin's	South Cumberland Market Place	Mountain View Apts/Cascades	Archway / Jane Frazier	Virginia Ave & Offutt St
6:54	6:57	7:08	7:15	7:30	7:33	7:45	7:50	7:52	8:00













Fares

\$2.00 cash - No transfer fees.

Passengers 5 and under ride free with fare-paying passenger.

Half fares are available for those with Medicare, and qualifying ACT-issued half fare cards. Call 301-722-6360 for information about qualifications and application details.

Silver Line

Monday to Friday 5:55 am - 2:35 pm																	
South Cumberland			To Willowbrook Rd					Downtown to LaVale via US 40					Express to Frostburg via I-68				
Virginia Ave & Offutt St <i>(CSX)</i>	Opposite HRDC Virginia Ave	Cumberland Roses	Decatur St & Baltimore Ave	WMHS Hospital	Allegany College of MD	Decatur St & Baltimore Ave	Cumberland Roses	Centre St & Valley St	National Hwy & Long Dr	National Hwy & Vocke Rd <i>(D'Atri's)</i>	Braddock Sq <i>(Gabriel's)</i>	Country Club Mall <i>(Walmart)</i>	Braddock Rd <i>(Active Network)</i>	Main St <i>(Palace Theater)</i>	Frostburg Plaza <i>(ACS)</i>	Country Club Mall <i>(Walmart)</i>	
5:55	6:00	6:05	6:09	6:14	6:17	6:23	6:25	6:30	6:42	6:45	6:48	7:00	7:12	7:20	7:26	7:35	
Cresaptown & Cumberland			Downtown to South Cumberland and Allegany Nursing Home & Adult Day Care														
US220 & Moss Ave <i>(Shooters)</i>	Greene St & Fayette St <i>(Dingle)</i>	Cumberland Roses	Mechanic St. <i>(JFK Apts)</i>	Maryland Ave & Cecila St	Park St & Central Ave	Baltimore Ave & Decatur	Maryland Ave & Oldtown Rd	Mountain View Apartments	Oldtown Rd & Race St	Virginia Ave & Potomac St	Maryland Ave & Cecila St	Park St Gilcrist Center	Valley St & Henderson Ave	Allegany Nursing Home & Adult Day Care	Mechanic St & Franklin St <i>(JFK Apts)</i>	Mechanic St <i>(JFK Apts)</i>	Cumberland Roses
7:45	7:52	8:00	8:05	8:08	8:10	8:12	8:21	8:27	8:38	8:45	8:55	8:58	9:00	9:02	9:12	9:15	9:30
	Greene St & US 220 to Mall				Braddock Road & Lavale to Frostburg							ARRIVES TO	Frostburg to LaVale				
Cumberland Roses	Lee St & Paca St <i>(Queen City Towers)</i>	Greene St & Fayette St <i>(Dingle)</i>	US220 & Moss Ave <i>(Pit &amp; Go)</i>	Country Club Mall <i>(Walmart)</i>	Seton Dr <i>(Lions Center)</i>	LaVale Plaza <i>(Ollie's)</i>	Weis Market	Frostburg Plaza <i>(ACS)</i>	Bowery St & Paul St	College Ave & Maple St	State St & Broadway <i>(Meshach Frost Vil)</i>	Main St <i>(Palace Theater)</i>	Weis Market	Country Club Mall <i>(Walmart)</i>	Seton Dr <i>(Lions Center)</i>	National Hwy & Long Dr	Cumberland Roses
9:30	9:35	9:37	9:43	10:00	10:10	10:20	10:35	10:40	10:45	10:47	10:50	10:54	10:59	11:15	11:25	11:35	11:50
	Allegany Nursing Home & Adult Day Care to Downtown						South Cumberland to Downtown										
Cumberland Roses	Henderson Ave & Glenn St.	Valley St & Henderson Ave	Allegany Nursing Home & Adult Day Care	Valley St & Mechanic St	Mechanic Street <i>(JFK Apts)</i>	Cumberland Roses	Maryland Ave & Cecila St	Park St & Central Ave	Baltimore Ave & Decatur St.	Maryland Ave & Oldtown Rd	Mountain View Apartments	Oldtown Rd & Race St	Virginia Ave & Potomac St	Opposite HRDC	Cumberland Martin's	Cumberland Roses	
12:50	12:53	12:55	1:00	1:20	1:25	1:30	1:33	1:35	1:37	1:43	1:55	2:15	2:20	2:25	2:30	2:35	

Schedule Effective January 1, 2017

## *Local & Regional Resources*

### **Physical Fitness**

**YMCA Riverside Rec. Center –601 Kelly Road– Cumberland**

**Phone : 301-777-9622**

**Hours of operation : Open 7 days a week.**

**Income –based membership (Call for information).**

**Some highlights: indoor swimming pool, a therapy pool, wall climbing, fitness center, indoor walking track, gym and more.**



### **WELLNESS & RECOVERY PROGRAM**

**Hope Station 632 N. Centre Street, Cumberland, MD 21502**

**Phone: 240-362-7168 Fax: 240-362-7170**

**email: [HOPEStation@atlanticbbn.net](mailto:HOPEStation@atlanticbbn.net)**

**Dan Snyder, Program Director Kelly Snyder, Advocate**

**This program is run by people recovering from mental illness for people recovering from mental illness.**

**Hours of operation:**

**Monday—Friday 9:00am-5:00pm**

**Transportation Available (call for more Information)**





State of Maryland  
Department of Human Resources

Tel: 301-784-7000  
Fax: 301-784-7243  
TTY: 301-784-7250



Allegany County Department of Social Services

Richard E. Paulman, Ed.D., Director  
One Frederick Street  
Cumberland, Md 21502

**Housing Resources – Allegany County**  
January 2016

**Public Housing**

**Allegany County Housing Authority – 301-759-2880, 701 Furnace Street, Cumb, MD**

- Grande View Apartments (Elderly or Disabled)
- Willow Valley Apartments (Elderly or Disabled)

**Cumberland Housing Authority – 301-724-6606, 635 E. First Street, Cumberland, MD**

- Jane Frazier Village
- Fort Cumberland Homes
- Banneker Gardens
- John F. Kennedy Apartments (Elderly & Disabled)
- Queen City Towers (Elderly & Disabled)

**Frostburg Housing Authority – 301-689-9700, 101 Meshach Frost Village, Frostburg, MD**

- Meshach Frost Village

**YMCA Housing Programs – 205 Baltimore Avenue, Cumberland, MD 21502**

- Men's Housing Unit: 28 private rooms, shared kitchen/bath  
Rent: \$265 per month Call 301-724-5445 Ext 113 to apply
- Family Housing Units: 1 Bedroom Units, Rent: \$385, 2 Bedroom Units, Rent: \$425  
Have own bath and kitchenette. Total of 11 units Call 301-724-5445 Ext 102 to apply
- Women's Single Units: 4 private units, shared kitchen/bath  
Rent: \$295 per month. Call 301-724-5445 Ext 108 to apply
- Community Supportive Housing Program: 20 slots for housing in the community that are supported thru funds from YMCA. All or portion of rent will be paid for limited time.  
Call 301-724-5445 Ext 112 to apply.

**HUD/RAP Program (Rent Assistance)**

**HRDC, 125 Virginia Avenue, Cumberland, MD 21502 Phone 301-783-1880**

- Wait List for HUD/Section 8 is closed as of December 12, 2013. No new applications can be added to wait list until further notice from HRDC.
- RAP (Rent Allowance Program) has limited funding. RAP office maintains 3 month wait list, then applicants must reapply.

**Applicants for RAP must:**

- Be truly homeless or have court ordered eviction notice
- Have a referral from a homeless shelter or Department Social Services
- Have some type of income since RAP grant only pays part of monthly rent

## Fair Housing Laws

### City of Cumberland

Chapter 9 of the Cumberland Code makes it illegal to discriminate in the sale or rental of housing based on race, color, religion, national origin, age, sex, sexual orientation, marital status, familial status, or physical or mental disability. The Human Relations Commission (HRC) investigates and conciliates complaints filed under Chapter 9.

### The Federal Government

The Fair Housing Amendments Act makes it illegal to discriminate in the sale or rental of housing on the basis of race, color, religion, national origin, sex, disability, or familial status. The Department of Housing and Urban Development investigates and conciliates housing complaints filed under the Fair Housing Amendments Act of 1988 (FHAA). Persons who consider themselves to be victims of housing discrimination can file suit in Federal Court.

### Related federal laws include:

*Section 504 of the Rehabilitation Act  
Americans with Disabilities Act  
Equal Credit Opportunity Act*

### The State of Maryland

Title 20 of the MD Annotated Code makes it illegal to discriminate on the bases of race, sex, familial status, color, national origin, age, religion, marital status, sexual orientation, genetic testing, physical and/or mental disability. The MD Commission on Human Relations investigates and conciliates complaints filed under Title 20. Real Estate Law (BOP, Section 16-526), forbids discriminatory practices by real estate brokers or agents, putting them at risk of losing their license. The Real Estate Commission enforces this law.

## Fair Housing Laws

Title VIII of the Civil Rights Act of 1968, commonly known as the Fair Housing Act forbids discrimination based on race, color, religion or national origin in the sale, rental or financing of housing. In 1974, discrimination on the basis of sex was added. In 1988 Congress passed the Fair Housing Amendments Act that added people with mental and physical disabilities and families with children to the list of people protected by the Act. The amended law requires many public and private owners, developers and operators of housing to change any policies and practices that exclude people with disabilities. Also, any new multi-family housing built to be occupied for the first time after March 13, 1991 must be architecturally accessible. The 1988 amendments also created a stronger enforcement system, making it easier to file a complaint and to remedy discriminatory housing practices. Chapter 9 of the City of Cumberland Code extends the above protection to persons on the bases of their source of income, sexual orientation, age and family responsibilities.

## To File A Complaint

### Contact:

Cumberland Human Relations Commission  
57 N. Liberty Street  
Cumberland, MD 21502  
[joliver@allconet.org](mailto:joliver@allconet.org)  
[www.ci.cumberland.md.us](http://www.ci.cumberland.md.us)  
(301) 759-6433

Maryland Commission on Human Relations  
6 Saint Paul St.  
Baltimore, Maryland 21202  
[www.mchr.state.md.us](http://www.mchr.state.md.us)  
(800) 637-6247

U.S. Department of Housing Urban  
Development  
10 S. Howard St., 5th Floor  
Baltimore, MD 21201  
[md\\_webmanager@hud.gov](mailto:md_webmanager@hud.gov)  
[www.hud.gov](http://www.hud.gov)  
1-(800) 955-2232

### Are they Support Animals or Pets

The Fair Housing Amendments Act of 1988, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act protect the right of people with disabilities to keep emotional support animals, even when a landlord's policy explicitly prohibits pets. Because emotional support and service animals are not "pets," but rather are considered to be more like assistive aids such as wheelchairs, the law will generally require the landlord to make an exception to its "no pet" policy so that a tenant with a disability can fully use and enjoy his or her dwelling.

## HUMAN RELATIONS COMMISSION CUMBERLAND, MARYLAND

### FAIR HOUSING FOR PERSONS WITH DISABILITIES

How to Recognize  
Discriminatory  
Housing Practices



WE DO BUSINESS IN ACCORDANCE  
WITH THE FEDERAL HOUSING LAW



## Who is protected by Fair Housing Laws?

Fair Housing Laws provides protection from housing discrimination for housing applicants, tenants and buyers with any kind of disability. Whether it is a hearing or vision impairment, mental illness, physical disability, mental retardation, AIDS or HIV infection, epilepsy, cerebral palsy or any condition which substantially limits one or more major life activities. If you use a walker or a wheelchair, or have an assistive animal or a personal-care attendant, these laws protect you against housing discrimination. You're also covered if you have a record of having a mental or physical disability or if you are regarded as having a mental or physical disability.

### Who must comply?

Property owners, landlords, housing managers, real estate agents, brokerage service agencies and lending institutions must comply. The Fair Housing Laws cover both privately owned housing and housing subsidized by federal funds, such as low-income public housing. Multi-family housing constructed for first occupancy after March 13, 1991 must comply with guidelines that make the complex adaptable for persons with disabilities. If the complex does not have an elevator, all first floor units must be adaptable. If there is an elevator, then all units on all floors must be built in compliance with the guidelines. Adaptable features include an accessible route from the parking to the entrance to the unit; an accessible entrance into the unit; maneuvering space throughout the unit; light switches, electric plugs and environmental controls at specified heights; usable space in the kitchen and bathroom, and reinforcements in the bathroom walls for addition of grab bars. In addition, tenants must be able to access areas of public use, such as the rental office, laundry facilities, mailboxes, and recreational facilities.

## REASONABLE ACCOMMODATION

Fair Housing Laws require that housing providers make reasonable accommodations in their rules, policies, practices or services to give a person with a disability an equal opportunity to use and enjoy a dwelling unit or common space. Accommodations are "reasonable" when they're practical and feasible.

### How can you get a reasonable accommodation?

You must request it. As the tenant, you have the responsibility to ask for an accommodation when it's needed.

### How about assistive animals?

Any tenant who is in medical need of an assistive animal is protected even *if the housing development has a "No Pets" policy.*

### Can you get reserved parking?

Persons with disabilities have the right to request that landlords reserve them safe and convenient parking in close proximity to their living unit.



## REASONABLE MODIFICATION

When physical changes to your own unit are necessary to accommodate your disability, the housing provider must let you make them, if you pay for them yourself, as long as the changes are reasonable. The housing provider can require you to restore the premises reasonably to its original condition when you leave. If you are unable to pay for reasonable modifications that are necessary to accommodate your disability, you may ask the housing provider to provide the modifications through an interactive process.



## Can you be asked about your disability?

**NO!** No matter why they're asked, questions about your disability are prohibited by the Fair Housing Laws. A landlord, property manager, seller or lender may not use an application form that asks if you have or have had a mental or physical disability or that seeks information about the nature or severity of your disability. You may not be asked to provide your medical records or to sign a document allowing others to see them.

### What questions can you be asked?

As long as all applicants are asked the same questions, a landlord can ask for information to show that you can meet the same obligations as any other tenant, with or without a disability.

For example you can be asked:

Questions about financial information to show if you can pay the rent or mortgage.

For references about your history as a tenant.

If you are willing to comply with the building's rules about such things as sanitation and no smoking in common areas.

If you qualify for housing designated for people with a specific disability.

If you are currently using drugs illegally.

If you have been convicted of the illegal manufacture or distribution of a controlled substance.

**Remember - The landlord can only ask you these questions if they are asked of all applicants. Asking these questions only of a person who has a disability violates The Fair Housing Laws!**



## FOOD RESOURCES

<b>Resources</b>	<b>Resources Address</b>	<b>Days for Pick Up</b>	<b>Time for Pick Up</b>	<b>Requirements</b>	<b>What's Available</b>	<b>How Often</b>	<b>Other Important Information</b>
Salvation Army Food Pantry 301-777-7600	701 East First St. Cumberland, MD 301-777-7600	Monday-Friday	9:00am-4:00pm Calling Ahead Recommended	Name, ID, SSN, Income & Birth Date For All In The Home	Commodity Foods	Q 30 days	N/A
Second Baptist Church 301-722-5190	1 Grand Avenue Cumberland, MD	Tuesday & Thursday	9:30am-12:30pm	Fill Out Application	Non-perishables Cleaning Supplies When Available	Q 60 days	Kids & 65+ receive special consideration
Woman, Infants & Children (WIC) 301-759-5020 Call For Appointment	Allegany County Health Department Cumberland, MD	Monday- Friday	8am- 4:30 pm	Picture ID, Proof of Income, Proof of Address	WIC Vouchers	N/A	WIC Vouchers are birth to 5 yrs. Must complete intake & meet requirements
YMCA Brown Bag 301-724-5445	205 Baltimore Avenue Cumberland, MD	2nd Tuesday Of Every Month	1pm-4pm	Must Attend at Least 5 programs at Family Center a Month Prior to Food Pick-up	Variety of Food and Cleaning Supplies	Q 30 days	Family Programs Offered 9am- 4pm Monday-Thursday Call for Van Schedule 301-724-5445 Ext.107
Frostburg Food Pantry Bill Fafferty 301-707-0330	Hill Street School Frostburg, MD	Monday- Friday	By Appointment Time Only	Referral Through DSS, Red Cross & some Churches	Non-Perishable Food Voucher to Save-a-lot or B&B Meats	Q 60 days	Frostburg, Eckhart & Mt Savage Resident Only
USDA Government Food Program 301-724-4467	12504 Naves Cross Rd. Cumberland, MD	Wednesday & Thursday Friday	9 am - 2 pm 9 am- 5 pm	Fill Out Application, Proof of Income and SSN ( All in house hold)	Non- Perishable Cleaning Supplies Paper Products Various Food Items	Q 30 days	\$8.00 Donation Must meet requirements
Union Rescue Mission 301-724-1585	16 Queen City Pavement Cumberland, MD	Monday - Friday	Lunch 11:30am - 1:00pm Dinner 5:00 PM	NA	A meal & a bed	All the time	See Dan Taylor 301-724-1585

## FOOD RESOURCES (Continued)

<b>Resources</b>	<b>Resources Address</b>	<b>Days for Pick Up</b>	<b>Time for Pick Up</b>	<b>Requirements</b>	<b>What's Available</b>	<b>How Often</b>	<b>Other Important Information</b>
First Nazarene Church 301-777-1480	508 E. Oldtown Rd Cumberland, MD	Emergency Only	Emergency Food Only	Fill out application Proof of income, SSN All in household	Food	Q 30n days	See Pastor Gary Barkley
Interfaith Community Pantry Call DSS	301 Cumberland St Cumberland, MD	Monday - Friday Closed when country schools are closed due to bad weather	9:30 am - 3:00 pm	Referral Through DSS Red Cross and some Churches	Non- Perishables Cleaning Supplies on Occasion	Q 30 days	Excludes Lavale, Frostburg Eckhart, Mt. Savage, George's Creek, and Westernport
LaVale United Methodist Church 301-722-6800	565 National Hwy. Lavale, MD	Tuesday & Thursday	1:00-2:30pm	Picture ID Referral Needed	Non- Perishables	Q 60 days	N/A

To apply for an Independence Card, visit DSS at Frederick St., Cumberland, MD, Monday through Friday 8 a.m. to 2 p.m. For more information, call 301-784-7000. To see if you qualify for the programs above that require a DSS referral, please contact Diane Dolly at 301-784-7254.



# ALCOHOLICS ANONYMOUS MEETING LIST

Sunday-Monday	Monday Continued - Tuesday	Wednesday
11:00am O/D <b>Sunday Serenity</b> Fort Recovery 418 N. Centre St. Cumberland, MD	7:00pm CLOSED SP/D/ST <b>New Freedom &amp; Happiness Step Group</b> St. Luke's Lutheran Church Frederick St. Cumberland, MD	7:00am –7:30am O/D <b>Early Bird</b> Gilchrist Building 205 Baltimore St. Cumberland, MD
3:00pm O/D/HA*/IN <b>Massie Meeting</b> Massie Unit/Finan Center Country Club Rd Cumberland, MD	8:00pm O/SP/D <b>Frostburg Monday Night Group</b> First Presbyterian Church 33 Broadway St. Frostburg, MD	12:00pm O/D/SP <b>New Life Group</b> Fort Recovery 418 N. Centre St. Cumberland, MD
6:00pm O/D <b>New Beginnings</b> Salem United Church 78 Broadway St. Frostburg, MD	<b>Tuesday</b>	5:00pm O/D <b>Recovery 101</b> Allegany College of Maryland Student Center Room 41 Willowbrook Rd. Cumberland, MD
8:00pm O/D/S/ST <b>Sunday Night Step Meeting</b> St. Paul's Lutheran Church 15 N. Smallwood St. Cumberland, MD	7:00am –7:30am O/D <b>Early Bird</b> Gilchrist Building 205 Baltimore St. Cumberland, MD	6:30pm O/D/BB <b>Kindred Spirits Women's Group</b> First Presbyterian Church 33 Broadway St. Frostburg, MD
<b>Monday</b>	11:00am O/D/BB <b>HOW Group</b> Trinity Lutheran Church 328 N. Centre St. (Corner of N. Centre & Smith St.) Cumberland, MD	8:00pm O/SP/D <b>Easier Softer Way Group</b> First Presbyterian Church 33 Broadway St. Frostburg, MD
7:00am –7:30am O/D <b>Early Bird</b> Gilchrist Building 205 Baltimore St. Cumberland, MD	8:00pm O/SP <b>Fort Cumberland Group</b> Emmanuel Episcopal Church (Lower Parish) Corner of Washington & Greene St. Cumberland, MD	8:00pm O/SP/D/HA* <b>New Hope Group</b> St Patrick's Catholic Church 201 N. Centre St. Cumberland, MD
12:00pm O/SP/D <b>New Life Group</b> Fort Recovery 418 N. Centre St. Cumberland, MD	8:00pm O/D/BB <b>Little Big Book</b> Salem United Church 78 Broadway St. Frostburg, MD	8:00pm IN/O/D/HA* <b>Massie Meeting</b> Massie Unit/Finan Center Country Club Rd. Cumberland, MD

Thursday	Friday	Saturday
7:00—7:30am O/D <b>Early Bird</b> Gilchrist Building 205 Baltimore St. Cumberland, MD	7:00—7:30am O/D <b>Early Bird</b> Gilchrist Building 205 Baltimore St. Cumberland, MD	12:00pm O/D/HA* <b>New Hope Group</b> St. Patrick's Catholic Church 201 N. Centre St. Cumberland, MD
11:00am O/D <b>Chapel Hill Group</b> Church of Christ 4th St. & Memorial Ave Cumberland, MD	12:00pm O/D <b>New Life Group</b> Fort Recovery 418 N. Centre St. Cumberland, MD	8:00 p.m. O/D <b>Frostburg A.A. Grapevine</b> First Presbyterian Church 33 Broadway St. Frostburg, MD
1:00pm SP/IN/HA* <b>Finan Center Meeting</b> Thomas B. Finan Center Country Club Rd. Cumberland, MD	8:00pm O/SP/D <b>Frostburg Serenity Group</b> First Presbyterian Church 33 Broadway St. Frostburg, MD	8:00 p.m. SP/HA*/IN <b>Saturday Night Live</b> Massie Unit/Finan Center Country Club Rd. Cumberland, MD
8:00pm O/D/S <b>Back to Basics Meeting of the Little Big Book Group</b> Salem United Church 78 Broadway St. Frostburg, MD	8:00pm O/SP/D <b>Fort Cumberland Group</b> Emmanuel Episcopal Church (Lower Parish). Corner of Washington St. & Greene St. Cumberland, MD	
8:00pm O/BB/HA* <b>Ridgeley Renegades</b> Calvary United Methodist Church Prospect St. Ridgeley, WV		<b>ABBREVIATION KEY</b> <b>O</b> = Open <b>D</b> = Discussion <b>HA</b> = Handicapped
	<b>Serenity Prayer</b> God grant me the serenity to accept the things I cannot change, courage to change the things I can, the wisdom to know the difference.	Accessible <b>BB</b> = Big Book <b>SP</b> = Speaker <b>ST</b> = Step <b>IN</b> = Institutional <b>CLOSED</b> = Member's Only



Archway operates with public funds and with money donated from individuals. The agency has an ethical obligation to ensure that the money is spent wisely. But even more importantly, the agency needs to ensure that the money is spent openly and honestly, in the best interest of the agency and the people it serves.

If you witness anything that falls short of this goal, please report it. It's real easy. Call:

301-777-1700 Extension 444

No one will answer, but you can leave a message. The messages are checked each week (if it can't wait, you can contact our Compliance Officer at 301.777.1700, Ext. 125). Please leave your name and telephone number so we can recontact you while we investigate. As the whistleblower, no action will be taken against you for making a report in good faith.

Thanks!

Revised 10/2017