MINOR ADJUSTMENTS TRANSITIONAL HOUSE





"NOT THE ACTUAL HOUSE"

The primary purpose of Minor Adjustments Transitional House is to help individuals coming from incarceration or rehabilitation facilities to make a smooth transition back into their communities.

To those of you considering the Minor Adjustments Transitional House

We are a Self-run, Self-Supported, Drug and Alcohol-free house in which residents govern themselves. For some individuals, returning home to their old environments where they used drugs and committed crimes will be stressful and triggering, so the Minor Adjustments Transitional House serves as a way to help those individuals to maintain their recovery. We rely on using a family-like atmosphere to educate the residents on gaining Life Skills, Motivation, Productive Living, Spirituality, Success, and Coping Skills in a safe environment.

While the house and its residents do not provide any treatment, recovery, or detoxification services, members of the house can and do provide support for one another through daily conversations and house-organized meetings, and mandatory morning devotionals that promote sobriety and recovery.

Contact us today for availability!

Minor Adjustments Group, Inc. Address:

Po-Box 655

Absecon NJ, 08201

Website: www.minoradjustments.org
Email: minoradjustments2013@gmail.com

Telephone (888) 233-3299



About the Founders

Lernell Williams has been a Licensed Nurse for 10 years. She has a love for helping people. Prior to becoming a nurse, she chose employment consistent in caring for others. She has experience with Pediatrics, Gerontology, Infectious Disease, and Addiction.

August 2009 is when Michael L. Williams became sober. Since then, he became a 10-time Published Author, assisted five other people in publishing their books, and helped three other people with starting their own businesses. He co-founded the Minor Adjustments Program with his wife and is currently a Substance Abuse Counselor and Recovery Coach. We hope that you will choose the Minor Adjustments Transitional House, and get to experience a sense of family. This is because we believe that the family is the vision and the vision is the family!

Business Plan©

Minor Adjustments Group, Inc Transitional House 1.888.233.3299

November 25, 2024

Mr. Michael L. Williams, Jr. Mrs. Lernell L. Williams

This document is confidential.

Table of Contents

Table of Contents	2
Executive Summary	3
Vision/Mission Statement and Goals	
A. Vision Statement	4
B. Goals and Objectives	4
C. Keys to Success	4
Company Summary	5
A. Company Background	
B. Resources, Facilities and Equipment	5
C. Management and Organization	5
D. Ownership Structure	5
Product and or Service	6
Market Assessment	7
A. External Analysis	7
B. Strength	
C. Weakness	7
D. Opportunities	7
Financial Plan	
A. Financial Projections	8
B. Contingency Plan	

Executive Summary

- A. Vision/Mission Statement
- B. Company SummaryC. Products/Services
- D. Market Assessment
- E. Financial Plan

Vision/Mission Statement and Goals

A. Mission Statement

The primary purpose of the Minor Adjustments Transitional House and Discipleship Program is to help individuals coming from incarceration or rehabilitation facilities to make a smooth transition back into their communities.

B. Goals and Objectives

We operate as a self-managed, self-sustained residence that is free from drugs and alcohol. Our goal at Minor Adjustments Transitional Housing is to support individuals in maintaining their recovery by providing a safe and supportive environment. We understand that returning to old environments where drug use and criminal activities were prevalent can be stressful and triggering for some individuals. Therefore, our program aims to create a family-like atmosphere where house guests can learn essential life skills, motivation, productive living, spirituality, success, and coping skills. Our focus is on fostering personal growth and well-being in a secure environment.

C. Keys to Success

In order to achieve success, our primary objective is to acquire funding from various sources such as family members, sponsors, investors, and grants. Additionally, we aim to secure suitable housing through ownership, rental, leasing, or receiving it as a gift, with the intention of remodeling and furnishing it accordingly. Another crucial step involves developing an operating budget and establishing house guest managers to oversee the operations.

Company Summary

A. Company Background

Minor Adjustments Transitional House will be in every county wherever possible. The program was created by Michael and Lernell Williams. Who also runs the Minor Adjustments Program which is an 8-week course that they teach in different facilities, after being successful in helping people in that area they decided to start branching out to help people in another area which is helping them gain some foundation after rehabilitation.

However, our transitional house guests understand the importance of actively participating in a Recovery Support group or engaging with a Church to ensure sustained sobriety. We provide a unique opportunity for individuals in recovery to live together as a cohesive family unit, with a shared focus on transforming their individual lifestyles to be free from alcohol, drug use, and criminal activities. One of the challenges faced by individuals struggling with addiction or strongholds is the lack of structure. We firmly believe in the concept of the family as the foundation, with the vision of the family driving our approach. As a result, our houses are thoughtfully structured and designed to function as a single-family or discipleship household.

B. Resources, Facilities, and Equipment

Minor Adjustments Transitional House will be equipped with everything that will make life comfortable for the house guest transitioning back into their daily lives after rehabilitation. They will be fully furnished, and offer the following things: WiFi Internet, Basic Cable Television, or internet-based television, Land-line telephone access, appliances (including coffee maker, computer, and microwave), coffee, cream, sugar, toilet paper, paper towels, hand soap, dish soap, all cookware, dishes, and silverware, trash bags, all household utilities, and various cleaning supplies.

C. Management and Organization

Mr. Michael L. Williams, Jr. Director Mrs. Lernell L. Williams Director Mr. Michael Johnson Male House-Assistant Manager Mrs. Chanti Harris Female House-Assistant Manager

The president and/or director will conduct performance reviews with all house guest managers. The educational background of the management team members is as such: Michael L. Williams, Jr CADC, CRPS, Lernell L. Williams LPN, Michael Johnson Business Administration, Mrs. Chanti Harris Associate in Nutritionist. Our management team has avenues for personal development.

D. Ownership Structure

Each individual Minor Adjustments Transitional House and Discipleship Program is given a number after it (i.e. House 1, House 2, etc.) which makes it a part of the network of Minor Adjustments Group, Inc. houses. The organization maintains the sole responsibilities over the individual houses exercising authority over the upkeep, maintenance, policies and monitors the activities of each house. It is in this manner that Minor Adjustments Group, Inc. remains responsive to the needs of the population it serves.

Products and/or Services

We explain the purpose of the Minor Adjustments Transitional House and Discipleship Program which is to provide a safe Drug & Alcohol-free place to live where they can pursue their recovery. We review our guidelines, rules, and regulations for maintaining a sober living environment. If necessary, we offer transportation to their initial Twelve-Step meeting, Church Services, Minor Adjustments meeting, or other community support gatherings. We emphasize the significance of finding a sponsor or mentor within the church who can guide them through the recovery process expeditiously. In their initial week, we accompany them to nearby non-profit organizations where they can obtain donated food and clothing (sometimes a bicycle). Then if needed we begin the process to get I.D., Birth certificates, Social Security cards, etc.

Market Assessment

A. Examining the General Market

Minor Adjustments Transitional House and Discipleship Program was established to service those needing help transitioning back into society in New Jersey and other cities around the world.

In general, those who need the services of transitional/discipleship houses are the incarcerated or rehabilitated population and perhaps those who need daily help.

Despite welcoming a diverse range of house guests, we remain committed to adhering to the regulations and guidelines that govern the transitional/discipleship housing industry in the United States. Our house guest managers will receive comprehensive training to ensure the smooth operation of our houses in a warm and familial environment.

B. Strength

Our strength emanates from our unwavering Faith in God, which guides and inspires us in all aspects of our organization. As a matter of fact, they are some of the best hands to handle the type of family members we will be dealing with owing to their own personal experience in the field. The Board of Directors maintains the sole responsibilities to the Minor Adjustments Transitional House and Discipleship Program and remains responsive to the needs of the population it serves.

C. Weakness

The Minor Adjustments Transitional House and Discipleship Program is a new endeavor, and we may not have the financial muscle behind us just as yet in order to sustain the kind of publicity we want to give our establishment and to attract some of the highly experienced hands in the transitional/discipleship industry.

D. Opportunities

The opportunities that are available to a transitional house are unlimited because we have a growing addiction and rehabilitation population in the United States, and we are going to position our homes to make the best out of the opportunities that will be available to us in New Jersey and worldwide.

Financial Plan Example

A. Financial Projections

Example: \$1500 per month Donation, Rental or Mortgage payment (including taxes and insurance)

\$500 utilities (gas, electric, water, etc.)

\$500 cable, phone, and internet

\$2,500 total monthly estimate

Income \$5,080

Expenses \$2,080 (Includes 5% vacancy, Repairs, and "no pay")

Profit \$3000 (Can be used to for unexpected upkeeps that are needed)

To ensure the ongoing success and future expansion of the Minor Adjustments Transitional House and Discipleship Program, we will utilize a combination of revenue generation and traditional fundraising approaches. Our efforts will involve reaching out to individuals, churches, and corporate sponsors who align with our vision and values. Monitoring recidivism rates meticulously will allow us to assess the program's effectiveness and gather valuable insights. These insights will be instrumental in our discussions with local government bodies regarding potential additional funding. Our overarching goal is to illustrate that our program not only aids individuals in developing their spiritual grounding but also leads to cost efficiencies for local governments. By highlighting these advantages, we aim to foster financial contributions from the community to sustain our mission.

B. Contingency Plan

Our contingency plan involves partnering with churches and leveraging our faith to secure housing for the new Minor Adjustments Transitional House and Discipleship Program worldwide. We aim to acquire properties through ownership, donation, or by utilizing houses owned by churches or businesses..



Minor Adjustments Transitional House Anywhere but Backwards

From the Founders: Michael and Lernell Williams

To all those who are considering the Minor Adjustments Transitional House, we extend a heartfelt welcome. We understand that choosing a transitional/discipleship house is a significant decision and finding the right place can be challenging. Our utmost priority has been to create a harmonious blend of the Minor Adjustments Program, the principles of 12-step recovery, spirituality, accountability, and a strong sense of family within the Minor Adjustments Transitional House.

Minor Adjustments Transitional House primary purpose is to help individuals who are coming from Drug Rehabilitation facilities, Incarceration, or any other institution to make a smooth transition back into their communities.

We are a Self-run, Self-Supported, Drug, and Alcohol-free house in which residents govern themselves. For some individuals, returning home to their old environments where they used drugs and committed crimes will be stressful and triggering, so the Minor Adjustments Transitional House serves as a way to help those individuals to maintain their recovery. We rely on using a family-like atmosphere to educate the residents on gaining life skills, motivation, productive living, spirituality, success and coping skills in a safe environment.

While the Minor Adjustments Transitional House does not offer professional treatment, recovery, or detoxification services, the residents of the house have the opportunity to provide support to one another. Daily conversations, organized house meetings, and mandatory attendance at outside recovery support meetings foster a supportive environment for residents.

Notably, my wife has a decade of experience as a licensed nurse, and her passion lies in helping people. Before becoming a nurse, she dedicated herself to occupations centered on caring for others. Her expertise spans various areas such as Pediatrics, Gerontology, Infectious Disease, and Addiction.

On a personal note, I have been sober since August 2009. I am incredibly grateful to have achieved sobriety and have since become a published author ten times over. Furthermore, I have assisted 8 individuals in publishing their own books and have supported 5 others in starting their own businesses. As a Co-founder of the Minor Adjustments Program, I remain committed to its mission. Currently, I work as a Substance Abuse Counselor and hold the certification of a Peer Recovery Support Specialist, allowing me to extend my support to others on their recovery journeys.

The relationships I developed in my early sobriety were important and they are grounded in Spirituality, Recovery, Re-entry and true friendships. We hope that you will choose the Minor Adjustments Transitional House and get to experience a sense of family and fellowship!

Thanks for considering Minor Adjustments Transitional House!

Sincerely,

Michael L. Williams, Jr. Michael and Lerenll Williams Director

Minor Adjustments Transitional House

Info for Neighbors

The Minor Adjustments Transitional House offers a unique operational approach to individuals facing substance use disorders or a criminal lifestyle. It provides a realistic opportunity for these individuals to establish a strong foundation in sobriety, ensuring long-term abstinence. The primary focus of the Minor Adjustments Transitional House is to facilitate a smooth transition back into the community for individuals coming from Drug Rehabilitation facilities.

Ever since the first Minor Adjustments Transitional House started the men and women in Minor Adjustments Transitional House have made all that they do – or fail to do – open to the public. As a 501(c) (3) nonprofit organization, Minor Adjustments Transitional House keeps its finances, actions, and locations open to the public because we want the public and neighbors to know what we do and why we do it. Feel free to stop by and visit the men or women living in a Minor Adjustments Transitional House.

All our materials are included on our website and neighbors can understand how Minor Adjustments Transitional House works. This assumes significance for reasons: [1] we want neighbors to know us, and [2] neighbors want to know us because they usually know someone or have a relative that has been affected by substance use disorder and or criminal lifestyle.

The Minor Adjustments Transitional House brings a sense of positivity and hope through its discipline-based concept. By implementing a structured system of operations, it aims to replace feelings of hopelessness with hope and transform past failures into future successes. Moreover, the Minor Adjustments Transitional House concept of self-support saves taxpayers a lot of money and it produces successful recovery without relapse for four to five times as many individuals as any other recovery method afforded to those with substance use disorders. Please look at our website (www.minoradjustmenmts.org) and feel free to contact us if you have any questions. We will get back to you quickly.

Thank You,

Michael L. Williams, Jr.

Director

Minor Adjustments Transitional House Policies, Rules, and Regulations

The undersigned acknowledges and understands she/he is living in an alcohol and drug-free shared-living situation, operated by the Minor Adjustments Group, Inc. The undersigned is a House Guest in the capacity of a Minor Adjustments Transitional House sharing a living unit and not as a tenant. No possessory right is granted or intended by this agreement.

In the event. The undersigned fails to abide by the policies and rules of the Minor Adjustments Transitional House. The undersigned agrees to vacate the premises and to do so without the requirement of legal processes.

- 1) Zero Tolerance for drug or alcohol use. (No engaging in illegal substance manufacturing, possession, and/or distribution will be tolerated.), House Guests must be willing to submit to a drug/alcohol urine screen and or breathalyzers upon the request of the directors or House Guest manager. Anyone who refused a test and those who tested positive are ask to leave, we will assist them in getting into an inpatient program, However, they would still be required to leave.
- 2) Zero Tolerance for physical confrontation or verbal confrontation with any House Guest.
- 3) Zero Tolerance for sexual activity between House Guests of the same or opposite sex.
- 4) All House Guests are expected to dress accordingly.
- 5) Each House Guest will be provided a set of linens (mattress cover, sheets, pillow, etc.).
- 6) No use of any tobacco products inside the house, there is smoking outside at all homes, please dispose of cigarette butts in the proper containers provided. There is absolutely no loitering in the front of the property.
- 7) Zero Tolerance for stealing or BORROWING MONEY (Taking food from others without permission is considered stealing. We encourage community cooking, meal planning, and sharing dinner time together. This is to assist in developing a family-like structure.)
- 8) No "contracts" or "stashes". Contracts are agreements between two or more individuals to cover up negative behavior.
- 9) The curfew is at 10 PM unless your referral source sets a different time for you. All visitors to the property must be approved by a House Guest manager and must be off the property by 9:00 PM. Visiting is only in a common area, and not only in bedrooms.
- 10) Any visitor to the property will be asked to leave immediately if Minor Adjustments Transitional House Guest Manager suspect any use of illegal or illicit drugs, including alcohol. House Guest who has been asked to leave due to their own breach of rules will not be permitted back on the property.
- 11) Overnight passes are given after 60 days of living at Minor Adjustments Transitional House (Maximum 2 nights per week) and must have prior approval from the director or House Guest manager. However, your weekly donations do not change.
- 12) Residents at the Minor Adjustments Transitional House have 30 days to find a job or enroll in school while actively participating in their recovery program. Even if they are attending school, they still need to contribute with weekly donations as part of their commitment to the program.
- 13) House Guest rooms must be clean at all times. (House Guest beds are to be made when the House Guests are not in bed.) Everyone is responsible to clean after themselves and in the kitchen 24 hours a day, 7 days a week. NO EXCEPTIONS!!!

- 14) House Guest must attend **a)** Mandatory 8-week Minor Adjustments Program (One group per week). **b)** All residents must attend some kind of recovery or community support meetings weekly (i.e., Victorious Living, AA/NA meetings, Celebrate Recovery, Church, etc.)
- 15) Personal radios & the house TV can be used but must stay at a volume that is always considered by another House Guest.
- 16) We request that a House Guest commits to a 90-day stay. Concerns and/or complaints are to be brought to the weekly house meeting to be discussed. House Guest input is encouraged and is necessary for a healthy living environment.
- 17) All Minor Adjustments Transitional Houses are either male or female not mixed.
- 18) Loud and abusive language is not allowed in homes. No pornography movies.
- 19) Once a month, all residents of the Minor Adjustments Transitional House are expected to attend a Spiritual Meeting. These gatherings welcomes and encourages the participation of friends, family, loved ones, and members of the recovery community. The ultimate goal is to foster a sense of family within the house, with the belief that the family is the central focus. The intention is to enable House Guests to rebuild and restore the concept of family life during their stay at the house.
- 20) Any House Guest who is on prescribed medications, must immediately inform the House Guest manager; all medication must be approved by the resident manager. All medications must be taken as prescribed. Prescription narcotic medications are not permitted at Minor Adjustments Transitional House. Medications are not to be shared with any other House Guest.
- 21) All House Guests are required to have a sponsor, mentor, or role model that supports them in their recovery.
- 22) PETS ARE NOT ALLOWED.
- 23) NO WEAPONS ON PREMISES
- 24) As a member of a recovering community, based on the principles of honesty, trust, and helping to create a safe and sober environment, we request any House Guest who knows that another House Guest has violated any rules of Minor Adjustments Transitional House report the behavior to a House Guest manager and they will handle it without your name being mentioned.
- 25) Each family member is required to make a weekly donation of \$130 which is due every Friday. The donations are used to help maintain the house and also help with opening other new houses to assist families in overcoming adversities to rebuilding their lives.
- 26) All Minor Adjustments Transitional Houses are fully furnished, and offer the following things: WiFi Internet, Basic cable television or internet-based television, Land-line telephone access, appliances (including coffee maker, computer and microwave), coffee, cream, sugar, toilet paper, paper towels, hand soap, dish soap, all cookware, dishes, and silverware, trash bags, all household utilities, and various cleaning supplies.
- 27) Minor Adjustments Transitional House reserves the right to make changes, exceptions, and add anything that will benefit our program and our House Guests' best interests at any time for any reason.



INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201

Date:

FEB 06 2015

MINOR ADJUSTMENTS GROUP INC C/O MICHAEL WILLIAMS 1239 ROSALIE LN VINELAND, NJ 08360

Employer Identification Number: 47-1286546 DLN: 17053301328044 Contact Person: ROGER W VANCE ID# 31173 Contact Telephone Number: (877) 829-5500 Accounting Period Ending: December 31 Public Charity Status: 509(a)(2) Form 990 Required: Yes Effective Date of Exemption: July 11, 2014 Contribution Deductibility: Addendum Applies:

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Director, Exempt Organizations



STATE OF NEW JERSEY DEPARTMENT OF THE TREASURY DIVISION OF REVENUE AND ENTERPRISE SERVICES

PO Box 628 Trenton NJ 08625-0628

In reply to: Integrated Registration Bureau PO Box 252 Trenton, NJ 08646-0252 609-292-9292

MINOR ADJUSTMENTS GROUP, INC. 1239 ROSALIE LANE VINELAND NJ 08360

RE: 471-286-546/000

Dear Sir/Madam:

Congratulations! Your application for exemption from New Jersey sales and use tax has been approved. An Exempt Organization Certificate (Form ST-5) is enclosed. Please retain this unsigned original as part of your permanent records and make as many copies as needed to give to vendors for proof of exempt purchases.

The ST-5 exemption certificate grants your organization exemption from New Jersey sales and use tax on the organization's purchases of goods, meals, services, room occupancies and admissions that are directly related to the purposes of the organization, except purchases of energy and utility services. Also, your organization is exempt from collecting sales tax on occasional fundraising sales (except sales of motor vehicles) and on sales of donated goods made from a store in which at least 75% of the merchandise is donated and 75% of the workers are volunteers.

Please note that this exemption <u>does not</u> apply to regular (on-going) sales of taxable goods, meals, beverages or services. If your organization operates a catering business, restaurant, bar or similar business, or is a store or internet/catalog business, you must collect sales tax on taxable goods including prepared foods, beverages, alcoholic and soft drinks, cigarettes and cigars.

REMINDER: Also, If your non-profit is a corporation, INC or LLC, you are responsible to file an Annual Report online. You can do so at <u>WWW.NJ.GOV/NJBGS</u>. Click on the down arrow for the drop down at 'I WANT TO' and then click on 'File Annual Reports'.

If the name, address, purpose or operations of your organization change, you must notify the Integrated Registration Bureau in writing at P.O. Box 252, Trenton NJ 08646-0252.

For detailed information on your organization's exemptions from sales and use tax, please call the Regulatory Services Branch of the Division of Taxation at (609) 292-5994.

Sincerely,

Integrated Registration Bureau

04-08, D205846C,D205846E Enclosures

We are a Self-run. Self-Supported, Drug and Alcohol-free house in which residents govern themselves. For some individuals, returning home to their old environments where they used drugs and committed crimes will be stressful and triggering, so the Minor Adjustments **Transitional House and** Discipleship Program serves to help those individuals to maintain their recovery and a crime free lifestyle.

We rely on using a family-like atmosphere to educate the residents on gaining life skills, motivation, productive living, spirituality, success, relapse prevention, and coping skills in a safe environment.

If you or your loved one is
nearing completion of an
residential program,
halfway house, or recovery court
please Contact us today!



Address:
Po Box 655
Absecon NJ 08201

Website: www.minoradjustments.org

Email: minoradjustments2013@gmail.com

Telephone: (888) 233-3299



MINOR ADJUSTMENTS TRANSITIONAL HOUSE™



Michael & Lernell Williams
Founders

OUR MISSION AND GOAL

ABOUT US:

To those of you considering the Minor Adjustments Transitional House,

My wife and I want to give you a warm welcome. We know what a big decision transitioning is and how difficult it is to decide on a place to go. We have done our best to combine the Minor Adjustments Workbook, Life Recovery Workbook, Discipleship, and a Family dynamic to the Minor Adjustments Transitional House.

Minor Adjustments Transitional House primary purpose is to help individuals who are coming from Drug Rehabilitation facilities or incarceration to make a smooth transition back into their communities.

While the house and its residents do not provide any treatment, recovery, or detoxification services, members of the house are able to provide support for one another through daily conversations and house organized meetings and mandatory morning devotionals that promote sobriety and recovery.

PAYMENTS:

Each family member is required to make a weekly donation of \$130 which is due every Friday. The donations are used to help maintain the house and also help with opening other new houses to assist families in overcoming adversities to rebuilding their lives.

APPLICATION PROCESS:

Call our office 1.888.233.3299 to schedule an interview in person, Zoom, or via phone. Also, you can apply for residence on our website. The purpose of the interview is to determine whether you are acceptable and appropriate for the service we offer.



Requirements (Mandatory)

- * Attend Minor Adjustments Program (1x a Week).
- * All residents must attend Recovery/ Community support meetings
- * Submit to random Drug/Alcohol testing.
- * Be considerate and respectful to other residents.
- * Do daily chore and Keep personal area clean.
- * Attend house meetings, Abide by curfew
- * Make a commitment to stay clean and sober.
- * We request that a resident commits to atleast a 90-day stay.



"NOT THE ACTUAL HOUSE"