The *BURLINGTON County* Smart Book

"Re-Entry Knowledge Gives You Wings"

Revised 2015
by
The New Jersey Department of Corrections
Office of Transitional Services

Quick Reference: Useful Numbers and Hotlines

American Friends Service Committee	
Prisoner's Resource Center	1-973-643-2205
CDC National STD and AIDS Hotlines	
Spanish:	1-800-344-7432
English:	1-800-227-8922
Addictions Hotline of NJ	1-800-238-2333
Alcoholics Anonymous	1-800-245-1377
Division of Disability Services (DDS)	1-888-285-3036
Division of Youth & Family Services	1-800-792-8610
Hyacinth AIDS Foundation	1-800-433-0254
Legal Services of New Jersey	1-888-576-5529
NJ Motor Vehicle Commission	
Driver's License Suspension Hotline	1-609-292-7500
Main Information	1-888-486-3339
Narcotics Anonymous of NJ	1-800-992-0401
National Suicide Crisis Hotline	1-800-784-2433
New Jersey AIDS	
STD Hotline (Beth Israel)	1-800-624-2377
2-1-1 First Call For Help	2-1-1/
Se habla español or toll free	1-800-331-7272
Burlington County One Stop	
Westampton	609-518-3900
Social Security Office	1-800-772-1213
Statewide Domestic Violence Hotline	
(Woman's Space, Inc.)	
Bilingual and TTY accessible	1-800-572-7233

The Burlington County Smart Book

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The Start of a New Beginning:

How to use this book

This book is intended to prepare you for your arrival home and reintegration back into society. In order to make the transition smoother for you a list of resources have been compiled along with a list of necessary items you will find that are essential to your success. This book focuses on the first few weeks and months of your arrival home and assisting you on managing the transition. Although not every resource available to you will be found in here, there are many that will help to guide your journey. **Unless a fee or charge is listed, most of the services and resources listed here are free.**

Each section of this book is categorized by items that you will need in order to find employment, return to school, and to obtain identification. It will also provide addresses, websites, phone numbers, and general tips on how to acquire that particular service. You can use the table of contents to easily identify what service you require, and follow instructions as to how to contact providers.

FYI: ***Please feel free to utilize your social services department for assistance in contacting an agency or inquiring information about a service found in this book. There are some services that may be free to you that you can contact through your social services department before making an out-of-pocket expense.*

There are things that can be completed prior to release from prison. Two things specifically are requesting a duplicate Social Security card for **FREE** and applying for a birth certificate for a **fee**. Please contact your social worker six months prior to release to apply for these items. By doing this while still in custody, you are taking a large step towards making your transition back into the community easier for you. Provided both documents are processed successfully, you will have two necessary forms of identification made available to you the day you are released. This will speed up the process of finding employment.

You will not find every service or organization in **Burlington County** in this book however there will be many to help you begin. Also, the organizations that are listed may be able to offer additional resources to you. For current information as services change procedure and/or cost please visit www.njsuccess.org. **You can also *visit your local library to get free internet access, (see page 36) and*** www.co.burlington.nj.us for more county information.

Getting Started:

Identification (I.D.) and Other Documents

In order to apply for employment, rent an apartment, apply for general assistance, food stamps, or Medicaid, proper identification will be required. The more identification you have in your possession, the easier it will be for you to obtain these services. Certain items can be obtained while you are still incarcerated. Ask your social worker for assistance, and for the remainder, this book will point you in the right direction.

FYI: In order to obtain identification, various agencies will require proof of address. It is smart to keep bills in your name or official documents that have your name and address for further verification of your address.

A. Social Security Card

If at all possible, apply for a duplicate social security card with your social worker six months prior to release. If for some reason this is not possible or your application has been denied, you will need to visit your closest Social Security Office to apply. The following offices are the local branches in or near Burlington County. Please find which office is closest to your residence.

Social Security Administration

Evergreen Plaza
1710 Route 38
Mt. Holly, NJ 08060

Suite 100
Five Executive Campus
Cherry Hill, NJ 08002

Office hours:
Mon/Tues/Thurs/Fri 9 a.m. - 3 p.m.
Wednesday 9 a.m. - 12 p.m.
Closed-Sat/Sun
Phone numbers:
Toll Free 1-800-772-1213
TTY- 1-800-325-0778

If you choose to visit your local office to apply you will need to fill out the application at the office. You will need to show proof of identification. Your NJDOC Temporary ID card you will receive upon your release serves as proof of identification.

To save time you can download the application online (www.ssa.gov/replace_sscard.html).

B. Birth Certificate

The office of Vital Statistics in the New Jersey Department of Health and Senior Services has all the New Jersey birth, marriage, and death records. The fee is **$25.00**. However, depending upon where you were born in Burlington County, you may be able to apply for a birth certificate for a lesser fee.

New Jersey Department of Health and Senior Services
Bureau of Vital Statistics and Registration
P.O. Box 370
Trenton, NJ 08625-0370

Contact information for the NJ Bureau of Vital Statistics and Registration: 1-609-292-4087 **and** 1-866-649-8726 (toll-free nationwide)

FYI: You are able to apply for a birth certificate while you are still in custody and have six months left prior to release. Please see your social worker to do so.

The following is a list of towns where area hospitals are in Burlington County that you may have been born in. You may go to your registrar's office in the town you live in and apply for a birth certificate however that office may utilize the Bureau of Vital Statistics in Trenton. Your registrar's office is usually located at the municipal building or city hall.

Town/ Address	Phone	Fee
Mount Holly Municipal Building ,Box 411 23 Washington Street Mount Holly, NJ 08060	(609) 845-1101	$25
Riverside Township 1W. Scott Street P.O. Box 188 Riverside, NJ 08075	(856) 461-1460 Ext 2	$25
Willingboro Township Municipal Complex 1 Martin Luther King Jr., Dr. Willingboro, NJ 08046	(609) 877-2200 Ext 1011	$25
**Residents born in Fort Dix apply at NJ Bureau of Vital Statistics in Trenton **		

*** Fees as of September, 2014**

Where do I request a birth certificate if I was born abroad, with US citizenship at birth?

Contact the State Department in Washington DC at (202) 955-0307.

C. County I.D.

FYI: Burlington County does not issue County ID cards. You can apply for NJ MVC Non-Driver ID card at one of the Motor Vehicle agencies locations listed below. (See section E)

D. Driver's License

Once you are released from prison, you can go to the Motor Vehicle Commission (MVC) to get a new driver's license, replace a lost one, or renew a card that has expired. If you believe that your license has been suspended, you should confirm this and figure out what you need to do to get it back. If you were convicted of any kind of drug offense, your license has been suspended.

Prior to your release, you can get a copy of your driver's license record, which is called an "abstract." Please contact your social worker if you are interested in obtaining an abstract. **The fee for an abstract is $15.00**

To only request certified copies of supporting documents:
Complete and sign a Driver History Abstract Request form (DO-21)
Select document type(s) and fill in the date of each supporting document
Explain in detail the reason for your request-
Select the permitted use for your request and mark the number on the form-
Submit a photocopy of your driver license-
Submit a check or money order payable to NJMVC
Mail to:
NJ Motor Vehicle Commission
Abstract Unit
225 East state St.
P.O. Box 142
Trenton, New Jersey 08666-0142

Upon your release, you can go to the MVC offices in Burlington County (listed below) or a Regional Service Center to request a driver's abstract. If you have internet access, you can also request an abstract online at WWW.STATE.NJ.US/MVC. You will still have to pay **$15.00**. If your license was suspended for six months or more because of a drug conviction, the period of the suspension will begin from the time of your release. Other kinds of suspension, such as failure to pay parking tickets, insurance surcharges, or child support, will last until you have paid the fine or worked out a payment plan. For questions about suspension, call the suspension hotline: **609-292-7500**.

Restoration Fees, Tickets, and Surcharges: If you found out that your license has been suspended, you will have to pay a restoration fee of **$100.00** in order to have your license reinstated. This does not include any additional fines or surcharges you are required to pay. This fee can be paid at the Regional Service Center (see below).
If you have internet access, this fee can be paid online at WWW.STATE.NJ.US/MVC. You can pay your surcharges and parking tickets on this web site as well.

MVC LOCATIONS IN BURLINGTON COUNTY
For questions, please call 1 (888) 486-3339

Medford
Sharp Run Plaza
175 Route 70, Suite 25
Medford, NJ 08055
Agency Hours
Monday- 8 a.m. - 5:30 p.m.
Tuesday- 8 a.m.-7:30 p.m.
Wed/Thur./Fri- 8 a.m.- 5:30 p.m.
Saturday- 8 a.m.-1 p.m.

Mount Holly
Fairgrounds Plaza
500-555 High Street
Mount Holly, NJ 08060

Agency and Driver Testing Hours
Monday- 8 a.m.- 5:30 p.m.
Tuesday- 8 a.m.-7:30 p.m.
Wed/Thur/Fri- 8 a.m.-4:30 p.m.
Saturday- 8 a.m.-1 p.m.

Southampton
1875 Route 38
Southampton, NJ 08088

Inspection Hours
Mon.-Fri.-8 a.m. - 4:30 p.m.
Saturday- 7 a.m. - 12 p.m.

Regional Office
Trenton
120 S. Stockton & Front Street
Trenton, NJ 08611
Monday- 8 a.m. – 5:30 p.m.
Tuesday 8 a.m.-7:30 p.m.
Wed/Thur/Fri- 8 a.m.-5:30 p.m.
Saturday- 8 a..m. - 1 p.m.
Suspension/Restoration
Mon.-Fri. 8 a.m. - 4:30 p.m.
Saturday- No Service (Mon-Fri only)

To replace a lost or stolen license, you will have to bring identification to the MVC and pay an **$11.00 fee.** The MVC now has very specific kinds of I.D. that are required under the new "Six Point" system:

Please use this guide to prepare yourself for your trip to MVC. Make sure you have the six points of identification necessary to obtain your drivers license or non drivers I.D.

SIX POINT SYSTEM OF IDENTIFICATION

Primary Documents:
(4 Points)

- Birth Certificate or Certified Copy from one of the 50 states.
- U.S. Dept. of State Birth Certificate
- US Passport-Current or Expired less than 3 years
- Current US Passport card
- Current NJ Digital Drivers License
- Valid Active Duty US Military Photo ID Card
- US Adoption papers

- Certificate of Naturalization
- Certificate of Citizenship

Secondary Documents:
(3 Points)
- Civil Marriage/Domestic partnership/ Civil Union Certificate: Issued by the Municipality or State
- Order of Decree of Divorce
- Court Order for Legal Name Change: Signed by a judge or county clerk
- US Military Photo/Retiree Card

(2 Points)
- U.S. Military Discharge Papers (DD214)

(1 Point)
- Current/ Expired (Less than 1 year) Non-Digital NJ Photo Drivers License
- Social Security Card
- Bank statement or record
- ATM Card w/ pre-printed name and applicant signature
- NJ Public Assistance Card w/ Photo
- High School Diploma/GED/ College Diploma
- Veterans Affairs-Universal Access Photo ID Card

You can get a brochure on this new "Six Point" system from the MVC offices listed above or from the Motor Vehicle Commission web site, www.state.nj.us/mvc. If your license has expired, you will have to go with your six points of I.D. to the MVC to fill out a renewal application. You may have to take the written test again. License renewal costs **$24.00**.

E. Non-driver's State I.D.

New Jersey provides state photo identification for non-drivers. **You can get this official state I.D. even if your driver's license is currently suspended**. This may be a good option for you if it is going to be some time before you get your license back. You will still need to bring the same type of identification documents described previously, under the new "Six Point" system. You can request by visiting your local MVC Agency or call to request an application (BA-207 Form) at (609) 292-6500 or toll free at (888) 486-3339. * Fee is $24.

F. Certificates of Naturalization or Citizenship

This certificate is necessary for employment upon your release. In general, if you need to replace lost forms, you can contact the US Citizenship & Immigration Service or

Application Support Centers to find out about identification and fingerprint verifications. There is a fee to process an application for replacement documents. The National Customer Service Hotline is 1 (800) 375-5283.

Citizenship Locations

US Citizenship & Immigration Service Offices:

Mount Laurel Field Office
530 Fellowship Rd
Mt. Laurel, NJ 08054

This office serves the following counties; Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean and Salem.

1 (800) 375-5283

Newark Field Office
Peter Rodino Federal Building
970 Broad St.
Newark, NJ 07102

This office serves the following counties; Bergen, Essex, Hunterdon, Hudson, Middlesex, Morris, Passaic, Somerset, Sussex, Union, and Warren.

1 (800) 375-5283

G. Alien Registration Card "Green Card"

To replace a missing Green Card, you must go to the US Citizenship & Immigration Service Office (see above) to fill out an I-90 form. Please make sure that you bring I.D. with you.

You can also visit the website and download the forms at www.uscis.gov. It costs **$450** for processing. **If you have any questions or concerns about your status as a result of your criminal conviction, call Legal Services of New Jersey at 1-888-576-5529 before going to immigration.**

H. Military Discharge Papers

FYI: You may have the opportunity to meet with the Veterans Administration (VA) liaison from the Veterans Administration during your incarceration. The VA liaison can assist you in requesting a copy of your DD214 (discharge papers) by completing the SF-180 form. Please notify your institution's P.R.E.P.A.R.E social worker for assistance with your requests and to obtain information on your veteran status. You can also obtain the SF-180 by writing the Veteran Benefit Administration in NJ or the NPRC, which is the main record depository.

Main records depository
NPRC, 9700 Page Ave
St. Louis, MO 63132-5100

Upon your release, you can also visit the following web site to request military records; www.vetrecs.archives.gov
Once on the www.vetrecs.archives.gov website, follow the on screen instructions for requesting personnel records. You will be asked to print out a signature page which can either be mailed or faxed. Upon receiving the form, the records will be mailed directly to you.

I. Passport

Although a passport may not seem like an important item to have at this point, it can serve as a major form of identification because it is widely accepted. There are fees involved in obtaining your passport. To obtain your passport, you may visit the Burlington County Clerks Office at:

Burlington County Clerk
49 Rancocas Road
Mount Holly, NJ 08060
Phone: **(609) 265-5122**

Other Locations:
County Corner-Moorestown Mall
Rt. 38, Moorestown
10 am- 6:30 pm Monday -Friday
10 am -4:30 pm on Saturday.
(856) 642-3833.

Burlington County Clerks Office
Rancocas Road, Mount Holly

8 am -6:30 pm on Monday
8am - 4 pm Tuesday through Friday
(609) 265-5122.

Bordentown City Library (by appointment only)
Please call (609) 265-5122 to schedule an appointment.
18 East Union St., Bordentown
(609) 298-0622

Bordentown Post Office
14 Walnut St.
Bordentown, NJ 08505
(609) 298-0262

Cherry Hill Post Office
1175 Marlkress Rd.
Cherry Hill, NJ 08034
(856) 424-4533

National Passport Information Center 1 (877) 487-2778.

Willingboro Township Library
220 Willingboro Parkway, Willingboro
1st and 3rd Tuesday of the month- 10 am -6 pm
(no agent on duty from 3 to 4 pm)
(609) 877-6668.

Pemberton Library
500 Pemberton-Browns Mills Road, Pemberton NJ 08068
1st and 3rd Thursday of the month- 10am - 6pm
(no agent on duty from 3 to 4pm)
(609) 894-8201.

You will need to bring:

- ✓ An original or certified copy of a birth certificate with a raised seal and file date issued by Vital Statistics
- ✓ A naturalization certificate
- ✓ Official military I.D.
- ✓ A previous US passport; photocopies are not accepted.
- ✓ Your Social Security card
- ✓ I.D., such as a valid driver's license, government identification or previous passport issued after your 16th birthday. The expired passport should not be more than 15 years old.

- ✓ 2 identical copies of a 2x2 face front regulation passport photo. **(photos can be taken for a $10 fee you will need an appointment)**

$110 for regular service/passport total made payable to US Dept of State and **$25** check/money order/cash made payable to Burlington County Clerk. A passport will be valid for 10 years.

J. NJDOC Release Papers/Temporary I.D. Card

Make sure you keep your prison release papers and temporary I.D. card. Your release papers can serve as identification in some circumstances and your I.D. card is valid for 30 days.

First Steps after Release:

Where Do I Go to Find…

This section provides resources for food, shelter, clothing, money, and other emergency needs. We have provided some resource options in Burlington County that you can utilize upon release.

FYI: Important paperwork will be needed repeatedly throughout your life. Make sure to invest in a folder or safe to keep important documents. **Never** carry your birth certificate or Social Security card with you. You will only need to produce these items upon request. It is smarter to keep them in a safe place.

Also, make sure to keep a notebook and a pen with you to write down the names and phone numbers of the people you come in contact with at various agencies. Remember, nobody is going to care about your success as much as you do.

Provided for you are agencies and services that can assist you in finding your basic needs.

FYI: It is a good idea to call first to check that the hours of operation haven't changed. Please try to be patient with those that are attempting to assist you.

See the following pages for list of resources.

A. First Stops

The agencies below provide a range of services
and/or, depending on what you need, can refer you to other places.

FIRST-STOP AGENCIES

2-1-1/First Call for Help – is a resource for Burlington County residents, which offers comprehensive information and referrals for human services, health care, government and community resource assistance. Dial 211, which can be accessed from the internet, cell phone or landline, 24 hours a day, 7 days a week. Dial 800-331-7272 for the Homeless Hotline, which addresses emergencies and homeless calls. 211is multi-lingual and accepts TTY callers.

B. Shelter

Access to most of these shelters can be obtained through the Burlington County Board of Social Services or through a general walk in.

Burlington County Action Program
718 Route 130 South
Burlington, NJ 08016
(609) 386-5800

Delaware House-Catholic Charities
25 Ikea Drive
West Hampton, NJ 08060
(609) 267-9339

Salt and Light Company Mt. Holly
96Rancocas Rd.
Mt. Holly, NJ 08060
(609) 261-4571

Catholic Charities-Emergency Services of Delanco
801 Burlington Ave
(856) 764-6940

The Extended Hand Ministries Inc.
275 Holeman St.
Mt. Holly, NJ 08060
609-914-4270

Providence House Domestic Violence Shelter
P.O. Box 496
Willingboro, NJ 08046
(609) 871-7551

INTERFAITH HOSPITALITY NETWORK OF BURLINGTON COUNTY

Site: 16 E main St, Moorestown NJ 08057
Phone: 856-638-0110
Website: www.familypromise.org
Hours: *Office* - 7am-5pm 365 days

*Shelter for families only.

C. Food/Clothing

Here are the food pantries and soup kitchens in Burlington County. Although each agency has been verified, please call to check for most current hours of operation.

Food Pantries/Soup Kitchens

FYI: *Please note that any food pantry that also sells or provides clothing will be indicated next to the address by the designated symbol:*

Beverly

FAITH CHRISTIAN COUNSELING CENTER, INC.
Site: 704 Cooper St., Beverly, NJ 08010
Phone: 609-880-3025 or 609-239-4411
Hours: Mon-Fri: 9am-5pm
Contact: Rev. Leroy Scott
This site provides a food pantry and emergency food.

Browns Mills

CHRISTIAN CARING CENTER

Site: 378 Lakehurst Road, Browns Mills, NJ 08015
Mail: PO Box 385, Pemberton, NJ 08068
Phone: 609-893-0700
Hours: Mon-Sat: 10am-3pm
Contact: Cathy Goodson
This site provides a food pantry, a community lunch program and a thrift store.

ST. ANN'S CHURCH FOOD PANTRY

Site: 22 Trenton Road, Browns Mills, NJ 08015
Phone: 609-893-3246 x29
Website: www.stannschurch.org
Hours: 2nd & 4th Thurs of each month: 11am-12:30pm & 1:30-3pm
Contact: Bud Cooper

Burlington

BURLINGTON SDA FOOD PROGRAM

Site: 356 Conover St. Burlington, NJ 08016
Phone: 609-386-6133
Hours: every 3rd Tues of the month
Contact: Donna Powell
This site provides a pantry.

HOLY LIGHT CHURCH OF JESUS CHRIST

Site: 133 East Union Street, Burlington, NJ 08016
Phone: 609-387-3183
Hours: Food Distribution - Thurs: 7-8:30pm
Contact: Leila Bright

SAINT MARY STREET UNITED METHODIST CHURCH

Site: 483 St. Mary Street, Burlington, NJ 08016
Phone: 609-387-1518
Hours: Tues: 11:30am-12:30pm
Contact: Caretha Holmes: *This site provides a pantry; clients may pick up food once a month.*

SISTERHOOD INC.

Site: 132-136 East Broad Street, Burlington, NJ 08016
Phone: 609-747-9333
Hours: Mon: 9am-5pm
Contact: Rev. Hilda J. Covington
This site provides a pantry, clothing, social services, and counseling.

TABERNACLE BAPTIST CHURCH SOUP KITCHEN AND PANTRY

Site: 150 East 2nd Street, Burlington, NJ 08016
Phone: 609-386-4785
Fax: 609-386-2314
Website: www.tabernacle-burlington.org
Hours: *Pantry* - Mon: 10am-1 pm; Thurs: 2:00pm-3:00 pm
Soup Kitchen - Mon: 12pm
Contact: Donald Price

This site provides a pantry, a soup kitchen, and clothing.

Delanco

CATHOLIC CHARITIES EMERGENCY AND COMMUNITY SERVICES

Site: 801 Burlington Avenue, Delanco, NJ 08075
Mail: Catholic Charities, 383 W. State Street, Trenton, NJ 08618

Phone: 856-764-6940 or 6945 x 128
Website: catholiccharitiestrenton.org
Hours: *Office* - Mon-Fri: 9am-5pm
Pantry - Mon-Fri: 9:30am-11am; Mon, Wed, Thurs, Fri: 1pm-4pm; Tues: 1pm-6pm
Contact: Bonnie Jordan, Program Director
This site provides a pantry and emergency shelter.

PRINCE OF PEACE LUTHERAN CHURCH

Site: 61 Route 70 East, Marlton, NJ 08053
Phone: 856-983-0607
Hours: *Office* - Mon-Fri: 9am-4pm
Pantry - Tues 1:30-3:30pm; Thurs: 9:30am-11:30pm & by appointment for emergency food
Contact: Janet Ruoff
This site provides a pantry, clothing on request and referral, and a single woman and child program.

Marlton

Prince of Peace Lutheran Church
Site: 61 Rt. 70 East Marlton, NJ 08053
Phone: (856) 983-0607
Hours: Tues: 1:30 pm- 3:30 pm, Thurs: 9:30 am -11:30 am

Mount Holly

SOCIETY OF SAINT VINCENT DE PAUL

Site: 260 High Street, Mt. Holly, NJ 08060
Phone: 609-267-9600
Fax: 609-267-3580
Hours: Mon, Tues, Wed, Fri: 11am-1pm; Mon: 6-8pm; Thurs: 6:30-8:30pm
Contact: Merry Marcellino
This site provides disbursement of food and funds for utilities and rent, advocacy, referrals, and prayers.

Moorestown

INTERFAITH HOSPITALITY NETWORK OF BURLINGTON COUNTY

Site: 16 E main St, Moorestown NJ 08057
Phone: 856-638-0110

Website: www.familypromise.org
Hours: *Office* - 7am-5pm 365 days
Contact: Pat Lasusky, Director
This site provides a shelter at participating churches and a day program for the homeless.

Tabernacle Township

SAINT VINCENT DE PAUL SOCIETY OF HOLY EUCHARIST CHURCH
Site: 520 Medford Lakes Road, Tabernacle Township, NJ 08088
Phone: 609-268-0005
Website: www.holyeucharist.org
Hours: 24 hour phone hotline, home visits by appt
Contact: Ranee Padano
This site provides a pantry.

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D: Transportation

There is no general program that will provide assistance paying for transportation. NJ Transit will no longer accept release papers in substitution for bus tickets. However, you may purchase transit tickets from NJDOC for $2.50 prior to release, which will assist you with reaching your destination.

Some of the programs listed in this book will provide bus passes to help you participate in a particular program. If you are assigned to a community/social service or reporting program, you may want to ask if the program offers transportation assistance.

For specific bus, rail or train schedules and fares, you may call NJ Transit: (973) 275-5555, NJ Text Telephone: 800-772-2287 or visit the NJ Transit Website: http://www.njtransit.com For specific route information on the web site, click on the "trip planner". For your Burlington County travel

convenience, may want to purchase weekly, monthly or discounted transit passes (when applicable).

Burlington County provides free county bus transportation to senior citizens (60 and older) and adult disabled residents (21-59 years of age) through the Burlington County Transportation System (BCTS) Paratransit Service, which operates Monday through Friday 8am - 5pm and BurLink services.

BurLink is a deviated fixed route system available to the general public. Some routes begin as early at 6 a.m. and run as late as 7:50 p.m.

Riders may use the BCTS Paratransit Service for:

- their medical appointments at doctors' offices, medical centers or hospitals
- grocery shopping of for personal business appointments
- competitive and non-competitive employment and post-secondary education sites
- attend one of the County's Office on Aging nutrition sites
- get to appointments at the VA clinic in Philadelphia if they are a qualified veteran .

All residents must be registered with the Burlington County Transportation Office **609-265-5109** before reserving a ride with the Paratransit Service.

Nutrition clients must register with the Office on Aging **609-265-5069.**

Veterans must register with the Department of Military and Veterans Services **609-265-5008.**

All other reservations for transportation can be made by calling **1-800-836-0580.**

E. Money

Once you are released from custody, you will need a source of income until you can find a job. (see section on “Finding a Job” for job seeking information).

The DOC does not provide any “gate money,” except for the money you may have in your inmate account. If it is possible to save any money before you are released, you should try to do so.

Based on need, Parole can give up to $300.00 in emergency funds, but it is at their discretion. Ask your parole officer about this.

You may be eligible to get some sort of public assistance (welfare), not everyone qualifies for this. Listed below are some basics on seeking and applying for benefits.

GENERAL ASSISTANCE (WFNJ-GA) AND TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (WFNJ-TANF) provide cash benefits, GA for single people and TANF for people who have custody of their children. Both programs will require you to work or actively look for work and both have a five-year lifetime limit. Work First New Jersey also has an Emergency Assistance program that you may qualify for if you are homeless or at risk of becoming homeless: it can pay for things like food, clothing and transportation costs to look for housing, but also utility payments and temporary rental or mortgage payment assistance. Depending on the county you are returning to, you may be able to meet with the P.R.E.P.A.R.E social worker at your institution and complete a WFNJ-GA application prior to release. You can contact your social worker for more information.

WFNJ-GA AND WFNJ-TANF
Application sites in Burlington County:

Burlington County Board of Social Services
795 Woodlane Road
NJ 08060-3335
(609) 261-1000
Hours: Weekdays 8:00 – 5:00 pm
www.bcbss.org

FYI: Please call your local office to verify what the eligibility requirements are for obtaining General Assistance

FOOD STAMPS

You may apply for food stamp while applying for GA/TANF. If you were convicted after August 22, 1996, of a drug distribution or sales offense, you may still be able to get Food Stamps if you have completed or are enrolled in a licensed drug treatment program, or completed a program in prison and

are drug free (you will be tested). Same goes for possession offenses. Please contact the welfare office in Burlington County to inquire.

F: Veterans Benefits

If you were receiving veteran's benefits, either for disability or a pension, and you were incarcerated for more than 60 days, you will have to get reinstated after you are released. If you were not receiving benefits and you are a veteran, you may be eligible for benefits or for other programs and services, including health care. You can contact the P.R.E.P.A.R.E social worker in your institution located in the social services department for assistance. You can also contact the Veterans Administration for questions about benefits at 800-827-1000. The 24-hour veterans mental health hotline is **1-866-VETS-NJ4U**.

The closest VA Benefit Administration is located at:

110A Meadowlands Parkway, Suite 102
Secaucus NJ 07094
201-223-7787

Regional Office
20 Washington Pl., 3rd Floor
Newark NJ
973-645-1441
Monday-Friday 8 a.m. - 4 p.m.

The Veterans Services Officer for Burlington County is **Walt Tafe** located at:

Human Services Facility
795 Woodlane Road
Westampton, NJ 08060
Phone: 609-265-5546 Ext. 1

The New Jersey Department of Military and Veterans Affairs Officer for this area is **Charles Piscopo** located at:

555 High Street, Suite 6A
Mount Holly, NJ 08060
Phone: 609-518-2273

Either office can assist you with your Veterans service needs, reinstate benefits or apply for new programs and services.

Websites for additional resources:

Federal Veterans Information:
www.va.gov

Info for NJ Veterans:
www.vetsinfo.com

New Jersey Dept of Veterans Affairs: www.state.nj.us/military

New Jersey Veterans Guide:
www.state.nj.us/military/veterans/njguide

VA Home Loans:
www.homeloans.va.gov

Veterans Counseling Service Center:
www.va.gov/rcs/newjersey/html

Be aware that the VA takes considerable time to make decisions. On average, it can take 273 days to process a new application for benefits.

OTHER BENEFIT PROGRAMS: You may be eligible for other cash benefits, including Supplemental Security Income (SSI) disability benefits (if you are seriously disabled and cannot work) call 1-800-772-1213 and the Women's, Infants, Children (WIC) program, which gives food vouchers to low-income parents. You can inquire about WIC at the city and county welfare offices.

Taking Care of Yourself: Getting Support

The transition from prison back to society may take some time to get adjusted and we want to provide you with options to lessen the burden. Taking care of your mind and body will be important for your success. Below are a few places to that may be of assistance.

Taking Care of Yourself: Health Care Resources

It is very important that you pay close attention to your aftercare once you are released from custody. Change in your daily routine cause a certain level of stress. Stress along with any medical condition may worsen if routine monitoring and treatment are not available. Therefore the resources listed below provide information on paying for health care, clinic visits and other resources in Burlington County.

A. Health Care Benefits: Am I eligible?

In New Jersey, the **Medicaid** program provides health care benefits for some low-income people. If you gain custody of children under 18 when you are released, you may qualify if you are; ***single, head of house and unemployed, or existing earnings are not enough to support the household*** Other eligibility requirements include low-income status, over age 65, blindness, or inability to work due to a disability.

If you are disabled and are applying for SSI, you will also be screened for Medicaid at that time. If you qualify for General Assistance benefits, you will get some very basic health care benefits through Medicaid (Plan G). **Medicaid is a separate program from GA or TANF, so you don't have to be eligible for those benefits to qualify for Medicaid.**

For questions about Medicaid eligibility, or to apply for Medicaid in Burlington County go to:
Burlington County Board of Social Services
795 Woodlane Road
NJ 08060-3335
(609) 261-1000
Hours: Weekdays 8:00 – 5:00 pm
www.bcbss.org

If you are a veteran, you may be eligible for health care benefits through the **Veterans Administration**, which provides a "Medical Benefits Package" for enrolled veterans. You may call 877-222-VETS for more information about eligibility and applying for benefits.

If you are HIV+ or have AIDS, you may also be eligible for the **AIDS Drug Distribution Program** (ADDP), which provides help paying for HIV/AIDS medication for people who do not have other ways of paying. **You can apply for this program before you are released**. Contact the **Aids Drug Distribution Program** at 609-588-7038 or toll free 877-613-4533, Mon-Fri 8am-5pm to apply.

Easter Seals New Jersey provides information, referrals and loans of medical equipment (including wheelchairs) to people in need. For information call 732-257-6662.

B. General HealthCare Providers

Even if you do not have Medicaid or other health insurance and benefits, here are some facilities that provide primary health care at low cost, sliding scale or free service. They are listed below. Most hospitals have charity care, for which you can inquire about during a hospital emergency room visit.

Burlington County Community Health Centers

Southern Jersey Family Medical Center---
SJFMC provides services for Adult and Family Medicine, Clinical Laboratory Services, Dental Care Foot Care, Nutritional Counseling, Pediatrics, and Women's Health Care.

Burlington location:
651 High Street #1
Burlington, NJ 08016
609-386-0775

Pemberton location:
Buttonwood Medical and Dental Center
600 Pemberton-Browns Mills Road
Pemberton, NJ 08064
609-894-1100

FYI: All of these centers accept Medicaid and some insurance plans, but also provide services on a sliding scale basis, additional fees for x-rays and lab work. Primary and preventive care. Staff there may help you apply for Medicaid, charity care or other benefits if you may be eligible.

Burlington County Department of Human Services
P.O. Box 6000, 795 Woodlane Road
Mt. Holly, NJ 08060
Primary telephone #: 609-265-5546
Secondary telephone #: TTY: 1-800-852-7899
Fax: 609-265-5382
Web site: http://www.co.burlington.nj.us/
departments/human_services/index.htm

Family Planning Centers in Burlington County Area:
Planned Parenthood

Planned Parenthood of Southern New Jersey
Delran Professional Center
8008 Rt. 130 North, Building B Suite 305
Delran, NJ 08010
Telephone #: (609) 871-4220
Fax #: (609) 871-7204
Clinic Session: Monday and Thursday 8:30 am – 4:00 pm
Wednesday 11:30 am – 7:00 pm
No male patients accepted
Sliding Scale fee – By appointment only!
No HIV Counseling & Testing available

Burlington County Health Department
Family Planning Clinic
Virtua Hospital, Outpatient Clinic Area A
Trenton Road
Browns Mills, NJ 08075
Telephone #: (609) 267-1950
Fax #: (609) 265-1382
Clinic Session: Wednesday 4:30 pm
By appointment only!

Burlington County Health Department
Family Planning Clinic
15 Pioneer Boulevard
Westhampton, NJ 08060
Telephone #: (609) 267-1950 or (609) 914-5566
Fax #: (609) 265-1382
Clinic Session: 2nd and 4th Wednesday 12:00 pm
Thursday 4:00 pm
By appointment only!

C. Services for People with HIV/AIDS

In addition to the clinics listed above, a number of places in Burlington County offer care and support services specifically for those living with HIV and AIDS.

Burlington County Health Department
Raphael Meadow Health Center
15 Pioneer Boulevard
Westhampton, NJ 08060
Telephone #: (609) 265-5583
Fax #: (609) 265-5535
Clinic Session: Tuesday 3:00 pm – 5:00 pm

Free Clinic – Walk-ins
HIV Counseling & Testing available

National AIDS Hotline
1-800-232-4636/1-800-CDC-INFO
Spanish Services 1-800-344-7432
TTY Deaf services 1-800-281-AIDS
Offers anonymous, confidential HIV/AIDS information by trained specialists who are knowledgeable and available to assist with questions regarding the disease.

STD Screening

Please call or visit the **Communicable Disease Program** at 15 Pioneer Blvd, Westampton, NJ 08060 609-265-5548.

D. Services for People With Tuberculosis and Hepatitis C

In addition to the general medical care facilities listed above, there are a few services especially for people with tuberculosis and hepatitis C. Screening and treatment are available at no cost. Certain eligibility requirements apply.

Please call or visit the **Communicable Disease Program** at 15 Pioneer Blvd, Westampton, NJ 08060 609-265-5548.

E. Dental Care

The locations listed below don't provide free care, but do have a sliding scale for those without insurance. Waiting lists can be long.

NJ Family Care is available to certain low income parents. In addition to health benefits dental and eyeglasses are offered. For children this service is free. In order to check for eligibility, please call 1-800-701-0710

Buttonwood Medical and Dental Center
600 Pemberton-Browns Mills Road
Pemberton, NJ 08064
609-894-1100

Burlington County College Dental Health Center
(609) 894-9311 Ext. 1074
Service: Dental health preventive services, cleanings, examinations, fluoride treatments, sealants, and X-rays to all students, faculty and community members. There is a nominal charge of $5.00 per visit by appointment only.

F. Mental Health and Substance Abuse Resources

FYI: Drug addiction can be fatal to your health, not to mention illegal and can result in jail time. In order to be successful in society seeking services for a drug or alcohol addiction will be necessary. Many of the health clinics, support centers and other resources listed in this guide can help refer you to treatment that most fit your needs. Listed below are some of Burlington County's treatment resources and each of these will also help with referrals if they can not help you. If you want treatment, you should also ask your parole officer for help — beds in treatment facilities are hard to come by, and they can help get you in. There are Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) support group meetings all over Burlington County. To find a meeting near you, call 866-920-1212 (for AA) or 800-992-0401 (for NA). For other self-help group resources, call the New Jersey Self Help Clearinghouse at 800-367-6274. Also, you can call the Addictions Hotline of NJ at 800-238-2333.

FYI: Each county has a mental health administrator. When you call this person they will provide you with the names and phone numbers closest to your area to provide services that fit your needs.

The mental health administrator for Burlington County is:
Barbara Biglin, Administrator
Burlington County Mental Health Board
795 Woodlane Road - PO Box 6000
Mt. Holly, NJ 08060
(609) 265-5545
e-mail: bbiglin@co.burlington.nj.us

The following are the agency listings in Burlington County that provide Mental Health services:

Buttonwood Behavioral Health Center
(609) 726-7000
600 Pemberton-Browns Mills Road
Pemberton Township, NJ

Drenk Behavioral Health Center
(609) 267-1377
Out Patient: Human Services Facility,
795 Woodlane Rd.

Westampton, NJ 08060
Service: Provides screening and crisis intervention program (SCIP). Psychiatric screening center.

Catholic Charities Main Number
(609) 394-5181
39 N. Clinton Ave.
Trenton, NJ 08609.
Hours: Monday 9:00am to 5:00pm
Tuesday, Wednesday, Thursday 9:00am to 8:00pm
Friday 9:00am to 5:00pm
Service: Provides individual, group, and family counseling.

Twin Oaks
(609) 267-5928
Access Center 1-(800) 963-3377
770 Woodlane Road
Mt. Holly, NJ 08060.
Hours: 24 Hours 7 days a week
Service: Provides emergency services and services to older adults who suffer from mental illness and who may be at risk of psychiatric hospitalization.
Fee: Medicaid, Insurance, or self-pay.

Lourdes Medical Center of Burlington County – S.C.I.P.
(609) 835-6180
218 A Sunset Rd.
Willingboro, NJ 08046.
Service: 24 hour access line. Assessment center provides crisis intervention, emergency stabilization, individual assessments, and employee assistance programs. Treatment services include outpatient services, partial hospital intensive outpatient services, and inpatient services.

Genesis Counseling Center
2003C Lincoln West Dr.
Marlton, NJ 08053
(856) 596-8007

The following are a list of agencies that provide assistance with substance abuse services:

Prevention Plus of Burlington County, Inc.
(609) 261-0001
1824 Rt. 38 E. Suite B, Mt. Holly, NJ 08060
Hours: Monday-Friday 9:00am to 5:00pm

Service: Provides education and training to the residents of Burlington County on wellness related issues, including the prevention of the abuse of alcohol, tobacco, and other drugs.

Alcoholics Anonymous/South Jersey
(856) 486-4446
Meeting Information (856) 486-4444
PO Box 2514, Cherry Hill, NJ 08034.
www.aasj.org
Hours: 24 hours a day 7 days a week
Services: Provides information and literature about the treatment of alcoholism, hospitalization, and A.A. meetings.

FYI: While the medical care and drug treatment and or detoxification facilities listed above may be able to assist you with medication for mental health issues, and some counseling as well, there are also places to go to get counseling and therapy and other mental health services. Some of these services require Medicaid or other insurance, but some will also have sliding scale payments. **Although the services below provide mental health services, some may also offer substance abuse services, as well.**

G. Emergency Mental Health Services

FYI: If at any time you may want to hurt yourself or someone else or you feel like you may be a danger to your self or others, please call 911.. It is very important that you call someone for help. Here are a few numbers of places that would be more than willing to come to your aid.

CONTACT of Burlington County Office Number
(856) 234-5484
Helpline Numbers (856) 234-8888 or 1 (866) 234-5006
CONTACT 24 Hr Crisis Number: 2-1-1

Twin Oaks (609) 267-5928
Access Center 1-(800) 963-3377
770 Woodlane Road, Westampton, NJ 08060.
Hours: 24 Hours 7 days a week
Service: Provides emergency services and services to older adults who suffer from mental illness and who may be at risk of psychiatric hospitalization.
Fee: Medicaid, Insurance, or self-pay.

Lourdes Medical Center of Burlington County – S.C.I.P.
(609) 835-6180
218 A Sunset Rd. Willingboro, NJ 08046.
Service: 24 hour access line. Assessment center provides crisis intervention, emergency stabilization, individual assessments, and employee assistance programs. Treatment services include outpatient services, partial hospital intensive outpatient services, and inpatient services.

H. Free/Low Cost Eyeglasses and Eye care

NJ Family Care
Assists certain low income parents with obtaining eyeglasses. Please call to check for eligibility.
1-800-701-0710

South Jersey Eye Care

Main office:
400 Chambers Avenue
Camden, NJ 08103
856-365-1811
http://sjeyecenter.org

512 Lakeland Road
Blackwood, NJ 08102
856-374-6078

Other resources:

Aging and Disability Resource center

795 Woodlane Road
Westampton, NJ 08060
Ph: 609-265-5069
Fx: 609-265-3725
Ph: 609-702-7053
Director: Linda Cushing

Meals On Wheels
Toll Free
Ph: 877-222-3737

Hours
Monday - Friday
8 a.m. - 5 p.m.

Glasses/Vision

To find a social services agency to apply at for free prescription glasses in your area, dial New Eyes for the Needy at 973-376-4903.

To apply for a free eye exam or glasses, call VISION USA at 1-800-766-4466.

Finding a Job:

Employment Assistance and Training Programs

Getting a job is usually one of the most important necessities when released from prison. Not everyone can obtain employment immediately, sometimes things like getting drug treatment, dealing with your housing, health or family situation may come first. For most people, though, finding work is the first step to getting back on your feet. It will be very challenging to get a job once you have been in prison, but it is not impossible, and you need to be persistent and patient. Below are some pointers on job searching, and information about resources that can help you find a job or get training for the job you want.

A. Things to Know Before You Start Your Job Search

Be Prepared: It is essential that you are organized, and have all records of previous employment available when beginning a job search. A resume is the smartest thing you can create. If you are unsure of how to do so, you may go to your local one-stop career center and seek assistance. Not only will employers want to know your work history, they will inquire of accurate dates that you were employed with the company. Knowing this information is vital to ensuring employment. Employers will not be interested in hearing that you do not remember dates or addresses for your work history. If an employer decides to hire you, he will also need your identification, so make sure that is readily available.

Presentation: Look as neat, clean and organized as possible, no matter what the job is. Be polite and respectful, even when people are not polite and respectful to you, and many won't be. Making the person you want to help you or hire you mad won't get you the job you want.

Talking About Your Criminal Record:
Never omit or falsify a document that asks you specifically if you have a criminal record. The application may ask you to give details to the nature of your crime or it may not. Chances are a criminal background check will be administered prior to employment, and lying will cost you the job.

IT'S A JOB FOR RIGHT NOW,
IT'S NOT THE REST OF YOUR LIFE
When you are first starting out, especially if you've been out of the job market for a while, or have never had a job, you need to build a work history, and, of course, you need to make some money. Take whatever job you can get for now — it doesn't have to be the exact job you want, or what you eventually want to be doing. Do this job well —even if it's not a great job — and it can help you get a better one in the future. A year of good job performance will make your criminal record matter less.

B. Help with Job Search and Job Training: Resources

The following are good places to start in looking for a job.

Burlington County One Stop Career Center
795 Woodlane Road
P.O. Box 6000
Westampton, NJ 08060
609-518-3900

The following are Vocational Rehabilitation Services for individuals who have been diagnosed with a disability.

Burlington County Department of Vocational Rehabilitation
VOCATIONAL REHABILITATION SERVICES
795 Woodlane Rd.
Westampton, NJ 08060
(609)518-3948

Delaware House Mental Health Services
25 Ikea Drive
Westampton, NJ 08060
Counties Served: Burlington
Phone: (609) 267-9339
Fax: (609) 386-6645
SE

Goodwill Industries of Southern New Jersey
2835 Route 73 South
Maple Shade, NJ 08052
Counties Served: Camden, Burlington, Gloucester
Phone: (609) 439-0200
Fax: (609) 866-1689
EE, PVE, WAT

Occupational Training Center of Burlington County, Inc.
2 Manhattan Dr.
Burlington, NJ 08016
Phone: (609) 267-6677
Fax: (609) 265-8418
Contact: Gayle Dugan
EE, PVE, WAT

VOCA Corporation
Greentree Executive Campus
Suite 5001D
Route 73/Lincoln Drive West
Marlton, NJ 08053
Counties Served: Camden, Burlington & Gloucester
Phone: (856) 983-3303
Fax: (856) 983-3313
SE

Allies, Inc.
2277 State Highway 33
Suite 415
Hamilton, NJ 08690
Phone: (609) 584-5522
www.alliesnj.org
SE

EE = Extended Employment	SE = Supported Employment
PVE = Pre Vocational Evaluation	WAT = Work Adjustment Training

FYI: These programs includes diagnostic evaluation, vocational guidance and counseling, therapies, vocational training, rehabilitation workshop and training, tools, supplies, assistive devices, vehicle modification, supported employment/job coaching and job placement assistance. Disability must be significant impediment to employment.

C. Legal Restrictions on Employment and Protections Against Discrimination

If you are interested in getting a job and building a career in a particular area, you should make sure that it isn't one that is forbidden to someone with the kind of criminal conviction that you have on your record. There are about 22 categories of jobs in New Jersey that exclude people with convictions (which conviction it is varies by job). These include: aircraft/airport employees; paid public school employees, school bus drivers and school crossing guards; bank employees; bartenders and waiters in establishments where liquor is served; housing authority and municipal police and parking enforcement officers; New Jersey Turnpike Authority employees; liquor retail, wholesale, manufacturing or distributing employees; paid firefighters; child care center employees; community residences for individuals with developmental disabilities. A much larger number of jobs require that you disclose your criminal record, and those employers perform background checks; some of these, however, also require that employers consider evidence of rehabilitation. These include most jobs in the health care and counseling fields (including drug and alcohol counseling) and social workers.

FYI: If you are going to begin training in a particular field, make sure you find out from the training course whether there are any restrictions that will keep you from getting a job.

Protections for Licensed Occupations:

If you are not absolutely barred from a position because of your conviction, New Jersey law says that you cannot be denied a professional license simply because of your conviction unless the crime for which you were convicted relates to the occupation you want to enter. If the licensing board or agency wants to deny you a license because the crime is related to the occupation, they have to explain, in writing, that they have considered certain factors like the seriousness of the crime, the circumstances of the crime, the date and your age when convicted, whether the crime was an isolated or repeated event, social conditions, and evidence of rehabilitation. You can ask your parole officer about applying for a "certificate of rehabilitation," which can be used in your license application.

D. Benefits for Employers Who Hire People With Criminal Records

As you look for a job you can tell employers that the federal government has programs to support employers who hire people coming out of prison.

FYI: Work Opportunity Tax Credit (WOTC): With the Work Opportunity Tax Credit, your employer may be able to save up to $4800 the first year you are hired. Make sure to inform your potential employer of this benefit.

Federal Bonding Program: Provides bonding "or insurance coverage" for employers who hire individuals with criminal histories who are otherwise qualified but cannot gain employment due to their criminal backgrounds. Please contact your local one stop for more information: **Burlington County One Stop Career Center,** 795 Woodlane Road**,** P.O. Box 6000**,** Westampton, NJ 08060 or call 609-518-3900.

E. Opening a Checking or Savings Account

After you've gotten a source of income, you may want to open a checking or savings account. A checking account is a great idea because many jobs provide direct deposit, and your check is automatically deposited into your account on payday. Using checks to pay for your bills is also cheaper than using money orders. To open a checking account you usually need a picture I.D. (driver's license or non-driver state I.D.), proof of address, birth certificate, and a Social Security card. You can also request a debit card with your account, which you can use just like a credit card (as long as you have the money in your account already). You can get a debit card for either a checking account or a savings account, but with a savings account you can earn interest on the money you've saved. Fees for these accounts will vary depending on the type of account and bank. Many banks now offer free checking.

F. Public Libraries

Your local public library can be a good resource for your job search. Public computers provide internet access (and help using the computer), job and course listings, and other local directories. Libraries also often carry the government forms mentioned in this guide, and librarians can help you find other information that you need.

LIBRARIES

Burlington County Library Systems
www.bcls.lib.nj.us

County Library
5 Pioneer Boulevard
Westampton, NJ 08060
609-267-9660

Branches

Bordentown Library
18 East Union Street
Bordentown, NJ 08505
609-298-0622

Cinnaminson Library
1619 Riverton Road
Cinnaminson, NJ 08077
856-829-9340

Evesham Library
984 Tuckerton Road
Marlton, NJ 08053
(located in the Evesham Municipal Complex)
856-983-1444

Maple Shade Library
200 Stiles Avenue, Maple Shade, NJ 08052
(Located in the Maple Shade Municipal Building)
856-779-9767

Pinelands/ Medford Library
39 Allen Avenue
Medford, NJ 08055
609-654-6113

Pemberton Library
16 Broadway
Browns Mills NJ 08015
609- 893-8262

Riverton Library
306 Main Street
Riverton, NJ 08077
856 829-2476

Member Libraries

Beverly
441 Cooper Street
Beverly, NJ 08010
609-387-1259

Burlington City Library
23 West Union Street
Burlington, NJ 08016
609-386-1273

Crosswicks Library
PO Box 147
Main Street, Crosswicks, NJ 08515
609-298-6271

Delanco Public Library
M. Joan Pearson School
1303 Burlington Ave.
Delanco, NJ 08075
856-461-6850

Florence Township Public Library
1350 Hornberger Ave.
Roebling, NJ 08554
609-499-0143

Mount Holly Public Library and Lyceum
307 High Street
Mt. Holly, NJ 08060
609-267-7111

Bass River Community Library
Bass River Elementary School
North Maple Avenue
New Gretna, NJ 08224
609-296-6942

Riverside Public Library
10 Zurbrugg Way
Riverside, NJ 08075
856-461-6922

Vincentown
Sally Stretch Keen Memorial Library
94 Main St.
Vincentown, NJ 08088
609-859-3598

FYI: Please note that summer and holiday hours differ from the above referenced, and you will need to call for those times.

Reconnecting with Family

As you prepare to come home, you may be thinking about reuniting with family members, including those you may not have seen for a long time. You may be excited to see your kids, your spouse, your parents, and others who are part of your family, and while most will be glad to see you home, others may be reluctant. All kinds of issues can come up, and you may need some help solving some of the problems that arise. This section provides some information and resources to help solve these issues.

Hotlines For Family Services Resources

NJ Child Abuse/ Neglect Hotline:
1(877)NJABUSE (652-2873)

Child Care Hotline:
1(800) 332-9227

NJ Child Support Hotline:
1 (877) NJKIDS- 1 (655-4371)

Division of Family Development:
1(800) 792-9773

NJ Department of Children Permanency and Protection Advocacy Line:
1 (800) 331-3937

Family Health Line:
1 (800) 328-3838

National Domestic Violence Hotline:
1(800) 799-7233

Parents Anonymous:
1(800) 843-5437

A. Family Counseling Resources

The following places can provide support, marital and family counseling and parenting classes to help you reunite with your family.

Family and Community Services
(609) 386-7331
206 High Street, Burlington, NJ 08016.
Hours: Mon, Tue, & Thu- 9:00am to 9:00pm
Wed-9:00am-4:00pm
Friday 9:00am to 5:00pm
Saturday 9:00am to 2:00pm
Provides professional counseling for individuals, marriage, family, group, and information and referral.

Family Success Center of Burlington
(609) 267-4001
45 High Street
Mount Holly, New Jersey
Hours: Monday through Friday, 9:00 a.m. to 5:00 p.m.
Limited evening and weekend hours are also available as determined by the Family Success Center.
The center offers services and referrals to help parents flourish as responsible, contributing members of the community and to foster stronger relationships with their children.

Family Service of Burlington County
(609) 267-5928
770 Woodlane Road
Westampton, NJ
Provides preventive and therapeutic mental health services to individuals, families and groups primarily in Burlington County and South Jersey.

Genesis Counseling Center
2003C Lincoln West Dr.
Marlton, NJ 08053
(856) 596-8007

Parents Anonymous of New Jersey, Inc.
1-800-843-5437 (24 hour hotline) Hours: Call to confirm group times at different locations Self-help for parents who are

under stress and who want to improve their relationship with their children. Groups meet weekly and are facilitated by a volunteer professional; many groups provide child care. Groups meet in most counties throughout the state with some bilingual groups available. Parents Anonymous also offers an on-line support group as well.

B. Child Custody and Visitation

Establishing visitation and gaining custody of your children once you are released is not an overnight procedure. If you had custody of your kids at the time you were incarcerated, and no family was able to take care of them, they may have been placed in foster care. If this is the case, and you do not know your child's case manager's name or number, contact the Division of Child Protection and Permanency at 800-531-1091. You will have to make an appointment with the case manager for an interview. They may not be willing to give you information over the phone. You'll be asked a series of questions in order to assess when and if you will be given visitation rights, so that you may reestablish your relationship with the child and hopefully gain custody again. This is just a quick overview of what to do and what you can expect.

FYI: ***If you were convicted of any violent or sexual offenses against children, you may be unable to live with or regain custody of your children.***

Listed below are the different offices for DCP&P in your area. Please contact the office that applies to your location.

Burlington East LO - #767
100 Lucas Drive
Lumberton, NJ 08048
609-265-6900 or 866-663-1331
Fax: 609-261-5757
Manager – Maryann Furphy

Burlington West LO - #768
200 Campbell Drive
Suite 100
Willingboro, NJ 08046
609-880-9300 or 800-847-1753
Fax: 609-880-0310
Manager – Phyllis Palmer

C. Getting and Paying Child Support

Whether you have custody of your children on your own when you get out, and need help from an absent "non-custodial" parent, or you do not have custody of kids who need your support, child support payments will be an important part of your life after you are released. Some basic information is included below, as far as enforcing a child support order.

Child support, custody and visitation issues are very complicated, and if you can get a lawyer, you should. Contact the Legal Services of New Jersey hotline, from 9:00 am - 4:30 pm, at 888-576-5529, or you can also contact South Jersey Legal Services, 107 High Street, Mount Holly, NJ or call 609-261-1088. From prison, you can also contact the Prisoner's Self Help Legal Clinic, P.O. Box 768, Newark, NJ 07101.

Getting and Enforcing a Child Support Order

If you have custody of your children and want financial support from the non-custodial parent, you can **apply** for child support at:

Burlington County Courts Facility
49 Rancocas Road, 3rd Floor
Mount Holly, NJ 08060
609-518-2645

There is a possible fee. To enforce an existing order go to:

Burlington County <u>Child Support Enforcement Services</u>
49 Rancocas Road, 3rd Floor
Mount Holly, NJ 08060
609-518-2645

You can also call 1-877 NJKIDS1 for more information about this.

Paying Child Support

If you have kids that you did not have custody of before you went to prison, there may be a child support order requiring you to pay a certain amount every month for their support. Even if you did not go to court, for example, the parent with custody filed for the order while you were incarcerated, the court can still order you to pay child support. The amount you pay in child support is tied to your income, and if the court does not know your income, they will assume you are working 40 hours a week at minimum wage. Child support payments are usually taken out of your paycheck. If you have not paid at all or missed payments, you will owe "arrears." Unless you got a modification of your child support order when you went

into prison (see below), the amount of arrears that you owe will have continued to grow while you were inside. When you come out, and get a job, they can begin to take out not just the monthly amount you owe for child support, but more money to pay back the arrears (up to 65% of your pay in total). They may also suspend your driver's license. Here are some things you can do:

D. Domestic Violence/Sexual Assault Resources

The following places provide counseling, support and shelter or referrals to shelter in domestic violence situations. You can also call these 24-hour hotlines:

New Jersey Coalition for Battered Women:
(800)-572-SAFE.

Domestic Abuse Hotline for Men and Women:
(888) 7HELPLINE (1-888-743-5754)

Burlington Superior Court Domestic Violence Unit
609-518-2642

National Domestic Violence Hotline
1-800-799-SAFE

Providence House Catholic Charities
Domestic Violence Hotline
609-871-7551

Domestic Violence Advocacy
Center of Tree House Haven
609-265-9000

Tree House Haven 24 Hour/Resource Line
856-630-8642

Getting More Education

Although getting more education may not be part of your short term plans, it certainly should be something to think about for the future, especially if you do not have a high school diploma or a GED.

A. High School Diploma/GED Certificate/High School Equivalency Degree (HSED)/Vocational School

Certificates

It is very important to keep records of any degrees and certificates of completion and work-related licenses that have earned. Before you are released, you can write to the school or agency where you earned your degree or certificate to obtain a copy. Once you have a copy in your possession, this should be kept in your strong box.

FYI: If you earned your GED while incarcerated, please call the Education Department of the institution you were in to obtain a copy.

You can also request your GED transcript or diploma verification from the New Jersey Department of Education providing you completed your diploma in a traditional setting. You will have to fill out a GED Information Request Form.

Please call 609-777-1050 for further assistance.
You may ask that it be sent to you; or you may pick up the form at a local testing center (which you can do after you are released); by downloading the form from the website http://www.state.nj.us/njded/students/ged/ged7.htm; or by writing to: GED Testing Program, Bureau of Adult Education and Family Literacy, New Jersey Department of Education, PO Box 500, Trenton, NJ 08625.

Your chances of getting a job that pays a living wage and of moving forward in a career will improve with more education, and not having the high school diploma or GED will simply lock you out from a lot of opportunities.

B. HSE/GED Classes

The places in Burlington County below offer classes to help you prepare for the HSE exam. Call for exact times and procedures. Many locations offer classes at low cost or no cost. Call individual programs for information on classes offered, fees and/or time schedules.

HSE/GED Testing Centers

Burlington County College
HSE/TASC Test Center
200 Campbell Dr., Suite 201
Willingboro, NJ 08046
(609) 894-9311 ext. 3079
Coordinator: Melody Brantley.

NJ Youth Challenge - Fort Dix
Samuel Hayes
Chief Examiner
Building #5910
W. 16th Street
Fort Dix , NJ - 08640
609-562-0572

C. Higher Education

If you already have a high school diploma or a GED certificate, you may want to move forward and get your associate's degree, bachelor's degree or graduate degree.

Local Area Colleges

Burlington County College

Pemberton Campus
601 Pemberton Browns Mills Road
Pemberton, NJ 08068
609-893-6311

Mt. Laurel
500 College Circle
Mt. Laurel, NJ 08054
856-222-9311

Strayer University
Willingboro Campus
Located Onsite at Burlington County College
300 Willingboro Parkway
Willingboro Town Center, Suite 125
Willingboro, NJ 08046
Phone 609-835-6000
Fax 609-835-6030

Can I Get Financial Aid?
To pay for this, you will probably try to get some financial aid. If you are applying for any federal financial aid programs after release (such as Pell Grants, Perkins Loans, Federal Family Education Loans, etc.), you are not restricted unless you have a drug-related offense. For possession offenses, a first offense means one year of ineligibility (after your conviction), a second offense, two years, and third offense means you are "indefinitely" ineligible, which to the government means permanently ineligible. For a sales or distribution crime, a first offense has two years of ineligibility,

a second offense makes it permanent. Private financial aid or loan programs may not have any restrictions.

Other Things You Need to Know

A. Getting Legal Assistance

To get assistance with civil (not criminal) cases, you can contact the toll free hotline for **Legal Services of New Jersey (LSNJ)**, which provides information and referrals, **888-576-5529**. For local Burlington County legal services please contact the office located nearest to you:

South Jersey Legal Services
107 High Street
Mount Holly, NJ
609-261-1088
http://www.lsnj.org/

B. Checking and Correcting Your Criminal Record ("rap sheet")

Since employers, landlords and others will be performing criminal background checks and getting copies of your criminal record, it is important that you know what is on it, and that it is accurate. You should also be prepared to answer any questions about your background.

FYI: Background checks are now only done electronically. You may contact State Police Headquarters to inquire how to correct your criminal record. The address is listed below.

State Section of Identification
Records and Identification Bureau
New Jersey State Police
P.O. Box 7068
West Trenton, NJ 08628
1-609-882-2000 ext 6425
1-609-530-4856 fax

C. Expungement: Cleaning Up Your Criminal Record

You may have heard about expungement as one way to clean up your criminal record as you get some distance from your old arrests and convictions. Unfortunately, expungement is fairly limited in New Jersey. You can expunge any arrest that did not lead to a conviction at any point. You can expunge "disorderly person's offenses," which are low level offenses in

New Jersey, after 5 years, and most municipal ordinance offenses after 2 years. Convictions for "indictable offenses" (felonies), can be expunged 10 years from the date of conviction, payment of any fine, satisfactory completion of probation or parole or release from incarceration, but whichever is latest. The most serious of these offenses, such as murder, kidnapping, aggravated sexual assault, robbery, arson, perjury and distribution, sale or possession with intent to distribute of controlled dangerous substances (drugs), **can never be expunged**. Expungement is a broader remedy for offenses committed as a juvenile. Legal Services of New Jersey has published a guide to cleaning up your record through expungement.

To obtain a copy of the book, call 888-576-5529, or go to the LSNJ web site, where you can download it for free: http://www.lsnj.org/english/crime/municipalcourt/clearingyourrecord.cfm.

D. Checking and Correcting Your Credit Record

While New Jersey allows employers to look at your criminal record, many employers — and others like landlords and mortgage companies — will use a credit report instead of or in addition to the state's records. Credit records are maintained by private companies and generally have information about your debts, your history of paying bills and other financial matters, but may also have information about your criminal record. The information may not be correct, and the law does offer you some protections. For example, if an employer uses a credit record to deny you a job, they have to tell you this, and give you the name, address and phone number of the agency that provided the report, and the agency must give you a copy of that information on your request. They cannot charge you money for that request if the employer used the report to deny you a job. If the records of the credit agency contain incorrect information, they must investigate and correct inaccurate information.

You can get ahead of the curve by getting a copy of your credit record and making sure there isn't any incorrect information on it. New Jersey residents are allowed one free credit report each year. Three companies that provide this service are:

Equifax Information Systems, LLC.:
P.O. Box 740241, Atlanta, GA 30374
800-685-1111.

Transunion Personal Credit Report:
PO Box 1000, Chester PA 19022
800-888-4213.

Experian:
PO Box 2002, Allen, TX 75013
800-397-3742.

FYI: By mail, be sure to include your full name, current address, Social Security number, and most recent former address for file-matching purposes.

E. Voting Rights

New Jersey law does not allow you to vote while you are in prison, or while you are on probation or parole for an indictable offense (disorderly person's offenses don't disqualify you). **Once you have completed your parole or probation term, you may register to vote**. Make sure that you are registered in the county in which you reside. **Applications for registration can be obtained from Social Services prior to release**. Also you may apply with the Division of Elections, the Commissioners of Registration office in the County where you live or from your Municipal Clerk once you are released. Registration forms are also available in various State agencies and at Division of Motor Vehicle offices and can be obtained while transacting agency business. If you are not sure, you can visit http://www.state.nj.us/lps/elections/vote_doe.html. You will be able to download a voter's registration form and mail it in. This site also explains who can register to vote and where you can register.

F. Registration of Sexual Offenders (Megan's Law)

Sex offenders are required to register with the police under Megan's Law. Offenses include: aggravated sexual assault; sexual assault; aggravated criminal sexual contact; endangering the welfare of a child by engaging in sexual conduct which would impair or debauch the morals of the child; luring or enticing and, if the victim were a minor and the offender not a parent, kidnapping; criminal restraint and false imprisonment and promoting prostitution of a child under 18. **You will be registered prior to release, but must re-register your home address at least 10 days prior to any move with the law enforcement agency with which you were registered when released.** You will also need to verify your address annually or every 90 days if you are a repetitive and compulsive offender.

The Game Plan

Your first weeks out after leaving prison can be overwhelming. This section is set up to help you get organized and keep yourself on track toward your goals. First, think about what those goals are? What do you want or need to get done in your first week out? In your first month out? Where do you want to be in six months? There are lots of things that other people need you to do — your parole officer, for example, and your family — but you also need to think about what you expect from yourself.

Places to stay

_____

_____

_____

Appointments to make? Doctors? Job help? Employers? Applying for Benefits?

_____

_____

_____

People I need to see or call:

Who? _____
Who? _____
Who?_____

NOTES:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Your First Weeks Out

Here is a basic calendar to use to plan your first days out of prison. Below it, there are some questions to ask yourself about what you plan to do. You can mark appointments and tasks on the calendar, and write in dates in the small boxes.

SUN	SUN	SUN	SUN

MON	MON	MON	MON
TUES	TUES	TUES	TUES
WED	WED	WED	WED
THURS	THURS	THURS	THURS
FRI	FRI	FRI	FRI
SAT	SAT	SAT	SAT

For how long? _____
For how long? _____
For how long? _____

When? _____

When? _____

When? _____

Where/phone number?

_____

Where/phone number?

_____

Where/phone number?

_____

Other things I need to do (get I.D., get prescriptions, go to a support group, etc.):

Notes:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

I.D. Checklist

Documents	**Have?**	**Need?**
Strong Box	____	____
Social Security Card	____	____
Birth Certificate	____	____
County I.D.	____	____
Driver's License	____	____
Non-driver's I.D.	____	____
Certificate of Naturalization	____	____
Green Card	____	____
Military Discharge Papers	____	____
Passport	____	____
High School Diploma		

Or GED Certificate ____ ____
Prison Release Papers ____ ____

Notes:_____

_____

_____

_____

_____

_____

_____

My Contacts:
Important Names and Phone Numbers
Parole Officer:_____

Parole Number:_____

Parole Office:_____

Address:_____

_____

_____

_____

Smart Book Topics

Getting Started:
I.D. and Other Documents

First Steps After Release:
Where Do I Go to Find…

Taking Care of You:
Getting Support

Taking Care of You:

Health Care Resources

Finding a Job:
Employment Assistance
and Training Programs

Reconnecting With Family

Getting More Education

Other Things You Need to Know

The Game Plan