2013 Cuyahoga County Directory

GOING HOME TO STAY

A Guide for Successful Re-entry for Men and Women

Call 2-1-1
Connecting people to services
LIVE UNITED United Way

CUYAHOGA COUNTY OF OHIO

LIVE UNITED
United Way

United Way of
Greater Cleveland

TO THOSE CURRENTLY OR FORMERLY INCARCERATED

"The six of us served time in prison, but have successfully remained in the community by making changes in our lives. Everyone must find their own way, but we encourage you to use this booklet, and we offer our advice to help you in your reentry to the community."

— Dennis, Edward, Mansfield, Marques, Maryum and Rakin

- Change what is inside your head — reinvent and improve yourself.
- Live in prison how you will live outside — focus on attitudes, behaviors and habits.
- Set realistic goals and take necessary steps to achieve them.
- Don't rush it — have patience — one day at a time.
- Persevere — develop an attitude of not giving up.
- Think before you act — one false move and you could be back.
- No one owes you anything — no chip on your shoulder.
- Find your own spirituality.
- Stay in a positive living situation.
- Apologize to your victims.
- Keep in touch with family members — rebuild relationships and bonds of trust.
- Talk to your children — apologize for not being there — stay involved.
- Carry yourself with dignity and respect — you will be more likely to be treated that way.
- Take time out to read this book.

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PREPARING FOR YOUR RELEASE

While you are in prison...

- Learn a trade or get a marketable skill.
- Participate in education programs. Get your GED.
- Address personal issues through treatment for addictions and mental health counseling.
- Modify (change) your child support order if needed.
- Work toward finding a positive place to live when released.
- Apply for government benefits as soon as you can.
- Keep in touch with family members.
- See if family members can send you clothing for your release (check with your institution).
- Get a Social Security card and birth certificate.
- Develop a résumé.
- Practice interviewing for a job.
- Work with your case manager to prepare for release.

FIRST STEPS AFTER RELEASE

When you are released, take it one day at a time...

- Contact a reentry program (page 3) and/or an employment program (page 19).
- Stay in a positive living situation (page 32).
- Get proper clothing (page 11), food (page 23).
- Find your way around — know the bus system (page 77).
- Get a birth certificate if you don't have one (page 48).
- Get a photo ID/driver's license (page 52).
- Get your Social Security card if you don't have it (page 59).
- Sign up for government benefits (page 80).
- Keep in touch with your parole officer (page 76).
- Take care of health and dental needs (page 26).
- Take care of mental health needs (page 68).
- Get help for alcohol or other drug abuse (page 1).
- Make arrangements for child support (page 7).
- Take care of child care or parenting needs (page 6).
- Get more training or education (page 14).
- Clean up your record and get legal help if needed (page 60).
- Clean up your credit and spend money wisely (page 70).
- Register with selective service (page 58). Register to vote (page 79).

Going Home to Stay

ALCOHOL AND OTHER DRUG ABUSE TREATMENT

If you need help for an alcohol or other drug-related problem and don't have insurance or the ability to pay, the phone number listed below can direct you to places which may be able to help. Whether you're in need of an assessment, sober housing, a support group like Alcoholics Anonymous, or a treatment program, there is hope.

Call United Way 2-1-1, 24 hours a day/7 days a week if you need to find a place for help.

To help you understand your options, the following information may be helpful for you or someone you know.

- Agencies that offer treatment provide an **assessment** as a first step. An assessment involves collecting information from you to help determine if treatment is needed and if so, what type.
- **Detox** helps lessen the body's physical need for alcohol or specific other drugs. This is only needed and available in certain cases. Services are generally offered over a three- to seven-day period.
- **Inpatient or residential treatment** programs require you to stay at the treatment center while you are involved in the program. Stays can last 30 days or longer.
- **Partial hospitalization** programs do not require you to live at the treatment center, but they have a schedule similar to an inpatient or residential treatment program. You generally have to attend the program every weekday for a full day.
- **Outpatient treatment** programs do not require you to live at the treatment center and don't require as much time as partial hospitalization programs. Services can range from a few hours per week to three hours per day, three days a week, for several weeks.
- **Counseling** is generally offered on a one-to-one basis, but may also be offered in a group. Counseling services usually have a specific focus and sessions are scheduled at mutually convenient times.
- **Aftercare programs** offer structured support (generally one to two hours per week) for people who have completed treatment and want additional help to maintain an alcohol- and drug-free lifestyle.

- Support groups offer peer-to-peer support and information to help in the ongoing recovery process. Below is a list of the most common support groups found in the Cleveland area.

  Alcoholics Anonymous..... 216-241-7387
  aacleve.org

  Al-Anon (for families, friends) 216-621-1381
  clevelandal-anon.org

  Cocaine Anonymous..... 216-523-8701
  caohio.org

  Families Anonymous 440-779-4357
  familiesanonymous.org

  Heroin Anonymous..... 888-699-7556
  heroin-anonymous.org

  Marijuana Anonymous 800-766-6779
  marijuana-anonymous.org

  Nar-Anon (for families)..... 800-477-6291
  nar-anon.org

  Narcotics Anonymous 888-438-4673
  nabuckeye.org

  Nicotine Anonymous..... 330-715-9288 or 877-879-6422
  ohio-nica.org

  Smart Recovery (an alternative to 12-step)..... 440-951-5357
  smartrecovery.org

- Halfway houses are residential facilities providing room and board, structured alcohol or other drug addiction services, individual counseling and living skills instruction.
- Sober housing is housing for people who are alcohol- and drug-free and want to live in a place with other sober, drug-free people. No structured treatment programs, support services, or counseling services are required. It is just a place to live alcohol- and drug-free. Three-quarter (3/4) way houses are a type of sober housing.

CARING FOR OLDER ADULTS

If you are caring for an elderly parent or other relative, there are services available to help you. Call The Aging and Disabilities Resource Network (ADRN) 855-585-2376 for referrals to services for older adults and their caregivers.

CASE MANAGEMENT / SUPPORT / INFORMATION

These programs assist people in transitioning back into the community after a period of incarceration. Comprehensive re-entry programs generally offer a package of services that include but are not limited to: assistance with basic needs, identification, job search assistance, education, peer support, referral and linkage to community service providers.

Comprehensive Re-entry Programs

Community Re-Entry 216-696-2717
1468 W 25th St., Cleveland, OH 44113
Provides comprehensive re-entry services and pre- and post-release for men and women returning to the community after a period of incarceration as well as for individuals residing in the community with previous criminal justice involvement.

Women's Re-Entry Network.....216-696-7535
1468 W 25th St., Cleveland, OH 44113
Provides comprehensive and gender responsive re-entry services for women involved with the criminal justice system.

North Star Neighborhood Re-entry Resource Center..... 216-881-5440
1834 E 55th St., Cleveland, OH 44103
northstarreentry.org
Helps those involved in the criminal justice system or formerly incarcerated persons access needed services and obtain necessary identification. Provides a computer lab for job searches and résumé preparation.

Other Re-entry Support / Information

Access to Recovery

HUMADAOP 216-459-1222

Oriana House, Inc. 216-881-7882
Provides recovery support services such as housing, transportation, job training, counseling, etc., through a network of providers to those involved with the criminal justice system within the past five years and who are recovering from drug or alcohol addiction. Must have had a drug and alcohol assessment completed in the past 12 months and a referral from an approved agency – other eligibility may apply.

Antioch Baptist Church .....216-421-1516, ext. 151
8869 Cedar Ave., Cleveland, OH 44106
Offers support groups for ex-offenders and their families.

Citizen Circles..... 216-698-2501
Offers a group for ex-offenders and community volunteers who want to support them.

The following locations offer Citizen Circles:

Citizen Circle of Love 216-391-9247
First Love Outreach Ministries
8021 Rawlings Ave., Cleveland, OH 44104

Cleveland Rise Citizen Circle..... 216-341-5004
8003 Broadway Ave., Cleveland, OH 44105

Downtown Citizen Circle .....216-268-1600, ext 506
1834 E 55th St., Cleveland, OH 44103

Euclid Avenue Citizen Circle..... 216-421-0482
Church of Covenant
11205 Euclid Ave., Cleveland, OH 44106

Glenville Citizen Circle..... 216-224-7902
Lee Memorial AME Church
861 E 105th St., Cleveland OH 44108

New Beginning Ministries 216-916-9270
3106 W 73rd St., Cleveland, OH 44102

Refuge Ministries Development..... 216-812-8560
5322 Fleet Ave., Cleveland OH 44105

Cleveland Eastside Ex-offender Coalition 216-426-9012
3030 Euclid Ave., Ste. 300, Cleveland, OH 44115
Provides counseling services, case management, mentoring and benefits screening to ex-offenders and their families.

Cuyahoga County Board of Developmental Disabilities..... 216-736-2673
1275 Lakeside Ave. E, Cleveland, OH 44114
Offers case management for people with developmental disabilities. Not exclusively for ex-offenders.

Gospel House Prison Ministry..... 440-439-6555
14707 Alexander Rd., Walton Hills, OH 44146
Offers re-entry support and information.

Jordan Community Resource Center..... 216-441-2496
3691 Lee Rd., Ste. 206, Shaker Hts., OH 44120
Adult mentoring and other services for women ex-offenders.

Lesbian, Gay, Bisexual, Transgender (LGBT)
Community Center of Greater Cleveland 216-651-5428
6600 Detroit Ave., Cleveland, OH 44102
Offers support for the LGBT community. Not exclusively for ex-offenders.

Mental Health Services..... 216-623-6888
1744 Payne Ave., Cleveland, OH 44114
Provides referrals to mental health services, including case management. Although not exclusively for ex-offenders, this is the gateway agency to mental health services in Cuyahoga County.

Nubian Link 216-799-6071
8555 Hough Ave., Cleveland, OH 44106
Provides support, information and guidance to ex-offenders. Offers case management and counseling to help clients plan for the future.

The Salvation Army..... 216-861-8185
2507 E 22nd St., Cleveland, OH 44115
Provides case management at several locations (see page 12 for office locations).

Sure House/RMD Re-entry Program 216-812-8560
5322 Fleet Ave., Cleveland, OH 44105
Mentoring, employment help and linkage to services for ex-offenders.

For social service information and referrals, you can call United Way 2-1-1, 24 hours a day/7 days a week. Not exclusively for ex-offenders.

CHILD DAY CARE AND PARENTING

Child Day Care

Starting Point for Child Care and Early Education 800-880-0971
4600 Euclid Ave., Ste. 500, Cleveland, OH 44103
Provides a referral service to help find childcare services as well as pre-school and after-school programs. Also provides booklets on what to look for when selecting and evaluating a child care program.

Cuyahoga County Job and Family Services..... 216-987-7346
1641 Payne Ave., Cleveland, OH 44114
Provides child care vouchers on a sliding fee scale for low-income families.

Parenting Helplines

For referrals to parenting classes (there are many programs in Cuyahoga County), parent support groups and other parenting resources call United Way 2-1-1, 24 hours a day/7 days a week.

Domestic Violence and Child Advocacy Center
Family Helpline..... 216-229-8800
Operates the Family Helpline, where early childhood specialists answer parenting questions, help with problem solving and give child development information on children younger than six years old. The Family Helpline offers 24-hour help and guidance for those who feel overwhelmed or out of control in dealing with their children, as well as general parenting information, support and referral.

Cuyahoga County Fatherhood Initiative.....2-1-1
neofathering.net
Provides referrals to resources that help support fathers, including parenting programs, child support and child custody resources. You can get these referrals by calling United Way 2-1-1, 24 hours a day/7 days a week.

Help Me Grow 216-698-7500
Provides home visits to eligible mothers and families (mainly those who are low income). Offers developmental evaluations and refers to specialized services for children with developmental delays or disabilities and provides information to families with young children.

City of Cleveland - Dept. of Public Health..... 216-664-4194
MomsFirst - Helps pregnant women get care for themselves and their baby through the baby's second year of life. Must live in the City of Cleveland.

CHILD SUPPORT AND CHILD CUSTODY

Child Support Tips:

- The parent paying child support is called the NON CUSTODIAL PARENT or OBLIGOR.
- The parent receiving child support is called the CUSTODIAL PARENT or OBLIGEE.
- A Support Order tells you how much child support must be paid each month. If you have to pay child support, you are still responsible for that amount the whole time you are in prison. In fact, the total amount you owe keeps increasing unless payments are being made on your case.
- If you are incarcerated, check with your worker. Depending on the nature of your incarceration, you may be eligible for a modification of your order.
- Notify the Cuyahoga Job and Family Services - Office of Child Support Services any time your address, phone number or employment changes.
- If you are the one that is owed child support, contact the Cuyahoga Job and Family Services - Office of Child Support Services to see what you can do to start collecting again once you are released.
- Do not make payments directly to the custodial parent. Money paid directly to the Obligee is considered a gift and will not count towards a Child Support payment.

FATHERS MATTER

Social Services Designed for the Unique Needs of Fathers

What kind of help do you need?

• Childbirth education for new dads

• Education and support

• Employment

• Father / child activities

• Legal issues, child support, custody / visitation

www.fatherhoodinitiative.cuyahogacounty.us

We have options for you.

The Cuyahoga County Fatherhood Initiative: Call 2-1-1

- Pay the amount you owe each month. If you are having trouble paying this amount, contact the Cuyahoga Job and Family Services - Office of Child Support Services right away. You might be able to get your payment changed through a Support Order Modification if the case qualifies.
- If you are more than three months behind in child support, your driver's license can be suspended prior to your incarceration or after your release.
- The agencies listed on page 10 may help with issues regarding child support.
- You could go back to prison for not paying child support.

Support Order Modification

In some cases, you may qualify to get your Support Order modified (changed) while you are in prison or right after you get out, so the amount you have to pay each month is less. This process takes several months.

Modification does not help with what you already owe. Your new payment amount would not start until the first day of the month after the modification is approved.

Because the State of Ohio does not consider being in prison a reason not to pay child support, you must qualify for modification under one of the following reasons:

- 36 months have passed since the establishment of the Support Order or the last review process
- Loss of employment for 30 consecutive days or more
- Verified disability
- 30 percent change in gross income
- Children are 18 or older and no longer in high school
- To determine the availability of health insurance

Just For Dads - Information for Fathers
Healthy Fathering Collaborative
www.neofathering.net

Don't worry too much about whether you qualify under these guidelines. Just contact the Cuyahoga Job and Family Services - Office of Child Support Services and explain your situation, such as a lack of a job, and they will let you know if you qualify.

Cuyahoga Job and Family Services - Office of Child Support Services
Re-entry/Incarceration Team..... 216-443-5265
PO Box 93318, Cleveland, OH 44101
Will serve inmates and ex-offenders up to six months after release.

Cuyahoga Job and Family Services -
Office of Child Support Services 216-443-5100
1640 Superior Ave., Cleveland, OH 44114
PO Box 93318, Cleveland, OH 44101
Contact them if it has been six or more months since release. There are also sites in all Neighborhood Family Service Centers (welfare offices).

Failure to pay your child support could result in suspension of your driver's license. Contact the Cuyahoga Job and Family Services - Office of Child Support Services regarding reinstatement requirements.

Full payment of arrears (the amount you owe) can be made as follows: If you need to make a cash payment, you must make the payment in person at the Cashier's Office of the Cuyahoga County Treasurer. Make sure to get a receipt. You can take your receipt to the Cuyahoga Job and Family Services - Office of Child Support Services to get a Reinstatement Form the same day.

Cuyahoga County Treasurer - Cashier's Office..... 216-443-7412
1219 Ontario St. Rm. 121, Cleveland, OH 44113
Money orders or cashier's checks may be brought in person to the Cuyahoga Job and Family Services - Office of Child Support Services to get a Reinstatement Form the same day. If you pay with a personal check, you will have to wait up to 10 days before you get the Reinstatement Form.

Payments by mail must be sent to the Ohio Child Support Payment Central. They accept money orders, cashier's checks or personal checks. Be sure to include your case number or Social Security number with the payment. You will have to wait up to 10 days for your payment to clear before you get the Reinstatement Form.

Ohio Child Support Payment Central (OCSPC) 888-965-2676
PO Box 182372, Columbus, OH 43218-2372

- Once you get your Reinstatement Form, take it to the Ohio Bureau of Motor Vehicles Reinstatement Center. You will need to pay another reinstatement fee there.
- If at any time you have questions or just want to check to see if your payment has cleared, contact your Support Officer for assistance.

Child Support / Child Custody Resources

The following agencies may help with child support and/or child custody issues. Some may charge a fee or have other restrictions. Call or write them to see if you can be helped. For legal assistance, see the legal section on page 60.

Center for Fatherhood and Family Dynamics..... 216-769-5135
3631 Perkins Ave. Ste. 4HE, Cleveland, OH 44114
Provides a support group for fathers as well as information and support for parents with child custody issues.

Children's Rights Council of Cleveland 216-227-9111
www.crckids.org
1387 Marlowe Ave. Ste. 8, Lakewood, OH 44107
Offers information for people who have questions related to child support and custody. Provides a space where non-custodial parents may visit with their children.

Cuyahoga Job and Family Services -
Office of Child Support Services..... 216-443-5100
1640 Superior Ave., Cleveland, OH 44114
PO Box 93318, Cleveland, OH 44101
Establishes, modifies and enforces support orders and helps with paternity establishment. There are also sites in all Neighborhood Family Service Centers (welfare offices).

Cuyahoga County Dept. of Children and Family Services (DCFS)... 216-431-4500
3955 Euclid Ave., Cleveland, OH 44115
Provides information and assistance for people whose children are in the custody of the county, and those who have open cases involving abuse or neglect. Arranges supervised visitation in cases where the child has been placed in the custody of the county.

Cuyahoga County Dept. of Justice Affairs
Custody Mediation Services Pro Se Center 216-443-3149
9300 Quincy Ave., 2nd Flr., Cleveland, OH 44106

Custody Mediation Services Pro Se Center At CJFS -
Office of Child Support Services..... 216-443-5282
1640 Superior Ave., Cleveland, OH 44114
Provides information and mediation on custody issues for people who were never married, those who are currently married (not legally separated) and grandparents and legal guardians who want custody.

Domestic Violence & Child Advocacy Center.....216-651-8484, ext. 355
3146 Scranton Rd., Cleveland, OH 44109
Safe and Sound - Offers a space where children can visit with non-custodial parents.

Ohio Dept. of Job and Family Services
Child Support Consumer Hotline 800-686-1556
For child support information and general questions.

Women's Re-Entry Network
1468 W 25th St., Cleveland, OH 44113
Anger management, parenting classes and support groups for women ex-offenders.

CLOTHING

If you do not have clothing sent to you by your family or friends, you will have to wear your prison clothing when you are released. Some prisons will allow people to send you clothing to wear upon release. Ask your institution if they will accept and keep a packet of clothing for you to wear when you are going home and what your family or friends will have to do to get the clothing to you.

If you do not have family or friends to help with clothing and you need clothing right after you are released, try the following:

- If you are staying at a homeless shelter or seeking help from an agency that helps ex-offenders, ask them if they can provide you with some clothing. Sometimes they can help if clothing is available.
- The following organizations may be able to provide you with clothing shortly after your release. It is best to call before going, because they may only be open one or two days a week and some may require an appointment.
- If you need more clothing later on, call United Way 2-1-1. This is a 24-hour information service that can help direct you to places that provide free clothing and other services in Cuyahoga County.

Cleveland UMADAOP ..... 216-361-2040 (Clothing)
Mate Masie Re-Entry Store.....216-361-1503 (Hygiene Kits)
Provides clothing. Also provides personal hygiene kits for women only. Must have referral from a partner agency (phone for information).

Salvation Army 216-861-8185
Phone or go to the office closest to you. They may provide vouchers for you to get clothing from a Salvation Army Thrift Store. Bring your Release Papers or Prison ID if you have these.

Salvation Army - Hough 216-432-0500
6000 Hough Ave., Cleveland, OH 44103

Salvation Army - Miles Park 216-341-1640
4139 E 93rd St., Cleveland, OH 44105

Salvation Army - Ohio City 216-631-1515
4402 Clark Ave., Cleveland, OH 44109

Salvation Army - Superior 216-229-6065
9000 Superior Ave., Cleveland, OH 44106

Salvation Army - Temple 216-692-1388
17625 Grovewood Ave., Cleveland, OH 44119

Salvation Army - West Park 216-252-3593
12645 Lorain Ave., Cleveland, OH 44111

St. Herman's Monastery/House of Hospitality 216-961-3806
4410 Franklin Blvd., Cleveland, OH 44113
Men only - must call first

West Side Catholic Center 216-631-4741
3135 Lorain Ave., Cleveland, OH 44113
Must call first.

DROP-IN CENTERS

Drop-in Centers are places where people who are homeless can spend time during the day. Some offer snacks and beverages; some offer showers. Please check the listing below for more information.

DROP-IN CENTERS (Homeless)	Showers	Meals	Phone	Men	Women
Bishop Cosgrove Center 1736 Superior Ave., Cleveland OH 44114 M-F: 8am-3pm. Closed 2nd Monday of the month. Showers: M-F: 10am - noon only	✔	✔*	Pay	✔	✔
Catholic Worker Community Storefront 4241 Lorain Ave., Cleveland OH 44113 W,Th: 7:00pm-9:00pm, F: 3:00pm-5:00pm, Sa-Su: 9:00am-11:00am	✔	Snack		✔	✔
St. Malachi Center 2416 Superior Viaduct, Cleveland OH 44113 Showers only: Men: M-Th: 7:30am-9:15am, F: 7:30am-10:15am Women: M-Th: 9:30am-11:30am; F: 10:30am-noon	✔	✔*		✔	✔
St. Paul's Community Church 4427 Franklin Blvd., Cleveland OH 44113 T-F: 9am-12:30pm		Coffee	✔	✔	✔
West Side Catholic Center 3135 Lorain Ave., Cleveland OH 44113 M-F: 9am-3pm; Sat: 9am-11:00am Showers: M-F: 1pm-3pm. Sign up before 1pm	✔	✔*	✔	✔	✔
St. Philip Neri 799 E 82nd St., Cleveland, OH 44103 M-Th: 9:00am-1:00pm		Coffee		✔	✔
Metanoia Project 2459 Washington Ave., Cleveland, OH 44113 Winter months only: F, Sa, Su: 7:00pm-7:00am (overnight). Hot meal is served F, Sa, Su: 7:30pm.		✔*		✔	✔
Veterans Affairs - **Community Resource and Referral Center** 7000 Euclid Ave., Cleveland, OH 44103 Veterans only: M-F: 8:00am-8:00pm (offers laundry facilities)	✔			✔	✔
Hitchcock Center For Women 1227 Ansel Rd., Cleveland, OH 44108 7 days a week: 10:00pm-7:00am	✔	✔			✔

*See the hot meals section on page 25 for details.

EDUCATION

If you are in an employment program or are working with an agency that helps ex-offenders, ask them if they may be able to help you find or pay for your education. You may also try the options listed on the following pages.

GED

Improving your reading and math skills may increase your chances of getting a job. If you did not finish high school, your first step is to work toward a GED. A GED is a certificate for people who did not finish high school and do not have a high school diploma. In order to get a GED, you will need to pass a GED test. There are programs that will help you improve your skills so you can earn your GED.

The Adult Basic Literacy Education (ABLE) Program offers help for adults who want to improve their basic reading and math skills or prepare for the GED test. Some places offer English for Speakers of Other Languages (ESOL), social studies, science, employment skills, and citizenship preparation. These classes are free of charge but there will be a fee for the GED test. As of 2013, the cost to take the paper-based test is $40 which includes five sections. The cost to re-take any section of the test is $10 for each section, with the maximum fee for retaking the test being $40.

In January 2014, there will be a new GED test – anyone who has passed some but not all parts of the current test will have to start over, and pay $120 (and maybe more fees). If you have not yet earned your GED, you are encouraged to do so as soon as possible. The deadline to sign up for paper-based testing (and to avoid the higher fees) is August 9, 2013. Currently, taking the computer based test will cost $120.

To find places offering GED classes to help prepare for the test, call United Way 2-1-1.

Project: LEARN 216-621-9483
2728 Euclid Ave., Ste. 400, Cleveland, OH 44115
projectlearn.org
Provides classes and tutoring as well as other skills instruction. Offers programs geared to ex-offenders.

Ohio Dept. of Education
State GED Office 877-644-6338
ode.state.oh.us (click on GED)
Offers information on where to go for GED testing and copies of GED test scores.

State Library of Ohio..... 314-644-9616
ohioweblibrary.org
Provides the opportunity to study for the GED through a computer-based program. Practice tests for the GED are also offered.

School and Career Counseling

It is a good idea to speak with a professional who can help you make decisions about your education. There are places you can go that will help you choose and apply to a college or other school.

College Now Greater Cleveland 216-241-5587
50 Public Sq., Terminal Tower, Ste. 1800, Cleveland, OH 44113
collegenowgc.org
Offers a resource center with information about colleges, careers and financial aid. Provides career counseling and help with choosing a college and completing college and financial aid applications.

Cuyahoga Community College (Tri-C)
Educational Opportunity Center 216-987-6305
2500 E 22nd St., Ste. 127, Cleveland, OH 44113
tri-c.edu
Free career, financial aid, and admissions advising for adults interested in enrolling in GED classes, job skills training, trade school and college programs.

Trade and Technical Schools

These schools teach the skills needed to work in areas such as carpentry, welding, truck driving, electrical work, cosmetology, computers and day care. You may or may not need a high school diploma or GED.

Look under "Schools" in the Yellow Pages to find technical and trade schools.

Colleges / Universities

Colleges and universities offer courses for people who want to earn a degree beyond a high school diploma or GED. There are many colleges and universities, and they each have different requirements you must meet before you can be accepted as a student. Two local schools follow. Classes are offered at several locations.

Cleveland State University (CSU)..... 216-687-2000
2121 Euclid Ave., Cleveland, OH 44115
csuohio.edu

Cuyahoga Community College (Tri-C) 216-987-4000
700 Carnegie Ave., Cleveland, OH 44115
tri-c.edu

Paying for School / Financial Aid

There are services available to help you pay for your education. Call the Financial Aid Office at the school where you would like to attend and ask about the different types of aid that may be available. If you are in an employment program, ask them for help with finding money to help pay for your education.

There is money offered through the federal government, state government and schools which may be available to you to help you pay for your education. If you are looking for help to pay for school, you should complete and submit a FAFSA – Free Application for Federal Student Aid. Under federal law, students who were convicted of drug crimes prior to their enrollment and application for federal financial aid will not be subject to a delay or a denial of aid due to their conviction. However, students who are convicted of a drug offense while they are in school and receiving federal financial assistance will be subject to a denial of aid for a period of time as determined by the nature of their conviction.

For more information about student financial aid:

College Now Greater Cleveland 216-241-5587
200 Public Sq., BP Tower, Ste. 3820, Cleveland, OH 44114
cspohio.org
Offers a resource center with information about colleges, careers and financial aid, and counselors who offer career counseling and help with choosing a college and completing college and financial aid applications.

Federal Student Aid Information Center..... 800-433-3243
federalstudentaid.ed.gov

For information and to fill out and send in a FAFSA online: *fafsa.ed.gov*

Are you **looking** for a good job? **We can help.**

Towards **Employment**

Call **216.696.5750** to learn more.
towardsemployment.org

Our four-week training program is the first step along your pathway to success. We will help you to prepare for the job, get the job, keep the job and move into a career. New workshops start each month.

EMPLOYMENT

1. Gather all documents that an employer would need to hire you.

Here are items you may need:

- Driver's license or State ID
- Social Security card
- Original or certified copy of your birth certificate
- High School diploma, college diploma or GED
- Vocational certificates
- Inmate educational record/transcript
- Résumé
- A list of three references (names and phone numbers of people who can comment about your work ability)

2. Clean up your criminal record and credit report. Make sure wrong information gets fixed and see if you can have a past conviction or arrest expunged/sealed. See page 60 for information.

3. Understand your rights.

- An employer cannot generally use your arrest record to deny you a job.
- An employer may review your record of convictions and can consider the relationship between the conviction and the job in deciding whether to employ you. The employer has a lot of freedom when making this decision.
- An employer may conduct a background check on you. If the employer conducts the background check himself, he does not need your permission to do it. However, if the employer asks a third-party to do it (like a security company), they need to let you know and get your written permission. If they use anything in that report to deny you a job, you have to be provided with a copy of the report and a period of time to dispute the entries.
- There are laws in Ohio that prohibit people with certain convictions from working in some jobs. The types of jobs with legal prohibitions are generally in the areas of child care, education, law enforcement, nursing and home health care – areas where there are "vulnerable" populations like children and older adults.
- If you want a career where a professional license is required or helpful (such as a social worker), make sure you check with the agency that grants the license before you decide to go into that career. See if they will give a license to someone with your type of conviction. Many agencies do not have an outright ban on all ex-offenders.

- There are no specific laws that protect ex-offenders from job discrimination simply because they are ex-offenders, but there are laws that protect people from discrimination based on race, color, religion, national origin, sex, age, disability and genetics. Sometimes it is hard to tell what caused the discrimination. If you think you were passed over for a job, or discriminated against in other ways that have to do with employment, you can file a Charge of Discrimination with the agency listed below. You can file a charge by telephone, in person or over the Internet. They will contact you after they receive it.

Equal Employment Opportunity Commission..... 800-669-4000
1240 E 9th St., Ste. 3001, Cleveland, OH 44199
eeoc.gov
If you have questions about fair labor practices such as how much you are being paid, working overtime or being fired, contact:

U.S. Department of Labor..... 866-487-9243
Wage and Hour Division - Cleveland District..... or 216-357-5400
1240 E 9th St., Rm. 817, Cleveland, OH 44199-2054
dol.gov/esa
For legal assistance in matters of employment, see page 65.

4. Learn about Fidelity Bonding.

If you were convicted of a crime such as theft, forgery, embezzlement or other "dishonest" act, there is a free federal fidelity bonding program which may help you get a job. The fidelity bond is a short-term insurance policy for the employer. It reimburses the employer should you steal anything. You can let employers who are thinking about hiring you know about this program. There are a few things you should know:

- You have to have a job offer for permanent work of at least 30 hours per week to qualify.
- Coverage is up to $5,000 for six months.
- The employer should phone for information.

Ohio Department of Rehabilitation and Correction 614-728-1534
770 W Broad St., Columbus, OH 43222
www.drc.ohio.gov

5. Learn about the Work Opportunity Tax Credit (WOTC).

WOTC is a tax credit for the employer. It is meant to encourage employers to hire ex-felons and other people who might have a hard time finding a job. The employer could get as much as a $2,400 tax break per worker. You can let employers who are thinking about hiring you know about this program.

The employer just needs to complete two forms within a certain time period after the start-to-work date. Forms and directions are available from the agency listed below.

The Ohio Department of Job and Family Services
Office of Workforce Development
Employment Services/WOTC Section 614-644-0966
PO Box 1618, Columbus, OH 43216-1618
jfs.ohio.gov/wotc

6. Work with an agency that has experience with ex-offenders:

Community Re-entry 216-696-2717
1468 W 25th St., Cleveland, OH 44113
Targets men.

Women's Re-entry Network..... 216-696-7535
1468 W 25th St., Cleveland, OH 44113
Résumé help and job search assistance for women. No job placement.

Catholic Charities - Employment and Training 216-426-9870
3135 Euclid Ave., Rm. 101, Cleveland OH 44115
Résumé help and job search assistance.

Gospel House Prison Ministry..... 440-439-6555
14707 Alexander Rd., Walton Hills, OH 44146

Northeast Ohio Re-entry Coalition 216-421-1142
3555 Hough Ave. Ste. 219, Cleveland, OH 44106
Offers résumé help and job search guidance, but not job placement.

Passages..... 216-881-6776
3631 Perkins Ave. Ste. 4E, Cleveland, OH 44114
Men only. Must have a child under the age of 18 living in Cuyahoga County (does not have to live with you) and meet income guidelines.

People Rebuilders Foundation 216-376-8206
2900 Community College Ave., Rm. 228, Cleveland, OH 44115
Résumé help, communication, interview skills and job search assistance.

Refuge Ministries Development 216-812-8560
5322 Fleet Ave., Cleveland, OH 44105
Job search and placement assistance.

Towards Employment..... 216-696-5750
1255 Euclid Ave. Ste. 300, Cleveland, OH 44115
www.towardsemployment.org

Towards Employment at Northstar 216-881-5440
1834 E 55th St., Cleveland, OH 44103
Helps adults prepare for a job, find a job, get a job and advance into a career.

7. If you are older, there are special programs that help low-income, older workers (generally 55 and older) get entry-level jobs or training. These do not focus on helping ex-offenders, but they may serve them.

AARP 216-881-1155
Senior Community Service Employment Program

National Caucus on Black Aged 216-721-9197
12200 Fairhill Rd., Cleveland, Oh 44120

Mature Services Senior Employment Center 216-664-3573

8. Try other programs that can help you get a job.

Bureau of Vocational Rehabilitation 216-227-3250
Must have a disability.

Council for Economic Opportunities in Greater Cleveland - Job Readiness 216-651-5188

Employment Connection
Brook Park..... 216-898-1366
Downtown 216-664-4673
Two other locations throughout Cuyahoga County.
employmentconnection.us

Linking Employment, Abilities and Potential (LEAP) 216-696-2716
Targets people with disabilities.

Spanish American Committee 216-961-2100
Job search assistance provided in Spanish.

US Dept. of Veterans Affairs
Vocational Rehabilitation and Employment Program 216-522-3535
Rehabilitation and employment services for eligible veterans with a documented service related disability.

Vocational Guidance Services 216-431-7800
West Side Site 216-476-3020
Targets people with disabilities (many of whom are formerly incarcerated). May need referral from outside agency.

9. Consider temporary employment agencies.

These agencies place you in jobs at different companies for short periods of time. You are employed by the temporary agency, not the company. You may work at a company for one day, one week, or for many months. Temporary jobs can, but don't usually, result in permanent employment. You are generally paid weekly.

It is a good idea to sign up with more than one temporary agency because each may have different job openings and pay rates. Make sure you understand exactly how much you will be paid, and what benefits are offered. Many temporary agencies do not offer health care or paid vacations. Always get information about your pay and benefits in writing and keep a copy.

For temporary agencies, you can look in the Yellow Pages under Employment Contractors - Temporary Help, or contact the Cleveland Better Business Bureau for listings.

Cleveland Better Business Bureau..... 216-241-7678
cleveland.bbb.org

10. Consider day labor temporary agencies.

These companies pay by the day. Day labor is not a substitute for permanent employment. Use it only for a short time and only if you cannot find another job. Make sure you understand exactly how much you will be paid, that you get it in writing, and that you keep a copy.

AmeriTemps..... 216-621-4477
2332 Prospect Ave., Cleveland, OH 44115

Lake Land Employment Group..... 216-875-0000
1285 W 9th St., Cleveland, OH 44113

Minute Men Staffing..... 216-426-9675
3740 Carnegie Ave., Cleveland, OH 44115

11. Start your own business/entrepreneurial resources.

Starting your own business requires a business plan and money. Talk with one of the agencies listed below before you start up. They can provide free advice and guidance on self-employment.

Business Advisers of Cleveland..... 216-426-2053
4614 Prospect Ave. Ste. 401, Cleveland, OH 44103
BACleveland.org

Service Corps of Retired Executives (SCORE)..... 216-522-4194
1350 Euclid Ave. Ste. 216, Cleveland, OH 44115
scorecleveland.org

U.S. Small Business Administration - Cleveland Office..... 216-522-4180
1350 Euclid Ave., Ste. 211, Cleveland, OH 44115
Offers classes and one-on-one counseling on how to start a business or improve an existing one. Partners with a number of Small Business Development Centers located throughout Cuyahoga County.

12. Use libraries as resources.

Libraries usually have computers and access to the Internet available for free. They also have a good selection of books about careers and jobs. There are books that are written specifically for ex-offenders. Some of them may also have workshops on résumé writing and interviewing skills.

Cleveland Public Library - Main Branch 216-623-2800
325 Superior Ave., Cleveland, OH 44114
cpl.org
There are many additional branch libraries throughout Cleveland.

Cuyahoga Community College Career Centers..... 866-933-5180
tri-c.edu/careerservices
Offers résumé help, job search assistance, and use of computers and other resources. There are three sites in Cuyahoga County (east, west, and metro).

Cuyahoga County Public Library* 216-398-1800
cuyahogalibrary.org
There are many branch libraries throughout Cuyahoga County.

Cuyahoga County Public Library
Maple Heights Branch - Job and Career Services..... 216-475-2225
5225 Library Lane, Maple Hts., OH 44137
cuyahogalibrary.org
Offers a special employment library and resource center with workshops and counseling.

*Cleveland Heights-University Heights, East Cleveland, Euclid, Lakewood, Rocky River, Shaker Heights and Westlake each have their own library system that is not part of the Cuyahoga County Public Library System. Contact these communities separately for information. City Hall numbers are listed on page 86.

NORTH STAR
Neighborhood Reentry Resource Center
An innovative service center that helps individuals navigate the challenges associated with reentering their communities.
www.northstarreentry.org
216.881.5440
www.orianahouse.org

FOOD

Food Assistance (Food Stamps)

The food assistance program is for those with very little income and assets. Instead of food coupons, Ohio issues the Ohio Direction Card. It works like a debit card. Each month, money is transferred to the card electronically for you to buy food.

- People who have committed a felony may still apply for food assistance.
- Single men and women may apply for food assistance. It is not necessary to have children in the household.
- For a single person with no children, you can make around $1,174 per month or $14,088 per year and still qualify.
- If you think you might be eligible, you should apply.
- The maximum a one-person household may get is $200 a month.

If it looks like you might qualify, you will be asked to also apply for unemployment compensation when you apply for Food Assistance. You will still get Food Assistance right away, but your income will be budgeted.

Cuyahoga County Job and Family Services..... 216-987-7000
Main Office (there are several offices throughout the county)
1641 Payne Ave., Room 520, Cleveland, OH 44114
You can walk in to any office to pick up an application or call to request that one be mailed to you. You may also apply online through the following website: ODJFSBenefits.ohio.gov (you will need to have an e-mail account).

School Breakfast and Lunch Program

This program provides free or low-cost breakfast and lunch for school children from lower income families. Kids in this program receive the same food as those who pay full price, so your child will not feel bad or singled out. Contact your school's pupil services office to apply. A list of City Hall numbers is located on page 86.

Home-Delivered Meals

These programs deliver meals to the elderly and/or disabled who can't shop, prepare food for themselves, or travel to a location where they can get food. Unfortunately, many of the free or low-cost programs have waiting lists.

Call United Way 2-1-1 to see if there is a program that serves your area.

WIC (Women, Infants and Children) Program

Provides nutrition education, supplemental foods and referrals to health care services. Food is issued in the form of coupons that can be used at the grocery store to buy milk, eggs, peanut butter, cereal, baby cereal, formula, fresh fruits and vegetables, and other products. You can continue to receive services up to the child's 5th birthday.

You may qualify if...

- You are lower income (185% of the Federal Poverty Guidelines) AND
- You are pregnant OR
- You have a child up to the age of five OR
- You gave birth, had a miscarriage or an abortion no more than six months ago.

MetroHealth Medical Center
WIC Program Office..... 216-957-9421
5202 Memphis Ave., Cleveland, OH 44144
Phone for the number to the clinic nearest to you. Appointments are scheduled ONLY at local clinics. You can't walk in at the address listed above. Make sure you ask what documents you will need to bring with you to the appointment.

Food Pantries

Food pantries are places that will give you a free bag of groceries once a month or in emergency situations. Call United Way 2-1-1 for information about the pantry that serves your area.

- The bag is usually packed according to family size and has enough food for about three meals a day for three to five days.
- You can expect to get canned and boxed food such as cereal, pasta, tuna and soup. On occasion, you may be able to get fresh fruit, vegetables or meat.
- Some pantries will also give you personal hygiene products such as soap, toilet paper and toothpaste. Places that provide clothing or showers may also have these items. See pages 11 and 13 for more information.
- Most pantries request you to show proof of income, a photo ID and proof of where you live (like a utility bill). However, most will serve you ONCE without these items. If you have trouble getting a photo ID and need to go back to a pantry, call United Way 2-1-1 to see if there are any places that offer assistance with identification.

Hot Meals / Soup Kitchens

These are places such as churches where you can go to get a free meal.

- You must go on the day and time that the meal is served.
- You generally don't need a photo ID or any paperwork.
- There are over 100 locations in Cuyahoga County. Listed below are a few central city locations that provide a meal. Note that times may change without notice.

Call United Way 2-1-1 for the address of other locations near you.

Bishop William M. Cosgrove Center
1736 Superior Ave., Cleveland, OH 44114
Closed the second Monday of each month.
Breakfast - M-F: 8 a.m. -9 a.m. • Lunch - M-F: Noon-1:30 p.m.

Salvation Army - Hough Corps
6000 Hough Ave., Cleveland, OH 44103
Lunch - M-F: 11:45 a.m.-12:45 p.m.

St. Augustine
2486 W 14th, Cleveland, OH 44113
No meals the first 7 days of every month.
Breakfast - 7 days a week: 7:30 a.m.-8 a.m.
Lunch - 7 days a week: 11:30 a.m.-Noon

St. Herman's House of Hospitality
4410 Franklin Blvd., Cleveland, OH 44113
Breakfast - 7 days a week: 5:45 a.m.
Lunch - 7 days a week: 11:15 a.m.
Dinner - 7 days a week: 5:15 p.m.

St. Malachi's Church
2459 Washington Ave., Cleveland, OH 44113
Breakfast/Lunch - M-Sat: 8:30 a.m.-3:00 p.m., Sunday: 8:30 a.m.-1:00 p.m.
Dinner - Monday at 5:30 p.m.

Trinity Cathedral
2230 Euclid Ave., Cleveland, OH 44115
Lunch: Sunday Noon-1:00 p.m.

West Side Catholic Center
3135 Lorain Ave., Cleveland, OH 44113
Breakfast - M-F: 9:00 a.m.-9:30 a.m., Sat: 9:00 a.m.-9:45 a.m.
Lunch - M-F: Noon-12:45 p.m.

HEALTH CARE / DENTAL CARE

It is very important that you have medical care. One way of getting care is to get health insurance. Most people get health insurance through their employer because it is very expensive to get on their own. People who are low income, are disabled, or are 65 or older, may be able to get government health insurance to pay for their health care. If you don't have health insurance, try the following options.

Medicaid

Medicaid is health insurance paid for by the government. There are two types of Medicaid: Covered Families and Children (CFC) and Aged Blind and Disabled (ABD). CFC is for low-income families with children living in the home. Young adults age 18-21 qualify based on income, also young adults who were in foster care when they turned 18 qualify regardless of income. ABD is for those who are age 65 or older and/or for those who are blind or have a disability. You must prove that you have applied for or are receiving Social Security Disability income (SSD) to receive this coverage, and there are income restrictions that may affect the way this coverage is provided. Certain health care providers have agreed to accept Medicaid Insurance. When you seek care, you should always ask the provider if they accept Medicaid.

Medicaid covers some prescription drugs, doctor visits, hospital care, laboratory and X-rays, medical equipment and supplies, some dental care, mental health services (including some prescription medication), vision, alcohol and drug rehabilitation and other services. In some cases, Medicaid may be used to pay for some premiums and other expenses associated with Medicare. There are three of these Medicare Savings Programs: QMB/SLMB/QI-1. Some services will have small fees you will have to pay. For seniors and disabled, Medicaid may pay for long-term care.

- You may apply for Medicaid on the day you are released from prison.
- If you were eligible for Medicaid at the time you entered prison, and you were incarcerated for no longer than 12 months, you will be issued a temporary Medicaid card (good for 60 days). You must reapply for Medicaid during those 60 days.
- If you are 65 or older and low-income, or if you have qualified before for Social Security Disability or SSI, you may qualify immediately for Medicaid.
- This program may help pay medical bills dating back three months from your application date but not further back than your date of release.

You can apply at your local Neighborhood Family Service Center. Call 216-987-7000 for locations. Or, you may apply online at ODJFSBenefits.ohio.gov (you will need to have an e-mail account to apply by website). If you are a family with children, you can call 216-987-7346 and complete the application

by phone and mail, but it may take a little longer than applying in person. In all situations, you need to live in Cuyahoga County to apply.

Medicare

Medicare is a health insurance program for people age 65 and older, or disabled people younger than 65, who have worked under the Social Security system or are dependents of someone who has.

Medicare provides hospitalization coverage (Part A), medical insurance for things like doctor's visits (Part B), and offers prescription drug coverage (Part D). Medicare Part C (Medicare Advantage Plans) is through private companies that provide Part A and Part B benefits to anyone eligible to enroll. Many plans cover prescriptions as well.

- When you go to prison, you do not lose your Medicare Part A (hospital insurance) benefit, so you don't need to re-enroll.
- You will only lose your Part B (medical insurance) and Part D (medication) if you stopped paying for it while you were in prison.
- If you stopped paying for Medicare Part D, you should re-enroll within 63 days of release. Otherwise, you may be penalized for late enrollment or you may have to wait until the next general enrollment period (October through December) for coverage to start the following year. You may be subject to a higher premium when you re-enroll.

If you stopped paying for Medicare Part B, you will have to re-enroll during the next general enrollment period (January through March) for coverage to start the following year.

- Medicare offers a subsidy to help pay costs associated with its Part D program. If you qualify based on your income (150% or less of the Federal Poverty Guidelines) and assets, it may pay part of your premium, deductibles, and/or co-payments for services provided under Part D. The amount of help varies depending on income, family size and the person's resources.

Centers for Medicare and Medicaid Services 800-MEDICARE
medicare.gov
Offers information to those who are already on Medicare.

Ohio Senior Health Insurance Information Program (OSHIIP)..... 800-686-1578
insurance.ohio.gov
For information about health insurance options. Volunteers can provide one-on-one assistance.

Social Security Administration 800-772-1213
socialsecurity.gov
To apply/enroll for Medicare.

MedRefer

Call United Way 2-1-1

Helps people access free and low-cost prescription medication through drug companies, generic mail order pharmacies, retail pharmacy programs, discount cards and/or disease specific foundations that provide copay and premium assistance. MedRefer cannot assist with prescriptions/doctor's orders for medical equipment or supplies such as mobility aids, oxygen or incontinence or ostomy supplies. You must have a doctor who can prescribe the medications (if you do not have a doctor, consult one of the community health clinics listed below). It can take four to six weeks to get the medication. Check with your doctor if you need immediate medications. You will need to supply a permanent phone number and address when you call.

Community Clinics / Health Clinics

These are health care clinics that provide primary medical care for people who are uninsured or underinsured (although some clinics may also accept Medicaid, Medicare or other insurance). Services may be provided free of charge or, more commonly, for a fee that varies according to your income. If you need prescriptions, many clinics either partner with a drug store/pharmacy so that you can get your medicine for free or a reduced fee, or have an on-site pharmacy. You must be a patient at those clinics to get help with prescriptions. They will not fill prescriptions written by other doctors. Most clinics require an appointment and you may need certain documents, so it is best to call ahead. Also, drug companies often have "patient assistance" programs that give medicine for free or reduced cost. Staff at the health clinic may be able to help you access those programs.

Care Alliance Health Center..... 216-781-6724
1530 St. Clair Ave., Cleveland, OH 44114
Focus is on those who are homeless or live in public housing. Operates other clinics at public housing estates and shelters. Participates in the CHAP program (see page 31).

Fairview Hospital
Westown Physician Center Primary Medicine..... 216-941-8888
10654 Lorain Ave., Cleveland, OH 44111

Free Medical Clinic of Greater Cleveland..... 216-721-4010
12201 Euclid Ave., Cleveland, OH 44106
Participates in the CHAP program (see page 31).

MetroHealth Medical Center..... 216-778-7800
2500 MetroHealth Drive, Cleveland, OH 44109
This is the county-owned general medical and surgical hospital that has several outpatient clinics throughout Cleveland.

MetroHealth Broadway Health Center Re-entry Clinic 216-957-1734
6835 Broadway Ave., Cleveland, OH 44105
Helps formerly incarcerated individuals who need health care (including those with chronic conditions and mental health disorders). New patients see a doctor then choose a convenient MetroHealth clinic and a primary doctor for ongoing care. Provides referrals for legal help and helps the client find and apply for free or reduced cost prescriptions.

Neighborhood Family Practice
3569 Ridge Rd., Cleveland, OH 44102.....**216-281-0872**
2358 Professor Ave., Cleveland, OH 44113.....**216-334-2800**
6412 Franklin Blvd., Cleveland, OH 44102.....**216-961-2090**
Provides health care services on a sliding scale based on income (including mental health and other supportive services). Participates in the CHAP program (see page 31).

North Coast Health Ministry..... 216-228-7878
16110 Detroit Ave., Lakewood, OH 44107
Serves people who live in certain zip codes on the west side. Participates in the CHAP program (see page 31).

Northeast Ohio Neighborhood Health Services (NEON) 216-231-7700
8300 Hough Ave., Cleveland, OH 44103
Operates several community health centers throughout Cleveland. Participates in the CHAP program (see page 31).

Parma Health Ministry..... 440-843-8087
7000 Ridge Rd., Parma, OH 44129
Serves uninsured, employed residents of Parma, Parma Heights, North Royalton or Seven Hills with income at or below 150% of the Federal Poverty Guidelines.

Health Care Center at St. Luke's Pointe..... 216-721-6900
11201 Shaker Blvd., Ste. 102, Cleveland, OH 44104

Southwest General Health Care Center
Neighborhood Care Center..... 440-816-6444
17951 Jefferson Park Dr., Middleburg Hts., OH 44130
Serves employed, uninsured, low-income (at or below 200% of the Federal Poverty Guidelines) residents of Berea, Brook Park, Columbia Station, Middleburg Hts., Olmsted Falls and Strongsville. Must not be receiving government assistance.

St. Vincent Medical Center 216-861-6200
2351 E 22nd St., Cleveland, OH 44115
This is a general medical and surgical hospital that has several outpatient clinics throughout Cleveland.

University Hospitals Richmond Medical Center 440-585-6479
27100 Chardon Rd., Richmond Hts., OH 44143
Appointments are free – but there is a fee for any tests or lab work.

Louis Stokes Cleveland VA Medical Center..... 216-791-3800
10701 East Blvd., Cleveland, OH 44106
Serves veterans who are honorably discharged or general discharged under other than dishonorable conditions. For most health services: if discharge was after September 7, 1980, then you must have served at least two years of active duty. There may also be income restrictions. Those who already have benefits through the VA and who are incarcerated for a period longer than 61 days may need to re-apply for benefits upon release.

U.S. Dept. of Veterans Affairs
Outpatient Clinic at McCafferty Health Center 216-939-0699
4242 Lorain Ave., Cleveland, OH 44113
Provide primary care to eligible veterans.

VA Parma Multi-Specialty Clinic 216-739-7000
8787 Brookpark Rd., Parma, OH 44129
Provides primary care and mental health services to eligible veterans.

Specialty Community Clinics

AIDS/HIV Clinics

Provides medical care and prescriptions for people with HIV/AIDS who can't afford to see a doctor. Call United Way 2-1-1 for information.

City of Cleveland Dept. of Public Health..... 216-664-2324
Provides child immunizations, pneumonia/flu shots, pregnancy testing, Hepatitis testing and immunizations, TB testing, HIV and STD testing and treatment and AIDS and STD counseling. Three locations in Cleveland.

Planned Parenthood of Northeast Ohio 800-230-7526
ppneo.org
Provides confidential family planning and reproductive health care services, birth control, STD testing and treatment, and HIV testing to men and women. Offers comprehensive gynecological health care. Services are provided on a sliding scale based on income (may go down to zero). Several clinics located in Cuyahoga County.

Dental Care

These programs provide free or reduced-cost dental care. Please call for an appointment and to see if you qualify. There are restrictions on what services are provided and who can be helped.

Care Alliance (East Side) .....216-923-5000, ext. 322
Care Alliance (Downtown) .....216-781-6724, ext. 237
Case Western Reserve School of Dentistry 216-368-3200
Cuyahoga Community College (closed in summer) 216-987-4413

Free Medical Clinic of Greater Cleveland..... 216-721-4010
MetroHealth Dept. of Dentistry 216-778-4725
Northeast Ohio Neighborhood Health Services 216-231-7700

Dental Referrals

Ohio Dept. of Health Dental Options Program 888-765-6789
Links uninsured people in need of dental care with dentists who have agreed to treat approved patients for reduced fees. This is not for preventive or emergency dentistry (generally, there is a waiting list).

Greater Cleveland Dental Society 440-717-1891
Provides referrals to dentists. You will be expected to pay the full fee for service.

Help for those without medical Insurance

CHAP (Cuyahoga Health Access Partnership)
Offers a membership program through several community clinics that gives eligible clients discounted access to specialists at participating local hospitals. Must be uninsured and ineligible for government health insurance programs. Enrollment is through various community clinics throughout the county (see listing of clinics on pages 28-30 to see which clinics participate).

HCAP (Hospital Care Assurance Program) Free Care at Ohio Hospitals

Every hospital in Ohio is required by law to provide basic, medically necessary, hospital-level services (both inpatient and outpatient) free of charge to people whose incomes are at or below the federal poverty level and who are not currently receiving Medicaid (may be on Medicaid spend-down, if you have not reached your spend-down amount for the month of treatment). This program is independent of immigration status, and requires no proof of status. The hospital is required to notify patients of this program and must help people apply. Ask about this program. HCAP applies only to care by hospital employees in hospital facilities, not to independent corporations or private practices not under the hospital. However, a patient should request an "award letter" stating his or her qualification for HCAP, and show this to non-covered providers, who may choose to reduce their fees. Those with low incomes who do not qualify for HCAP should ask about individual hospitals' charity care programs.

MetroHealth Care Plus 216-957-2325
Provides eligible uninsured adults with cost-free access to a primary care physician, dental care, prescription assistance, mental health services and medical equipment. Must be ineligible for Medicaid and Medicare.

HOUSING

At least eight months before you are released, you should start thinking about where you will live. Work with your case manager to create a plan. Case managers on the outside at the re-entry programs (see page 3 for a list) may also help you find housing. Think about the following options.

Permanent Housing

1. Living with family or friends.

Living with family or friends may be your best option. If you are planning to live with family or friends, make sure you tell your case manager about any criminal history of the people you will be living with. You may not be able to live with certain people. It is better to tell the case manager up front so you can get approval. Otherwise, you may be violating the conditions of your parole/post-release control.

2. Rental housing.

To find an apartment or house to rent, try the following:

- Look in the classifieds section of the local paper, The Plain Dealer, or try the free or local papers around town. The Plain Dealer apartment listing is also available on the web at realestate.cleveland.com/for-rent.
- Use the HousingCleveland.org website to find affordable rentals. You may also dial United Way 2-1-1 for information.
- Walk or drive around the neighborhood you want to live in. For Rent signs are often posted on lawns and in windows.

Subsidized rental housing

Some rental housing is called subsidized because it is funded in some way by the government or by other sources. Because of this, you pay rent based on your income or a fixed rent that is generally less than other units on the market.

Some subsidized housing units can be found on the HousingCleveland.org website. You may also dial United Way 2-1-1 for information or try the resources listed in the following sections.

- Public housing: This is government-owned housing. There are two public housing agencies in Cuyahoga County — Cuyahoga Metropolitan Housing Authority (CMHA) and Parma Public Housing Agency. Parma Public Housing Agency is not accepting applications at this time but estimates they may begin accepting them by 2014 or 2015. All public housing may have long waiting lists — two years is not uncommon. However, this varies. Some persons (such as older adults or veterans) may be given priority for certain units and get in faster.

  There are income and other eligibility requirements that vary by public housing authority. There are also some specific restrictions affecting ex-offenders, but many ex-offenders may still qualify for public housing. You are generally expected to pay 30 percent of your income for rent.

Here are some rules of all public housing authorities:

- Federal law prohibits admitting households that include a member who has ever been convicted of methamphetamine production on the premises of federally funded housing.
- Federal law prohibits admitting households that include a member who is subject to a lifetime registration requirement under a state's sex offender law.
- Ultimately, the housing authority may deny admission to any applicant whose habits and practices may reasonably be expected to have a negative effect on other tenants or on the facility.

CMHA-specific rules:

You cannot be placed on the waiting list if you:

- are over the income requirement or
- are under 18 and not emancipated or
- owe money to CMHA.

All others are permitted to apply and can be placed on the waiting list.

Full eligibility is not determined until you reach the top of the waiting list. This means that you may apply before you actually qualify for acceptance. Since you may be on the waiting list for several years, if you think that you may qualify for acceptance by the time your name reaches the top of the list, you should apply.

Those who have been convicted of the following crimes may apply, but will be barred from admission unless it has been at least one year since the completion of their sentence (your sentence includes legal supervision after being released).

- Felony drug-related criminal activity that involves the manufacture, sale or distribution, or the possession with the intent to manufacture, sell or distribute, a controlled substance.
- Homicide, rape, sexual assault, sexual battery, gross sexual imposition, child pornography, corruption of a minor, child endangerment, child enticement, arson, kidnapping or abduction.

There are other reasons that someone may be denied admission, including current alcohol or drug abuse, fraud in connection with certain housing programs, etc. In addition, any of the federal bans mentioned on the prior page will result in automatic denial of admission.

To be eligible, you must also have satisfactory references from previous landlord(s), have no outstanding rent balances at CMHA or any other subsidized housing, be able to obtain utilities in your name, agree to comply with the CMHA lease agreement, have a Social Security number or documentation supporting its non-existence, and be in good standing with any other subsidized housing program in which you have participated in the past.

If you provide untrue information about your situation on purpose, you will lose your CMHA housing or will not be allowed to stay on the waiting list for CMHA housing.

CMHA application process

Applications are accepted Monday through Friday 8:00 a.m. to 4:00 p.m. at the following location (people age 50 or older or disabled can request that a pre-application be sent to them by mail):

Cuyahoga Metropolitan Housing Authority 216-361-3700
8120 Kinsman Rd., Cleveland, OH 44104
cmha.net

You will need to bring the following with you:

- Photo ID for each person age 18 or older.
- Social Security numbers for all household members (or documentation supporting its non-existence).
- Official proof of birth date (birth certificate, driver's license, state ID, clinic card, etc.).
- The names, addresses and phone numbers of all landlords for the past five years.
- The addresses and dates of residence if you lived in public housing before or had a Housing Choice (Section 8) Voucher.
- If divorced, a copy of the divorce decree.
- If pregnant or disabled, a doctor's statement.

- Verification of income and assets (Social Security, bank accounts, paycheck stubs, child support orders, etc.)

CMHA appeals process

If you were denied a place on the waiting list, or were determined ineligible and you think that it was wrong, you may appeal.

- You can request a review within 14 calendar days of your written notice of ineligibility/denial.
- The review must happen within 30 calendar days of receipt of your request.
- You can present oral or written objections and you may be represented by an attorney or any other person that you choose (but you must obtain your own attorney).
- The final decision must be made within three days of the informal review and the applicant must be notified of the final decision within five days of the decision date (not the informal review date).

Assistance with the appeals process

Try contacting the following free legal program:

Legal Aid Society of Cleveland 216-687-1900
lasclev.org
Helps those with incomes at or below 125 percent of the federal poverty guidelines. Currently (2013), this is approximately $14,000 a year for a family of one and $28,800 a year for a family of four. However, Legal Aid will consider applicants with income up to 200 percent of the federal poverty guidelines. If you don't qualify for free help, you can try contacting the following agency to get a referral to an attorney:

Cleveland Metropolitan Bar Association..... 216-696-3532
clemetrobar.org

- **Housing Choice vouchers:** Housing Choice vouchers were formerly known as Section 8 vouchers. If you qualify for a voucher, you have to find a private landlord that is willing to lease to you and accept the voucher. You will generally only pay 30 percent of your income toward rent.

  The two public housing agencies in Cuyahoga County each operate voucher programs. Neither has an open application process. Initial applications are generally accepted once every three to four years. These events will be publicized about 20-30 days ahead of time and people must apply as directed. Each agency holds a lottery and creates waiting lists from the forms submitted. There is no lottery scheduled in the immediate future. If a family's name is on the waiting list, the housing authority will begin to process the application when the name comes to the top of the list. The family's initial placement on the list is determined by a random selection process.

Assistance may be denied to households in which at least one member has had a felony-level criminal conviction (generally a violent or drug-related conviction) within the past three years. In some cases (such as a sex-offense conviction that results in the person being placed on a life-time sex-offender registry) assistance may be denied for life.

Homeless/Special Populations: People who are very low income and have special needs may not have to wait for the lottery to get a voucher. There are a certain number of Housing Choice Vouchers set aside for people with special needs. People who may qualify for these vouchers are youth who are aging out of the foster care system, people with AIDS, people with physical or mental disabilities, people with developmental disabilities, and people who are homeless. Even though you do not have to go through a lottery, there is a waiting list for these vouchers. Assistance for these vouchers may be denied for up to one year for those with certain felony convictions.

You apply for these vouchers at various participating agencies rather than through the public housing agencies. Please call United Way 2-1-1 for more information and a referral to these agencies.

- **Other Subsidized Housing for specific populations:** The list below represents some of the nonprofit and government agencies that offer subsidized housing for people who have special needs.

AIDS Taskforce of Greater Cleveland 216-621-0766
4700 Prospect Ave., Cleveland, OH 44103
People diagnosed with HIV or AIDS.

Alcohol, Drug Addiction and Mental Health Service Board of Cuyahoga County 216-241-3400
2012 W 25th St., 6th Flr., Cleveland, OH 44113
Provides group homes, adult care facilities and referrals to other housing options for people with mental illness.

Cuyahoga County Board of Developmental Disabilities 216-241-8230
1275 Lakeside Ave. E., Cleveland, OH 44114
Provides group homes and referrals to semi-independent housing for people with developmental disabilities who qualify.

EDEN 216-961-5471
7812 Madison Ave., Cleveland, OH 44102
People with mental illness, developmental disabilities, physical disability and those who are homeless and mentally ill, chemically dependent or have AIDS. Must already be a client of an outside agency.

Jewish Family Service Assn. of Cleveland
Drost Family Center..... 216-292-3999
24075 Commerce Park Rd., Beachwood, OH 44122
Adults with mental illness or other disabilities.

Maximum Accessible Housing of Ohio..... 216-231-7221
11607 Euclid Ave., Cleveland, OH 44106
Offers referrals and operates rental housing units for people with physical disabilities.

Mental Health Services .....216-623-6555, ext. 1462
1744 Payne Ave., Cleveland, OH 44114
Men and women who are homeless and mentally ill.

Spectrum of Supportive Services 216-939-2065
2900 Detroit Ave. 3rd Flr., Cleveland, OH 44113
For adults with mental illness.

US Dept. of Housing and Urban Development (HUD)..... 216-522-4058
1350 Euclid Ave. Ste. 500, Cleveland, OH 44115
hud.gov/apps/section8
Funds privately owned apartments for older adults, people who are physically disabled and families. Waiting lists may be very long. Call, or use the website to get a list of these properties. You can then apply directly with the apartment manager.

Temporary Housing

1. Ex-offender halfway houses

Halfway houses are community residential programs providing supervision and treatment services for offenders released from state prisons, referred by Courts of Common Pleas or sanctioned because of a violation of conditions of supervision. Halfway houses provide services such as drug and alcohol treatment, electronic monitoring, job placement, educational programs, and specialized programs for sex offenders and mentally ill offenders. Some facilities may not accept violent offenders, sex offenders or those convicted of arson.

Some halfway houses offer the Transitional Control program which is available to inmates who are reviewed and determined eligible by the Ohio Parole Board. Upon the sentencing judge's approval, appropriate inmates may be placed on Transitional Control and transferred to a halfway house to complete up to the last 180 days of their prison term. Employed offenders doing well in the program may be stepped down on electronic monitoring in an appropriate home placement. The emphasis of the Transitional Control program is to provide offenders with resources for employment, education, vocational training and treatment so that they may transition to their home community more successfully.

Halfway houses must meet standards set by the American Correctional Association (ACA) and licensing requirements of the Ohio Department of Rehabilitation and Correction.

The following is a list of ex-offender halfway houses in Cuyahoga County:

ARCA 216-481-9500
16801 Euclid Ave., Cleveland, OH 44112
Women only.

Community Assessment and Treatment Services 216-441-0200
8415 Broadway Ave., Cleveland, OH 44105

Oriana House 330-535-8116
1829 E 55th St., Cleveland, OH 44103

The Salvation Army Harbor Light Ex-Offender Program 216-781-3773
1710 Prospect Ave., Cleveland, OH 44115

2. Substance Abuse Halfway Houses

Halfway houses for substance abuse are places that provide room and board, structured alcohol or other drug addiction treatment services, individual counseling and living skills instruction for people with alcohol and other drug addictions. It is seen as a form of treatment, rather than housing, but it is one option if you have a substance abuse issue. Some halfway houses will only accept people who have been through their other treatment programs, or those who have a referral. There may also be other eligibility restrictions.

If you committed certain types of crimes, you may not qualify, or there may be a waiting period. You may or may not be able to be released directly to a halfway house from prison.

Community Assessment and Treatment Services 216-441-0200
8415 Broadway Ave., Cleveland, OH 44105

Hitchcock Center for Women 216-421-0662
1227 Ansel Rd., Cleveland, OH 44108

Orca House 216-231-3772
1905 E 89th St., Cleveland, OH 44106

Stella Maris 216-781-0550
1320 Washington Ave., Cleveland, OH 44113

YMCA – Y-Haven I 216-431-2018
6001 Woodland Ave., Cleveland, OH 44104

3. Transitional Housing

Transitional housing programs are generally for people who are homeless. These facilities provide a temporary place to live and supportive services for people who are trying to live on their own, but who do not currently have the money to do so. People coming from prison are not considered homeless right away. See page 41 for a definition of homeless. Generally, people pay 30 percent of their income for rent and utilities or they may pay a low fee (lower than most rental units). Length of stay varies greatly but could be up to two years.

People with mental illness are generally accepted if they are stable and able to take their own medication. There may be some restrictions on the ages of children allowed and/or restrictions on alcohol and drugs. If you committed certain types of crimes, you may not qualify, or there may be a long waiting period. This is not considered emergency housing. There are many places offering transitional housing throughout Cuyahoga County – intake for almost all of them is through Coordinated Intake (see the following section for more information on Coordinated Intake).

4. Shelter and Coordinated Intake

Shelters provide a temporary place to stay (usually a few days to a few weeks) for people who have no housing. These are places of last resort. They are also known as "emergency shelters" – they can be accessed fairly quickly (there is no complex application process). There are shelters for specific populations such as those who are mentally ill, have disabilities, are older adults or are victims of domestic violence.

Intake for shelter services (as well as transitional housing) is by walk-in only through Coordinated Intake at two separate sites:

2100 Lakeside Shelter and Coordinated Intake
2100 Lakeside Ave., Cleveland, OH 44114
Central point of intake for specialty shelters and services for homeless men. This is also the emergency shelter for men. Walk in 24 hours a day/7 days a week.

Norma Herr Women's Center and Coordinated Intake
(formerly Community Women's Shelter)
2227 Payne Ave., Cleveland, OH 44114
Acts as a central intake point for a variety of shelters and services that can assist women and families with children. This is also the emergency shelter for single women. Walk in 24 hours a day/7 days a week.

OTHER HOUSING HELP

City Mission 216-431-3510
5310 Carnegie Ave., Cleveland, OH 44103
Emergency shelter for men, women and families with no safe and affordable place to live.

Joseph's Home..... 216-685-1551
2412 Community College Ave., Cleveland, OH 44115
Short-term transitional housing for homeless men (usually coming from a hospital or shelter) who have an acute medical condition or are recovering from an illness or injury. Must call first.

Northcoast Behavioral Health Care..... 216-658-2095
1502 E 118th St., Cleveland, OH 44106
Short-term housing for adults with mental illness. Must already be receiving case management through a mental health agency.

North Star Neighborhood Re-entry Resource Center..... 216-881-5440
1834 E 55th St., Cleveland, OH 44103
Maintains a list of businesses and landlords who will rent living space to those who were formerly incarcerated, including sex-offenders.

The Salvation Army Project Share 216-861-8185
1710 Prospect Ave., Cleveland, OH 44115
Temporary housing for men with a source of income at or near $1,000 per month and who need to save up their money to become self-sufficient.

University Settlement.....216-441-2907, ext. 233
4800 Broadway Ave., Cleveland, OH 44127
Provides assistance with locating safe, affordable housing in the Broadway/ Slavic Village community to families with children.

Cleveland Tenants Organization Bridging the Gap Program..... 216-432-0616
3631 Perkins Ave., Ste. 3A-4, Cleveland, OH 44114
Refers single people age 50 or older living in emergency shelters or transitional housing to permanent, subsidized housing and helps guide them through the application process. Will need referral from an outside agency.

Foreclosure Assistance

If you own your home and are behind in your payments or think you may not be able to make your payments, you may be in danger of foreclosure (losing your home). Phone United Way 2-1-1 for referrals to agencies that may be able to help you.

Housing Rights

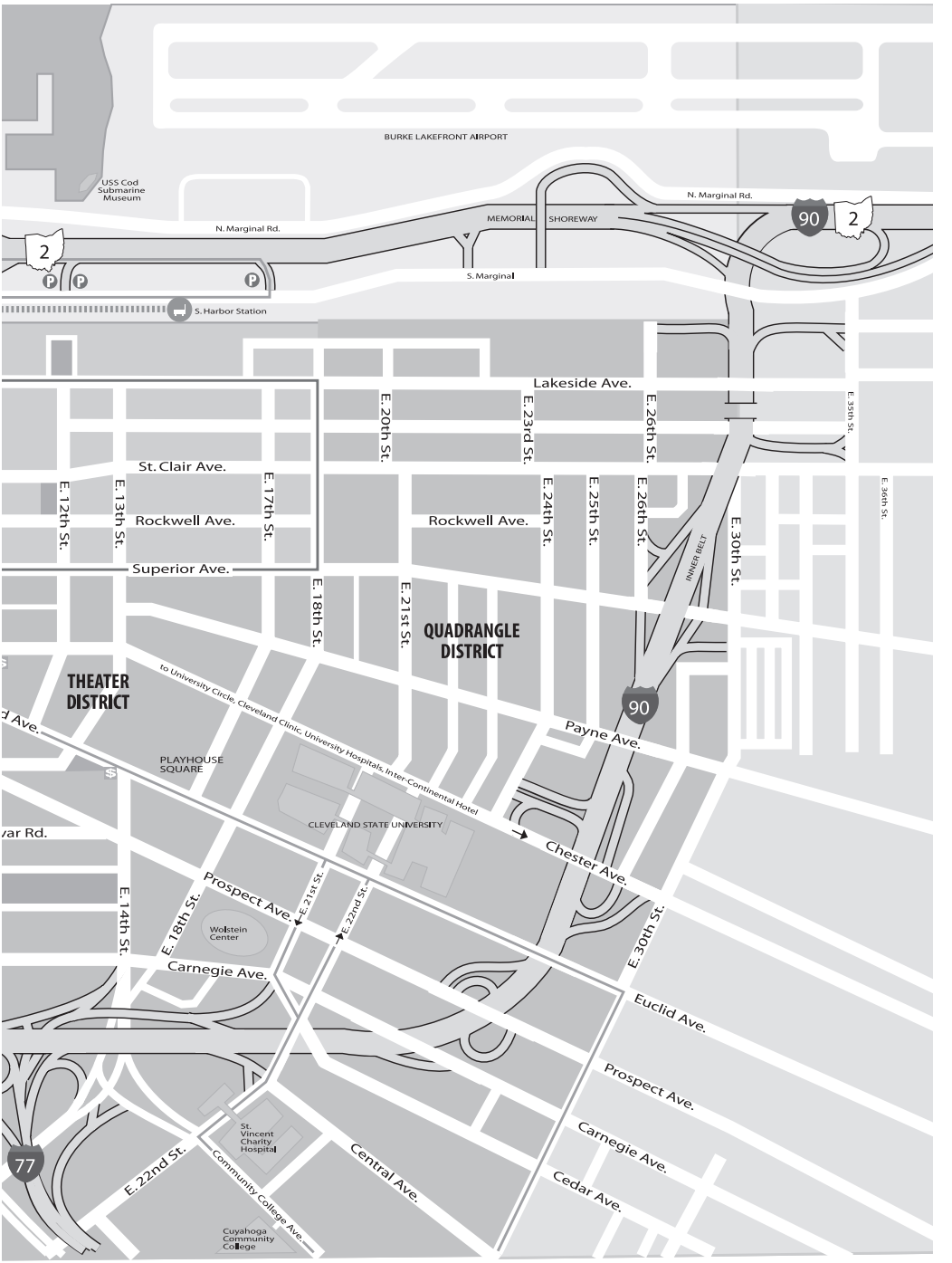
Contact the agency below or try one of the legal services agencies listed on page 65.

Cleveland Tenants Organization 216-432-0609
Informs renters of their rights and responsibilities under Ohio Landlord-Tenant Law. Provides advice to renters who live in units that are under foreclosure and helps potential renters find appropriate rental units.

Housing Research and Advocacy Center 216-361-9240
Helps people file discrimination complaints related to familial status, race, gender, handicap, color, military status, religion, sexual orientation, or national origin.

Who is Considered Homeless? A person who lives in places not meant for human habitation, such as cars, parks, sidewalks and abandoned buildings. Also included are people who live in emergency shelters or transitional housing (when they originally come from the streets or an emergency shelter).

Map of Downtown Cleveland and Surrounding Area


BURKE LAKEFRONT AIRPORT
USS Cod Submarine Museum
N. Marginal Rd.
MEMORIAL SHOREWAY
N. Marginal Rd.
S. Marginal
S. Harbor Station
Lakeside Ave.
E. 20th St.
E. 23rd St.
E. 26th St.
E. 35th St.
St. Clair Ave.
E. 12th St.
E. 13th St.
E. 17th St.
Rockwell Ave.
Rockwell Ave.
E. 24th St.
E. 25th St.
E. 26th St.
E. 30th St.
E. 36th St.
INNER BELT
Superior Ave.
E. 18th St.
E. 21st St.
QUADRANGLE DISTRICT
THEATER DISTRICT
to University Circle, Cleveland Clinic, University Hospitals, Inter-Continental Hotel
Payne Ave.
PLAYHOUSE SQUARE
CLEVELAND STATE UNIVERSITY
Chester Ave.
Prospect Ave.
E. 21st St.
E. 22nd St.
E. 14th St.
E. 18th St.
E. 30th St.
Wolstein Center
Carnegie Ave.
Euclid Ave.
Prospect Ave.
Carnegie Ave.
Cedar Ave.
St. Vincent Charity Hospital
E. 22nd St.
Community College Ave.
Central Ave.
Cuyahoga Community College

IDENTIFICATION / PAPERWORK

Record of Arrest and Prosecution (RAP Sheet)

Your criminal record may consist of your arrests, convictions and/or other dispositions (such as a dismissal of your case). Here are a few important things to remember:

- You may need to contact several different agencies to get complete information and to make sure all records are correct.
- Know what you want. Do you need only your arrest records, or do you want to see your dispositions (outcome of your case such as a dismissal)? Do you want to see felonies, misdemeanors, or both?
- If you just want to view a detailed record of your felony cases in Cuyahoga County, try the Clerk of Courts online database. It is free at www.coc.cuyahogacounty.us.
- If you want to make sure all records are correct, some people recommend starting your search with the city in which you were arrested and working your way up through the county.

Arrest Records

To get a copy of your arrests, it is best to start with the criminal records unit of the police department in which you were arrested. In Ohio, your arrest record is public information and anyone who has your identifying information can request it. However, employers are generally not allowed to use your arrest record (unless it leads to a conviction) to deny you a job.

Arrest records do not show whether the case was dismissed or if you were convicted. You have to go to the County Clerk of Courts, the State Bureau of Criminal Identification & Investigation, or a private security company for that information.

For your arrest record with the City of Cleveland Police, use the information listed on the following page. For all other police departments, contact the city hall listed on page 86 for the correct number. If you were arrested by the Cuyahoga County Sheriff, see page 45.

CITY OF CLEVELAND ARREST RECORDS

The City of Cleveland Div. of Police has information on all felony and misdemeanor arrests made by their department. You can request this in-person or by mail. It is faster to get it in person. It can take four to six weeks by mail. You will need to complete a request form. Be prepared to have the following:

- First name, last name and middle initial of the person who was arrested, including maiden name or any other names used
- Birth date and Social Security number of the person
- Your phone number
- Self-addressed stamped envelope (for mail requests)
- Fee (five cents per page. Usually it is only one page. Rarely does anyone exceed 25 cents, it all depends on the length of your record.) Cash or money order only.

Cleveland Police Dept.
Record Files Section - 3rd Floor Justice Center 216-623-5272
1300 Ontario St., Cleveland, OH 44113

CUYAHOGA COUNTY ARREST RECORDS

The Cuyahoga County Sheriff's Department has information on all felony arrests (and a few misdemeanors they have processed) that have occurred within Cuyahoga County.

If you were arrested on felonies in multiple cities within Cuyahoga County and/or by the Sheriff's Department, this is where you could get your entire felony record for Cuyahoga County.

The record will show the date of the arrest, the charges, and the Cuyahoga County case number.

You can request this by mail or in-person. It will only take a few days to process mail requests. Be prepared to have the following:

- First and last name of the person who was arrested, including maiden name or other names used
- Birth date and Social Security number of the person
- Self-addressed stamped envelope (for mail requests)
- $6.00 fee per record – money order only.

Cuyahoga County Sheriff's Office
Attn: Records Division..... 216-443-6105
1215 W 3rd St., Cleveland, OH 44113

Cuyahoga County Criminal Court Records

If you need to view your arrests, charges, convictions and other details about your felony cases in Cuyahoga County, the Clerk of Courts has this information.

You can view your information on their website, visit in-person to review the paper files (or other formats), or use their computers for free. You just need a first and last name to retrieve a file. A date of birth and Social Security number are also helpful.

A certified copy of your record is $1.00 per page, and a standard copy is 3 cents per page (you will only be charged if your request exceeds $1.00). Cash or money order only.

Cuyahoga County Clerk of Courts Criminal Division..... 216-443-7985
1200 Ontario St. 2nd Floor, Cleveland, OH 44113
www.coc.cuyahogacounty.us

Out-of-County Information

If you have committed felonies in other counties in the State of Ohio, contact the police department, sheriff's department and county clerk of court in that community for information.

You can also get a "background check" on yourself. The Attorney General's Office for the State of Ohio provides Ohio Civilian Background Checks. You can view all felonies reported to them throughout Ohio. Information on these checks is available in the following section.

There are also private companies that offer background checks. In some cases, these are less expensive than the Ohio Civilian Background Checks. Be sure to check with the Better Business Bureau at 216-241-7678 or clevelandbbb.org to get information on these companies before giving them money.

Ohio Civilian Background Checks / State Criminal Repository Records

For a record of your Ohio felonies that have been reported to the State Attorney General's Office, you can request a civilian background check from the Ohio Bureau of Criminal Identification and Information. A background check for offenses in Ohio is referred to as a BCI check; a background check for offenses nationwide is referred to as an FBI check. To do this, you must go to an agency that has an electronic fingerprint machine. Fees vary by location, but are usually around $30-$60.

To find a location near you, go to ohioattorneygeneral.gov. Scroll to the bottom of the screen and then click on "Webcheck Locations" (you can find this in the list

under "Services"). You can search using your zip code to find a site close to you. Sites will be labeled as providing BCI and/or FBI checks. You should call for more information before you go.

Be prepared with the following:

- Photo ID
- Payment (often must be cash or money order)
- Your phone number
- Your mailing address

For more information, you can contact:

Ohio Bureau of Criminal Identification and Investigation..... 877-224-0043
PO Box 365, London, OH 43140
ohioattorneygeneral.gov

What to do if You're Stopped By the Police

YOU HAVE THE RIGHT TO REMAIN SILENT AND NOT MAKE A STATEMENT. EXERCISE THIS RIGHT!

- Remember, anything you say or do can be used against you.
- Think carefully about your words, movement, body language and emotions.
- Don't get into an argument with or lie to the police.
- Keep your hands where the police can see them.
- Don't run. Don't touch any police officer. Don't resist even if you believe you are innocent.
- Don't complain on the scene, tell the police they are wrong or that you are going to file a complaint or lawsuit.
- Don't make any statements regarding the incident.
- In order to preserve your right to remain silent, you must clearly tell the police officer that you are invoking your right to remain silent and then be silent.
- Ask for a lawyer immediately upon your arrest.
- Write down everything you remember ASAP. Remember officers' badge and patrol car numbers. Try to find witnesses and their names, addresses and phone numbers.
- If you are injured, take photographs of the injuries as soon as possible, but make sure you seek medical attention first.

continued

- What you say to the police is always important. What you say can be used against you, and it can give the police an excuse to arrest you, and search you and your car (especially if you bad-mouth a police officer).
- You don't have to answer any questions asked by the police. However, you are required to provide your name, address and date of birth upon request. You can be arrested in Ohio for refusing to provide this information.
- You should never consent to any search of yourself, your car or your house. If you DO consent to a search, it can affect your rights later in court. If the police say they have a search warrant, ASK TO SEE IT.
- Do not interfere with or obstruct the police – you can be arrested if you do.

A complete version of this 'know your rights' card is available from the ACLU of Ohio

ACLU of Ohio Foundation
4506 Chester Ave., Cleveland, OH 44103
216-472-2200
www.acluohio.org
contact@acluohio.org

Birth Certificates

A certified (official) birth certificate is a very important document you should have. It is often required when applying for a State ID, driver's license, marriage license, passport, school enrollment, or to access other benefits. A certified birth certificate will generally have a raised, embossed, impressed or multicolored seal. Non-certified copies are not acceptable for legal purposes.

Write or visit the vital statistics office in the state, city or county where you were born. Often these offices will be part of the health department, but not always. The library can help you locate information for the city, county or state you need.

Fees vary, but in Ohio, you can expect to pay around $15-20. If you cannot pay for this, a social service agency may be able to help. If you are already working with an agency, ask them for assistance.

There are some places that may help you get your birth certificate even if you are not working with them, but the availability may change from month to month. You can call United Way 2-1-1 to see what help is available.

County and local offices usually process requests quicker than the state offices. The fastest way to obtain a birth certificate is in person (same-day). If you request it by mail, it may take 3-8 weeks from the time the request is received. Some offices may allow requests by phone with a credit card.

Services on the Internet such as www.vitalcheck.com can expedite delivery (7-10 business days) and can help you get out-of-state birth certificates, but you must pay by credit card and the cost is higher.

Be prepared with the following information to get your birth certificate:

- Your full name and your gender (sex)
- Your father's full name (if available)
- Your mother's maiden name
- Your month, day and year of birth
- Place of birth (city/county/state; name of hospital, if known)
- Telephone number
- Address where it will be sent (if mailed)
- Notarized sworn statement (California only)
- Photocopy of picture ID if necessary (not required in Ohio)

IF YOU WERE BORN IN OHIO...

Cleveland Dept. of Public Health 216-664-2315
Bureau of Vital Statistics..... or 216-664-2317
601 Lakeside Ave. Rm. 122, Cleveland, OH 44114
www.clevelandhealth.org
Open M-F: 8:00am-4:00pm; Cost: $25

IF YOU WERE BORN ELSEWHERE IN THE UNITED STATES...

US Department of Health and Human Services
National Center for Health Statistics 800-232-4636
3311 Toledo Rd., Hyattsville, MD 20782
cdc.gov/nchs/w2w.htm
For information on contacting the vital statistics office in the area where you were born. Cost varies by state.

IF YOU ARE AN AMERICAN CITIZEN BORN ABROAD...

US Department of State Passport Services
Vital Records Section 202-955-0307
1111 19th Street NW Suite 510, Washington, DC 20036
travel.state.gov/passport/get/first/first_825.html

Credit Reports

A credit report is a detailed history of how you pay your bills (whether they are on time or late) and how you manage your debt, loans and credit. In addition, public information such as judgments, bankruptcies and delinquent child support payments are included.

You should review your credit report periodically to make sure everything is accurate. It is not unusual for mistakes to occur, and you want to take care of those so they don't affect your ability to get a job, rent an apartment, buy a home or get a credit card. Landlords, employers (with your permission) and others with legitimate business purposes can get a copy of your report.

The report may include a "credit score," which is a number used to predict how credit-worthy you are. The higher the score, the better. You may benefit from talking with a credit counseling agency if you think you need help managing your credit. Here are helpful things to know:

- There are three companies (TransUnion, Equifax and Experian) that maintain credit reports, and each company may have different information.
- You can get a FREE copy of your credit report once every 12 months (ONLY through the Annual Credit Report Request Service). You can request all three reports at once so you can compare them, or you can space them out so you can keep track of changes – as long as you don't request the same report more than once in a 12-month period. However, your free copy does not include your credit score.
- You can also get a free copy of a report that was used to take an "adverse action against you" such as denying you employment, credit or insurance, as long as you request it within 60 days of receiving notice of the action. The notice will give you the name of who to contact to get the free copy.
- If you are unemployed and intend to apply for employment in the next 60 days, are on welfare, or your report is inaccurate because of fraud, including identity theft, you can also get a free copy of your credit report.
- If you find something that is wrong on your credit report, contact BOTH the company that produced the credit report and the company that provided the original information (such as a credit card company) to dispute the information.
- Generally, if you dispute something, the credit reporting company must begin to investigate it and make a note in your file or delete the error within 30 days of receiving your original request. They don't have to FIX the error within 30 days, just note that they are working on it.

- If you think you would benefit from credit or budget counseling, or you need help understanding your options, contact one of the nonprofit agencies listed on page 73.

To get a FREE copy of your credit report once every 12 months, contact the following. DO NOT call any other advertised service; they are usually trying to get money out of you, even if they say it is free.

Annual Credit Report Request Service 877-322-8228
PO Box 105281, Atlanta, GA 30348-5281
www.annualcreditreport.com
If you need a report more often than that, or you want a report with your credit score, contact the following. There is a fee for these services unless you qualify for a free report based on the points mentioned on the prior page.

TransUnion 800-888-4213
www.transunion.com

Equifax 800-685-1111
www.equifax.com

Experian 888-397-3742
www.experian.com

DD-214 (Military Discharge Papers)

DD-214s are official discharge papers. This is proof that you were discharged from military service.

If you do not have a certified copy of your DD-214, it is important that you get and keep a copy. You may need a DD-214 to access many services available to veterans.

To get a copy of your DD-214:

Contact the National Archives and Records Administration and ask for form SF-180. You will need to complete the form and send it back by mail or fax. A written request may be sent without the form, but you should phone first to receive more information. You may also initiate your request through the website **archives.gov** or by email: mper.status@nara.gov. Usually, copies of DD-214s are free.

National Archives and Records Administration 866-272-6272
National Personnel Records Center .....FAX: 314-801-9195
Military Personnel Records
1 Archives Dr., St. Louis, MO 63138-1002
After you receive your DD-214, it is a good idea to have it recorded with the Cuyahoga County Fiscal Officer. They will keep a copy on file in their office for you.

You can walk in to have your DD-214 recorded with the Cuyahoga County Fiscal Officer. If you've already had it recorded, you may go there to obtain a certified replacement copy:

Cuyahoga County Fiscal Officer - Recorder Division 216-443-7322
1219 Ontario St., 3rd Flr., Rm. 315, Cleveland, OH 44113
www.fiscalofficer.cuyahogacounty.us

Driver's License / State ID

DRIVER'S LICENSE SUSPENSIONS

If you want to make sure that you have a valid Ohio driver's license or you want to know what suspensions or blocks you have on your license, call the Ohio Bureau of Motor Vehicles (BMV). They can give you information by phone, you can visit in-person, or you can request that they mail you a summary letter listing all suspensions and/or blocks and the fines you owe to remove them.

If you need to have your license reinstated (get your license back) and you are eligible, you can do this by mail (takes 7-10 business days) or in-person. In-person is faster, but call first to make sure you bring the correct documents. If your license was suspended because you did not pay child support, you must pay what the Cuyahoga Office of Child Support Services requires before you can get your license reinstated. See page 8 for detailed information.

There is usually a fee to reinstate your license and this will vary depending on the number and type of offenses. There is no agency in Cuyahoga County that pays the reinstatement fee. The Reinstatement Center in Cuyahoga County is listed below.

Ohio Bureau of Motor Vehicles
Cleveland Regional Service Ctr. 614-752-7600
12000 Snow Rd. Ste. N, Parma, OH 44130
Open Monday through Friday: 8:00 a.m. - 4:30 p.m.

Mail correspondence to:
Ohio Bureau of Motor Vehicles
PO Box 16520, Columbus, OH 43216-6520
www.bmv.ohio.gov

Reinstatement fees may also be paid online (www.bmv.ohio.gov) or by calling the automated telephone system: 1-866-OPLATES (675-2837).

If you are low income and think you need legal assistance to help reinstate your license, try calling the following:

Legal Aid Society of Cleveland 216-687-1900
1223 W 6th St., Cleveland, OH 44113

DRIVER'S LICENSE RENEWALS/DUPLICATES/NEW LICENSES

If you need a duplicate copy of your driver's license (because your license was confiscated or lost), a new license, or you need to renew your license, contact the Ohio Bureau of Motor Vehicles. If your license has been expired for more than six months, you will need to purchase the temporary packet and retake the driving test.

If you have a Release Identification Card (see page 55), you can use this as the only form of ID needed to get a driver's license (as long as there are no conflicts between what is on the card and what is on the BMV record). If you do not have the card, you must provide proof of the following: full legal name, date of birth, Social Security number, proof of residency, and citizenship or legal alien status. Several forms of documents are acceptable. Visit the website or call for a list of acceptable documents.

Current fees (as of 2013) are: Temporary Instruction Permit: $22;
Driver's License Renewal: $25.75; Duplicate Driver's License: $24.50.

You can walk in to any license agency for service. There are many locations in Cuyahoga County. The downtown location is listed below.

Ohio Bureau Of Motor Vehicles
Downtown - Cleveland East 216-431-1445
2765 E 55th St., Cleveland, OH 44104
Open 8:00am-5:00pm every weekday, except Monday until 6:30pm.
Saturday hours are 8:00am - 2:00pm.

For other locations, or more information, call:

Driver's License Information Center:..... 614-752-7600

License Plate Registration: 800-589-8247
www.bmv.ohio.gov

AUTOMOBILE INSURANCE/CAR INSURANCE

In Ohio, it is illegal to drive any motor vehicle without insurance or other financial responsibility (FR) proof. It is also illegal for any motor vehicle owner to allow anyone else to drive the owner's vehicle without FR proof.

If you are asked to show proof of insurance or financial responsibility and cannot, you will lose your driver's license for at least 90 days for the first offense (work privileges are available after 30 days in some cases), and you may face other penalties. Your driver's license may also be suspended for a variety of traffic violations and other offenses.

Ohio Bureau of Motor Vehicles 614-752-7700
Safety Responsibility Division - Driver's License Suspensions Section
PO Box 16583, Columbus, OH 43216-6583
www.bmv.ohio.gov

For more information on driver's license suspensions due to driving without insurance or due to other offenses:

Ohio Dept. of Insurance 800-686-1526
50 W Town St., 3rd Flr., Columbus, OH 43215
www.insurance.ohio.gov
This agency offers a "Shoppers Guide to Automobile Insurance" that may be helpful.

STATE ID

If you do not have a valid driver's license, you can apply for a State ID Card. There are two forms of a State ID — temporary and permanent. If you have a suspended driver's license that has not yet expired and you plan on driving again, ask for a temporary ID. If you get a permanent ID, you'll have to re-take the exam if you want to drive again. An application for a permanent State ID will cancel out your driver's license. Make sure you know the status of your driver's license before you apply for a State ID.

If you have a Release Identification Card (see next page), you can use this as the only form of ID needed to obtain a State ID. If you do not have that, you must have two documents to obtain a State ID: one that verifies your name and birth date (like a certified birth certificate) and another that proves your Social Security number (such as a Social Security card). Several forms of documents are acceptable. Visit the website or call for a list of acceptable documents.

The current fee for a State ID is $8.50. You can walk in to any license agency for service. There are many locations in Cuyahoga County. The downtown location is listed below.

Ohio Bureau of Motor Vehicles -
Downtown - Cleveland East 216-431-1445
2765 E 55th St., Cleveland, OH 44104
Open 8:00am - 5:00pm every weekday (except Monday until 6:30pm). Saturday hours are 8:00am - 2:00pm.

For other locations, or more information, call:

Driver's License Information Center..... 614-752-7600
Toll Free Number (you will be transferred to the right office)..... 800-589-8247
www.bmv.ohio.gov

Prison Records

RELEASE IDENTIFICATION CARD

A free, non-replaceable photo ID will be given to you on the day of your release if you have a Social Security number that can be verified by the Social Security Administration. The card will include your birth date and Social Security number. You can show this card to the Ohio Bureau of Motor Vehicles as documentation to get a State ID, temporary permit or driver's license. However, you still have to pay the cost of getting the license, permit or State ID.

RELEASE PAPERS

If you do not have to be supervised when you are released – called "straight release," then you will receive a document called Expiration of Sentence. It is also known as an Expiration of Stated Term. It proves you are no longer under the supervision of the Ohio Department of Rehabilitation and Correction. Keep this document.

If you have to be supervised, then you will receive a Parole Certificate or a Post Release Control Certificate informing you of who your parole officer is and where you should report. For more information on Parole / Post Release Control, see page 76.

CERTIFICATION OF INCARCERATION

If you lose your release papers or you just need to verify your release from prison and/or the dates of your incarceration, the Ohio Department of Rehabilitation and Correction can provide the necessary paperwork. This service is free. Requests generally take 10-14 days to process.

All requests must be in writing and must contain the following:

- First and last name
- Inmate number OR both Social Security number and birth date
- Explanation of what you need
- Return address
- Your signature

Requests may be faxed or mailed to:

ODRC Bureau of Records Management .....Phone: 614-752-1076
770 Broad St., Columbus, OH 43222 **Fax: 614-752-1086**
www.drc.state.oh.us

INMATE EDUCATIONAL RECORDS

When you complete educational programs while in prison, such as career-technical classes or your GED, a record is kept of what you complete. This record is called a transcript. You can request a transcript free of charge.

All requests must be in writing and must contain the following:

- First and last name
- Inmate number or Social Security number and birth date
- Name of the institution where you received the training
- Year you received the training (if remembered)
- Explanation of what you need
- Return address
- Your signature

Requests may be faxed or mailed to:

Ohio Central School System ..... Phone: 614-877-2306, ext. 3360
PO Box 207, Orient, OH 43146 **Fax: 614-877-0704**

A word about your GED:

Although completion of your GED is noted on your inmate educational transcript, some employers or schools may want a copy of your GED transcript from the Ohio Dept. of Education. This transcript is free if you note on the top of the form that you were incarcerated when you received your GED and you note which institution. You can get a free copy only once, after that there is a fee. To receive a free copy, you must order by mail rather than on the website.

Call and request that they mail a form or print the request from the website. You cannot fax requests. Once you submit your request by mail, it may take up to 30 business days to process.

Ohio Department of Education GED Office 877-644-6338
25 S Front St. Columbus, OH 43215
education.ohio.gov

INMATE MEDICAL / MENTAL HEALTH RECORDS

When you are provided with health or mental health care while in prison, these services are noted on paper. That is your medical record.

Only a licensed doctor or a lawyer can request your medical record, and only with your permission. You cannot request your own medical record. The Social Security Administration and the U.S. Department of Veterans Affairs may also request a copy of your record because they have licensed doctors on staff.

A copy of the record is free and it will come in the form of a CD. You are only allowed ONE request per patient/client in a 12-month period. Requests generally take 10-14 days to process.

All requests must be in writing on official letterhead and must include the following:

- A Medical Release form signed by the patient/client
- First and last name of the patient/client
- Inmate number or both Social Security number and birth date
- Explanation of what you need
- Return address of the requesting professional

Requests may be faxed or mailed to:

Ohio Department of Rehabilitation and Correction .....Phone: 614-752-1076
Bureau of Records Management Fax: 614-466-3818
700 W Broad St., Columbus, OH 43222
DRCRecords.center@odrc.state.oh.us

RECOVERY SERVICES - RECORDS

If you participated in an alcohol and/or other drug recovery program while in prison, and you need a record of this, you may contact the Ohio Department of Rehabilitation and Corrections. The procedure to request your records is the same as requesting a Certification of Incarceration (see page 56).

Selective Service Registration

The Selective Service System is the agency of the United States government that exists to register men who could be asked to help the military in a time of war or other national crisis. Almost all male U.S. citizens, and male aliens living in the U.S., who are age 18 through 25, are required to register. Eligible people are automatically registered when issued a driver's license or State ID. Registration forms are also available at post offices or online. Registration is free.

When someone reaches age 26, they can no longer register. If they were born on or after January 1, 1960 and did not register before they turned 26, they may be ineligible for certain federal benefits, including U.S. citizenship, job training programs and student financial aid. However, they can still get a driver's license or State ID in the State of Ohio.

It is important to know that someone who fails to register cannot be denied any benefit if he can "show by a preponderance of evidence" that his failure to register was not knowing and willful. The final decision regarding eligibility for programs is made by the agency granting the benefit, not the Selective Service. Some agencies may have an appeals process.

Agencies may ask you to provide an official response from the Selective Service regarding the fact that you did not register before age 26. In that case, it is possible to request a "status information" letter. You will have to describe what stopped you from registering and provide documents showing periods during which you were incarcerated, hospitalized, etc., between your 18th and 26th birthdays. Processing time for this document may take up to 90 days.

For more information on Selective Service issues contact:

The Selective Service System..... 888-655-1825
Attn: SIL, PO Box 94638, Palatine, IL 60094-4638
www.sss.gov

Social Security Number / Card

A Social Security number is important because you need it to get a job, open a bank account, get credit, collect certain benefits and receive some other government services.

If you have never applied for a Social Security number before and you are age 12 or older, you must apply in person at a branch office. If you have a Social Security number, and you just need a replacement card, you can do this by mail or in person.

This service is free (limited to three replacement cards per year – 10 In a lifetime), but you will need certain ORIGINAL documents (or copies "certified by the custodian of record"). The documents you will need depend on your status and what you are requesting. Call or visit the website before you apply so that you know exactly what documents you need. A copy of the application is available on the Social Security website.

It may take anywhere from 10 days to several months to process your application depending on your status. A U.S. citizen from Ohio can usually expect the process to take four to five weeks.

For information and the number of a branch near you contact:

US Social Security Administration..... 800-772-1213
www.socialsecurity.gov **TTY: 800-325-0778**

LEGAL ASSISTANCE

Expungement of Adult Criminal Records

Expungement is the sealing of a criminal record (convictions, acquittals, dismissals, etc.). If your record is expunged, you don't have to tell people that you have been convicted, arrested, or charged when you apply for most jobs or housing. However, your expunged convictions can still be seen by certain employers and law enforcement agencies, and your fingerprints will not be sealed. The expungement process can take six to eight months. It is up to a judge whether to grant your request.

ELIGIBILITY FOR EXPUNGEMENT OF CONVICTIONS

- Expungement of convictions is only for eligible offenders with no charges pending and no arrest warrants. If two or more convictions are connected with the same act, they may count as one conviction. Three offenses that occurred within a 90-day period and were tried at the same time may count as one conviction.
- People who have committed certain crimes are not eligible for expungement. Those crimes include, but are not limited to, sexual crimes, first or second degree felonies, crimes committed while armed, felonies involving a minor (except for non-payment of support), convictions with a mandatory prison term, motor vehicle crimes (including DUIs), and crimes of violence except for a simple misdemeanor assault.
- For felony convictions, you must wait at least three years from the time you are off probation, parole or straight release and after all court costs and any fines, restitution or community service have been paid or completed. However, if all you have left to pay are court costs (you've paid your restitution and fines), you might qualify for expungement.
- For misdemeanor convictions, you must wait at least one year from the time you were convicted and after all court costs and any fines, restitution or community service have been paid or completed. However, if all you have left to pay are court costs (you've paid your restitution and fines), you might qualify for expungement.

ELIGIBILITY FOR SEALING RECORDS OTHER THAN CONVICTIONS

- You do not have to be a first-time offender to get a dismissal, finding of not guilty (acquittal) or nolle sealed from your record. There is no waiting period. You can apply right away. However, if you have more than one conviction, the court may not seal the record.
- If you were indicted and the grand jury returned a no bill, you must wait two years to file. You do not have to be a first-time offender to file.
- If you successfully completed a Diversion Completion or Treatment in Lieu of Incarceration program, there is no waiting period. You can apply right away.
- If you were arrested and released (no court was involved), you do not need to file for expungement or record sealing with the court. You can write a letter to the chief of police or head of the law enforcement agency that arrested you and request that he or she remove or seal your arrest record. You do not have to be a first-time offender to request this. However, whether your request is approved is up to the discretion of the chief.

GETTING HELP WITH EXPUNGEMENT

You file your motion for expungement in the court where you were charged. For example, if you were charged with a felony in Cuyahoga County, your expungement paperwork would be filed with the Cuyahoga County Clerk of Courts.

Make sure you keep a copy of all paperwork that you complete.

Cuyahoga County Clerk of Courts
Criminal Division 216-443-7985
1200 Ontario St. 2nd Floor, Cleveland, OH 44113
Does not provide legal assistance or forms for expungement. Remember to ask them about filing a "Poverty Affidavit" form. This form requests that the court waive the filing fee, which is usually $50-$100.

It is recommended that you file for expungement with the help of an attorney. If you cannot afford one, you may be able to get help from the following organizations.

Cuyahoga County Public Defender..... 216-443-7223
310 Lakeside Ave. Ste. 400, Cleveland, OH 44113
Helps people complete the paperwork to expunge convictions from cases processed through Cuyahoga County Common Pleas Court. This office will help determine if your offense is eligible for expungement. In most cases, you file the paperwork "pro se" (on your own – without an attorney). However, if you successfully completed a diversion or selective intervention program, they may actually be able to represent you. Walk in for assistance or call and they will mail you a packet. Once forms are completed, you will be directed about how and where to file.

Legal Aid Society of Cleveland 216-687-1900
1223 W 6th St., Cleveland, OH 44113
www.lasclev.org
Helps with expungement of misdemeanor convictions. Helps those with incomes at or below 125% of the federal poverty guidelines. Currently (2013), this is approximately $14,000 a year for a family of one and $28,800 a year for a family of four. However, Legal Aid will consider applicants with income up to 200% of the Federal Poverty Guidelines. Will not help expunge a felony conviction.

Cleveland Metropolitan Bar Association..... 216-696-3532
clemetrobar.org
If you don't qualify for free help, you can contact the Cleveland Metropolitan Bar Association to get a referral to an attorney.

Keysource Legal Document Service Corp. 216-369-9120
keysource.org
Reviews legal documents. Helps individuals obtain and complete documents/forms. Fixed fee for first appointment and then offers low-cost assistance if needed.

The following websites may help you better understand the expungement process.

Ohio Legal Services
ohiolegalservices.org

The Cleveland Law Library Association
clevelandlawlibrary.org
Click on the Frequently Asked Questions link

Expungement and Sealing of Juvenile Records

You file for expungement or sealing in the court where your case was handled. In Cuyahoga County, this would be the Cuyahoga County Juvenile Court. Expungement means that your record is destroyed and it is like you never had one. Sealing means that your record is "hidden" and that most people/organizations cannot see your record, but there are some exceptions.

- If your case was dismissed, or you were found not delinquent, you would apply to have your record expunged.
- If you were found to be delinquent, unruly or a juvenile traffic offender, you would apply to have your record sealed. You have to wait at least six months from the termination of the court order or your unconditional discharge from the Ohio Department of Youth Services in order to apply. There is a fee.

- After your record has been sealed, it will automatically be expunged after a five year period or upon your 23rd birthday (whichever comes first). However, you can apply to have your record expunged at any time after it is sealed. If you are already 23 when your record is approved to be sealed, it will automatically be expunged.
- You cannot seal records for the following crimes: rape, gross sexual imposition, sexual battery, aggravated murder and murder. In some cases, a conviction for gross sexual imposition may be sealed in cases where the offender is able to lower their tier through therapy.
- It is recommended that you seek assistance from an attorney.

For information or applications for Cuyahoga County cases contact:

Cuyahoga County Juvenile Court
Clerk's Office - Expungement Unit..... 216-698-4716
9300 Quincy Ave., Cleveland, OH 44106
juvenile.cuyahogacounty.us

Waiving Court Costs, Fines and Supervision Fee

During your sentencing, you have the right to ask a judge to waive the court costs and supervision fees that resulted from your criminal case. This process is for those who are poor and cannot afford to pay these costs or fees. The judge has the right to say yes or no, and may request that you do community service (volunteer) to pay off these costs and fees. You cannot receive a waiver of court costs once you have been sentenced, though you may still be able to work them off with community service.

You may also ask the judge to waive any fines in your criminal case because you cannot afford to pay them. Generally you can simply make this request at the time of sentencing. If, however, the fines are mandatory (as is sometimes the case for drug convictions), you must submit an affidavit of indigency prior to the sentencing hearing in order to get them waived.

If a judge indicates that he or she is going to impose a jail or prison term for failing to pay court costs, supervision fees or fines, you may be entitled to a lawyer and should request one.

Executive Clemency

Executive clemency is granted by the Governor of Ohio. Applications for clemency are processed through the Ohio Parole Board. Requests for clemency generally take six to eight months to process. There are three types of executive clemency:

- A pardon grants forgiveness of guilt. A pardon does not erase or seal your conviction. If granted, you will get a certificate from the governor. This certificate may be helpful in getting a job or in other areas. It may not restore all of your civil rights and privileges – but it can be useful for obtaining certain types of employment. A pardon is generally requested by those who have served their time, are no longer under supervision and are now living crime-free. However, anyone may apply.
- A commutation is the reduction of a penalty to one less severe. Commutations are generally requested by inmates serving extremely long minimum or definite sentences.
- A reprieve is the temporary postponement of the execution of a sentence. This is rarely used except for inmates sentenced to death.

Requests for an application for clemency may be made in writing (mail, fax, or email) or by phone. Submit your name and address along with your request. It may take up to 15 business days to process/send you an application. You may also obtain an application by going to www.drc.state.oh.us/web/execclemency.htm

Ohio Parole Board..... 888-344-1441
Attn: Clemency **Fax: 614-752-0600**
770 W Broad St., Columbus, OH 43222
Email: DRC.clemency@odrc.state.oh.us

Help for Non-U.S. Citizens Upon Release

If you are not a U.S. citizen, your criminal conviction might impact your immigration status. You should seek advice from an attorney about your immigration status before your release or as soon as possible after you are released. The following organizations may help you find a lawyer who specializes in immigration cases.

American Immigration Lawyers Assn.
ailalawyer.com
Website provides a searchable database to find lawyers specializing in immigration law. Fees will vary depending on what services are needed.

Cleveland Metropolitan Bar Assn. 216-696-3532
clemetrobar.org

International Services Center 216-781-4560
815 Superior Ave. E, Cleveland, OH 44114
internationalservicescenter.org
This organization cannot represent non-citizens in criminal matters, but may be able to provide counseling and information about immigration matters, or help you with paperwork. They also may be able to help if you can't speak or write English very well.

Legal Aid Society 216-687-1900
1223 W 6th St., Cleveland, OH 44113
lasclev.org
Provides legal help for immigration matters, including family petitions, naturalization and defense removal proceedings for certain documented persons. This organization cannot assist persons who are currently incarcerated and does not provide legal help in criminal cases.

General Legal Aid

The organizations listed below provide free legal information and/or representation for low-income people who need assistance with legal matters. Call to see if they can help you.

Civil Impact of Criminal Convictions – CIVICC
opd.ohio.gov/civicc/
This website offers a basic overview of the legal barriers that Ohio law imposes on individuals with criminal records. Has information on how your privileges, civil rights and employment options may be affected depending on your conviction.

Cuyahoga County Public Defender 216-443-7223
Provides legal representation for people charged with a crime in Cuyahoga County (felony offenses and some misdemeanors). Assists people who want to apply to have their felony criminal records sealed. Will also offer some general information about legal issues and the court process.

Legal Aid Society of Cleveland 216-687-1900
Provides brief advice and legal representation on a variety of civil legal matters including bankruptcy, foreclosure defense, some student loan problems, housing (including public housing), public benefits, Civil Protection Orders (CPOs), some family law (child support orders in Cuyahoga County only), employment, education discrimination for special needs children, immigration, income tax disputes, license reinstatement, sealing criminal records (misdemeanors only), last wills and testaments, and living wills and durable powers of attorney for health care (the last three are for older adults only). Legal Aid CANNOT handle criminal cases

or contingency cases such as personal injury and medical malpractice. Helps those with incomes at or below 125% of the federal poverty guidelines. Currently (2013), this is approximately $14,000 a year for a family of one and $28,800 a year for a family of four. However, Legal Aid will consider applicants with income up to 200% of the federal poverty guidelines. Individuals can also receive advice from an attorney on civil legal problems by attending one of Legal Aid's free brief advice clinics held in neighborhoods around Cuyahoga and surrounding counties throughout the year. See www.lasclev.org for information about upcoming clinics.

Northeast Ohio Coalition for the Homeless (NEOCH)
Cleveland Homeless Legal Assistance Program 216-432-0543
Provides legal clinics for homeless people and those threatened with homelessness. Offers help with civil issues. Criminal situations are referred to the Public Defender. Basic legal questions are handled in-house by Cleveland Metropolitan Bar Association volunteer attorneys; more complex ones are referred to volunteer attorneys in their area of expertise. This program also offers a special monthly clinic to assist with completing the paperwork to file your own divorce for those without children or assets. This program is a collaboration between NEOCH and the Cleveland Metropolitan Bar Association, and the complete schedule of legal clinics can be found at either of the agency's websites. No legal advice can be offered on the phone – the individual must go to a clinic for help.

North Star Neighborhood Re-entry Resource Center 216-881-5440
1834 E 55th St., Cleveland, OH 44103
northstarreentry.org
Offers a monthly legal advice clinic for low-income Individuals. Lawyers are from the Cleveland Metropolitan Bar Association.

If you don't qualify for free help, you can try contacting the following agency to get a referral to an attorney.

Cleveland Metropolitan Bar Association..... 216-696-3532
clemetrobar.org

MAILING ADDRESS / PHONE

Mailing Address

The address where you have your mail sent to is called your mailing address. Most people use the address where they live as their mailing address. If you do not have a permanent address or think you may be moving a lot, you should establish one place to pick up your mail. A few options are listed below.

- Check with the shelter, halfway house, transitional housing or other residential facility where you are living to see if they will allow for your mail to be sent there.
- The following places will let you use their address as your temporary mailing address. You can have your mail sent there and they will keep it for you until you can pick it up. You must arrange for this service before you have your mail sent there.

Bishop Cosgrove Center 216-781-8262

West Side Catholic Center 216-631-4741

- A post office box (PO Box) is a locked box located on the wall in the post office where your mail will be delivered. A key to open the box will be given to you. Only you will have a key. You will have to go to the post office where your box is located to pick up your mail. Some items such as packages may not be sent to a post office box. There is a monthly fee for a post office box. The smallest box will cost around $30-$40 for six months.
- To apply for a post office box, you will have to walk in to the post office branch where you would like your mail sent. Before going in, it is best to phone first to find out if boxes are available at that location. To find the address, phone number and hours for your local post office, phone **800-275-8777** or go to **www.usps.com**.

Phone

If you are homeless, the drop-in centers listed on page 13 may have a phone available for your use. If you are renting or own a home and are low income, ask the phone company about a program called “Lifeline” or “Link Up” for discounted service.

You may be eligible for a program that provides a cellphone with very limited monthly service. This service is provided through several specific cellphone companies. Phone United Way 2-1-1 for information on who is offering this service and how to contact them.

MENTAL HEALTH / COUNSELING

Mental health deals with how your brain functions, and with your emotions and feelings. It deals with how you interact with others, how you react to change or stress, and your self-esteem.

People who need help from mental health professionals may feel depressed, angry or not able to cope with parts of their lives. They may simply need to talk to someone about a life problem.

If you are diagnosed with a mental health issue while in prison, you will meet with a Community Linkage Social Worker before you are released. This social worker will make an appointment for you at a mental health agency in the community. If you are taking medication, the institution you are leaving will provide you with a two-week supply upon release.

If you have not been diagnosed in prison, and you are reading this after your release, the following may help:

- If you feel out of control or suicidal, seek help right away. Call Mental Health Services–Crisis/Suicide Hotline at 216-623-6888. Remember to call 911 if your situation is life-threatening or a medical emergency.
- If you need someone to talk to, Recovery Resources has a warmline where recovering mental health consumers will listen and provide assistance. Call 440-886-5950 between 9am and 1am.
- If you have a doctor, talk to him or her about a referral to a mental health professional.
- If you have health insurance, call the company. Some or all of your treatment, including prescriptions, may be paid through your insurance. If you are on Medicaid or Medicare, make sure you understand what is covered. Go to a professional that accepts Medicaid or Medicare. If you do not have Medicaid or Medicare, you may want to apply. See page 26 for information.
- If you are having trouble dealing with anger, personal issues, stress, depression, trauma, sexual abuse or other mental health issues that are getting in the way of work, relationships or daily activities, you should seek help.

If you are seeking mental health services, but do not have any insurance, you can call the SCALE Program to set up an appointment for a mental health assessment (to see what help may be needed). Call 877-236-8676 to see if you qualify.

There are many other places that offer treatment, counselors and support groups that can help you sort things out. Call United Way 2-1-1, 24 hours a day/7 days a week for information and referrals to places that offer these services.

Psychiatric Emergency Rooms

You may walk in to a psychiatric emergency room for help. If you have run out of your medication, they may be able to provide you with a limited supply. The central city emergency room is listed below.

St. Vincent Charity Hospital Psychiatric Emergency Room 216-363-2538
2351 E 22nd St., Cleveland, OH 44115

CRISIS LINES – Available 24/7

Adult Protective Services Hotline For reporting abuse/neglect of older or impaired adults.	**216-420-6700**
Child Abuse Hotline	**216-696-KIDS**
Domestic Violence Center	**216-391-HELP**
Mental Health Services and Suicide Hotline	**216-623-6888**
Rape Crisis Center Hotline	**216-619-6192**

Remember to call 911 if your situation is life threatening or a medical emergency.

MONEY MANAGEMENT

If you have a history of managing your money well, you may have a better chance of getting a job, a car, a house and other things. Managing your money means paying your bills on time, sticking to a budget, building good credit and minimizing debt. A list of organizations that can help you manage your money appears at the end of this section.

Checking and Savings Accounts

Your first step when you have an income is to open up a checking account. This is a bank or credit union account that allows you to write checks and/or use a debit card so you can pay your bills easier. It also helps protect your money from being lost or stolen.

- Open an account with a bank or credit union close to your work or home.
- Aim for a free checking account that has no minimum balance (the amount of money you have to keep in the account to get the service), low initial deposit and no monthly fees.
- Some banks have "second chance" programs for people who have been turned down for checking accounts before and are listed in ChexSystems (for writing bad checks, having lots of overdrafts, etc.) There may be a minimum amount you need to deposit and other restrictions, but this may be a very good way to get a checking account.
- Some nonprofit organizations may help you open an account or help you save. See page 73 for a list of organizations.

To open an account, just walk into the bank. You will generally have to provide:

- Your first and last name and address
- Social Security Number
- Driver's license or State ID
- If your driver's license or State ID was issued in the last 60 days, you may need verification of address such as pay check stub, recent utility bill or other official correspondence (SSI, unemployment, etc.) with your name and current address.

Thrift Stores may offer used **furniture** (such as beds, tables and couches) and other household needs at low cost. There are few places offering free furniture. Phone **United Way 2-1-1** to see what programs exist or what's nearby.

Budgeting

As soon as you have income coming in, you should create a budget to help you pay your bills. A budget lists all of your expenses and how much you can spend on each item such as rent and food.

Try to go easy on your expenses until you can establish that you have enough money to pay for everything. Don't buy new cars or expensive clothes, don't spend a lot of money going out to eat, don't buy extras like cable/DISH and watch your phone expenses until you know you can afford it.

Pay your bills before you spend money on things like clothes and entertainment.

- Make a list of all the bills you have to pay and the dates they are due.
- If you are paying your bills by mail, mail them at least one week before the due date.
- Don't pay attention to "grace periods." Just make it a habit to pay your bills at least a week before the due date.
- Make paying credit cards or bank loans (including car loans) a high priority. Nonpayment can affect your credit.
- Paying your rent or mortgage should also be a priority.
- Stay up to date on your insurance.
- Stay current on your utilities.
- Work with an agency that will help you budget. See page 73 for a list of organizations.

Debt

If you are having trouble paying your bills, there are agencies that can help you set up a budget and work with your creditors to arrange payment plans. There are even agencies that can help with a gambling problem if that is what is causing the debt. As soon as you sense you are having a problem paying your bills, contact one of the organizations listed on page 73.

Credit

When you buy things using "credit," a company gives you a loan that you are promising to pay back a little at a time. You are borrowing someone else's money. When you get a loan to buy a car, you are using credit. When you buy something at a department store using a credit card, you are also using credit.

It is important for you to build a good "credit history" if you ever want to get a home loan, auto loan or get good interest rates on your credit cards. A credit history is simply a record of how you use credit.

There are people who have a bad credit history because they do not pay their bills on time, and there are people who have no credit history because they never had any loans or credit cards.

If you have never had any credit, it is very important to start building your credit history. Without a credit history, it may be hard to get a car, a job, rent, or start phone service and other services. You may be turned down or you may be asked to pay a high interest rate. The interest rate is the amount you are being charged to borrow that money.

Tips on Building a Credit History:

- Before you apply for credit, make sure you have steady, verifiable income.
- Try to stay at one job and live at one address for as long as you can.
- Before you apply for any credit card, make sure that the lender reports to a credit bureau. If not, you will not be building your credit history!
- Get a card with NO ANNUAL FEE if possible.
- Watch out for high interest rates. Shop around for the best rates before you decide to apply. READ THE FINE PRINT.
- If you think you cannot get a credit card on your own, you may be able to get a secured loan at a local bank or credit union – the loan amount is placed in a savings account and cannot be taken out until the loan is paid back – but it builds credit, and after the payments are made, the account is available and has earned a little interest.
- Open a bank account. This makes you look better to a lender. If you need more information about this, see page 70.
- Only apply for the credit cards whose requirements you think you meet — there are usually minimum income requirements. Getting turned down a lot looks bad.
- Don't apply for a bunch of credit cards at once or obtain more credit cards than you truly need. It is best to only apply for one card at a time. When you apply for credit, an inquiry appears on your credit report and alerts creditors that you are applying for credit. If you apply for more than one card at a time, creditors may become suspicious of fraud.
- Secured credit cards are a last resort, but are an option. These cards require you to pay a deposit to get the card – the deposit could be a few hundred dollars. If you don't make your payments, you may lose your deposit AND still have to pay your balance. These cards often have fees and higher interest rates. Try to find the lowest fee you can. After a few months of making payments on time on the secured credit card, you may be able to get a regular credit card.

Maintaining Good Credit:

- To avoid paying a lot of interest, it is best to pay off the balance in full and on time every month.
- At the very least, you must pay the minimum payment in full and on time every month.
- Don't pay attention to "grace periods." Just make it a habit to pay your bill at least a week before the due date.
- If you think you need help understanding your options or you need help managing your credit, contact one of the organizations listed below. There may be a fee for some services.

Money Management Organizations

Read the following descriptions and see which organizations seem best for you. Call them to see if you qualify for help.

Cleveland Housing Network Community Training Center..... 216-881-8443
2999 Payne Ave., Ste. 134, Cleveland, OH 44114
www.chnnet.com
Offers classes on budgeting, saving and improving credit.

APPRISEN 800-355-2227
apprisen.com
Provides free individual counseling to help people develop a budget, understand their credit report and manage debt. Can contact creditors to develop payment plans. Many locations in Cuyahoga County.

Consumer Protection Association..... 216-881-3434
3030 Euclid Ave. Ste.105, Cleveland, OH 44115
cpa3030.org
Provides individual counseling to help people develop a budget and manage their debt. Can contact creditors to develop payment plans. Also offers a representative payee program.

Debtors Anonymous 800-421-2383
debtorsanonymous.org
Support groups for overspenders.

Linking Employment, Abilities and Potential 216-696-2716
2545 Lorain Ave., Cleveland, OH 44113
leapinfo.org
Helps people with disabilities (generally those on SSI or SSD) understand their financial status.

Ohio Gambling Addiction Hotline..... 800-589-9966
24-hour telephone line that connects problem gamblers and their families to a variety of specialized addiction recovery services.

IDENTITY THEFT

Identity theft is when someone uses your personal information and takes on your identity without you knowing. If you think you are a victim of identity theft, report it to the Federal Trade Commission (FTC). They will tell you how to work with credit bureaus and law enforcement agencies. They can also provide information on preventing identity theft.

Federal Trade Commission 877-438-4338
www.ftc.gov/idtheft

Income Taxes

The money you make, such as your inmate income or money you earn on a job, may need to be reported to the government. There are federal, state and local government taxing agencies. At the end of each year, you may be required to "file" a tax return with each agency. It is the law that employers and others mail out the documents you will need for your tax returns by January 31st of each year. The W2 form is the most common one of these forms.

You may not be required to file certain tax returns if your income is very low or in some other situations. However, you may want to file just to see if you can get money back – a tax refund.

There are free programs to help you file if you make less than $60,000 per year (2012 tax year). These programs will do your taxes for you. They will not force you to file. Many sites offer both paper filing and free electronic filing (E-File) which allows you to receive your refund fast — in as little as 7-14 days. You need a checking or savings account to E-file. To locate a free tax preparation site in your area, call United Way 2-1-1, 24 hours a day/7 days a week for help.

Watch out for places offering you an immediate refund. These refunds are actually loans called Refund Anticipation Loans (RALs). They could keep as much as half of your refund as a fee. And, if your refund is less than they thought, you could owe them money. Remember, there are free tax preparation sites available to you.

For Federal Income Tax Questions ..... call: 800-829-1040
IRS Taxpayer Assistance Center - Cleveland Office
1240 E 9th St., Rm. 493, Cleveland, OH 44199
irs.gov
Must walk in to make an appointment.

For State Income Tax Questions ..... call: 800-282-1780
The Ohio Department of Taxation
30 E Broad St., 22nd Flr., Columbus, OH 43215
tax.ohio.gov
For local income tax information, contact your city listed on page 86.

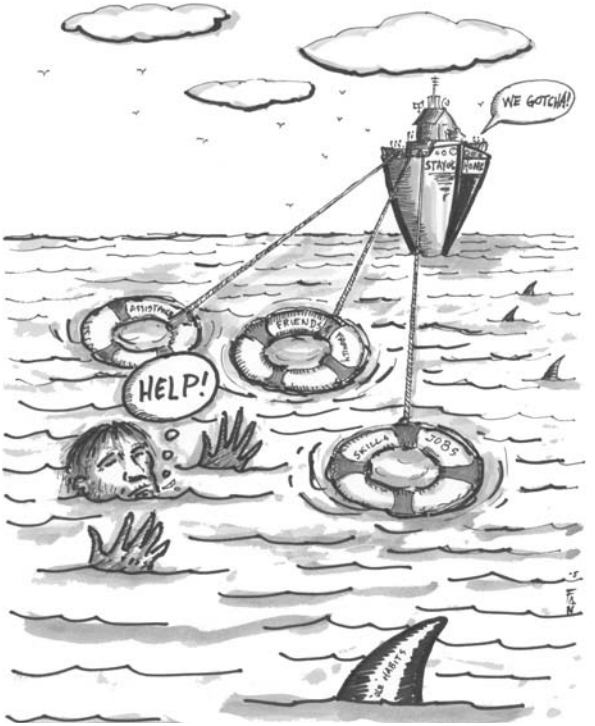
PAROLE / POST RELEASE CONTROL

If you did not come out of prison on "straight release," then you were probably told you had to report to a parole officer. You would have received a Parole or Post Release Control Certificate informing you of who your parole officer is and where you should report.

Within the Cleveland region, the following agency is responsible for investigation and supervision services. They are responsible for people on parole — which means release from prison before your sentence expires — and those on post release control — which means supervision after your sentence is over. Post release control can only be mandated for crimes committed after July 1, 1996.

You are responsible for reporting to your parole officer according to the conditions of your supervision. This includes letting your parole officer know of a change in employment or where you live. If you want to move out of Cuyahoga County, you will have to discuss the transfer request with your parole officer before you move. The county that you want to move to has to approve the transfer.

Ohio Department of Rehabilitation and Correction –
Adult Parole Authority - Cleveland Region 216-787-3010
615 W Superior Ave., Cleveland, OH 44113



TRANSPORTATION

Contact a friend, family member or other person you know to pick you up from the institution when you are released. If you have no one to pick you up, the institution will take you to the nearest bus station.

From there, if you don't have someone to pick you up, you will have to buy your own bus ticket to wherever you need to go. If you have no money, the institution will buy a ticket for you, but this has to be arranged BEFORE you leave the prison.

Bus Service in Cuyahoga County

The RTA — Greater Cleveland Regional Transit Authority — is the company that operates bus and rapid service in Cuyahoga County. It also operates loop buses and trollies that travel around downtown, and a door-to-door system called "Paratransit" for people with disabilities.

You can buy one-ride or an all-day pass on the bus, but you need exact change. You can buy other passes or farecards too, but you can't buy these on the bus.

Passes and farecards can be purchased at many locations including local drug stores, supermarkets, convenience stores and on site at the RTA's Customer Service Satellite Office, located inside Tower City Center at Public Square, a short distance from the Greyhound Bus Station.

You can also get bus schedules/timetables which show the bus routes and times, at the Customer Service Satellite Office, at Rapid stations or on RTA's website. You can also get information by phone from RTA.

RTA Customer Service Satellite Office....216-781-4851
50 Public Sq., Tower City Rapid Transit Station
Cleveland, OH 44113
M-F: 7:00am-6:00pm (or 24-hours through farecard machines).

RTA Answerline...216-621-9500
www.riderta.com
Live information
M-F: 7:00am-6:00pm and
Saturday: 8:00am - 4:30pm.
Automated information after-hours.

RTA
Sample Bus / Rapid Fares*
(As of March 2013)

$2.25 – One-Ride Bus Fare
$2.25 – One-Ride Rapid Fare
$5.00 – All-Day Bus/Rapid Pass
$22.50 – Weekly Bus/Rapid Pass
$85.00 – Monthly Bus/Rapid Pass

Ask about discounts for children, seniors and people with disabilities.

*Does not apply to Park and Ride services or out-of-county rides.

Long-Distance Bus Service

Greyhound Bus Lines **800-231-2222**
1465 Chester Ave., Cleveland, OH 44115 **216-781-0520**
www.greyhound.com
Walk-in for service or phone for information 24 hours a day, 7 days a week.
The price of a bus ticket will vary depending on where you are going.

VOTING

Formerly incarcerated people are allowed to vote in the State of Ohio even if they have a felony conviction, as long as they meet all other general eligibility requirements for voting (U.S. citizen, age 18 or older on the day of the election, meet residency requirements, etc.)

People who have never voted before need to register before they can vote. Those who were incarcerated due to a felony conviction need to re-register to vote, even if they have registered before. Also, if you have moved you need to re-register to have your current voting address on file.

Be prepared to have the last four digits of your Social Security number or your driver's license number handy when you register (this will prevent you from having to send in additional paperwork), as well as your permanent address. New voters will need to register at least 30 days before the election and keep their current address up to date with the board of elections. Online address change is now available for people already on the registration rolls. Registration is free.

Voter registration forms are available at libraries, Bureau of Motor Vehicle offices, County Boards of Elections and other locations.

For more information about voting contact:

Cuyahoga County Board of Elections 216-443-3200
2925 Euclid Ave., Cleveland, OH 44115
boe.cuyahogacounty.us

League of Women Voters of Cleveland
Voter Information Center 216-781-8376
850 Euclid Ave., Ste. 1010, Cleveland, OH 44114
www.lwvcef.org

WELFARE / PUBLIC INCOME BENEFITS

OWF – Ohio Works First (Cash Assistance)

OWF (Ohio Works First) provides time-limited cash benefits and supportive services to low-income families who have minor children in the home to whom the parent/caretakers are related.

- Cash assistance benefits to the adult caretaker are limited to 36 months in a lifetime. Hardship extensions can be granted based upon individual circumstances related to loss of employment options due to a combination of factors such as a severely disabling condition, but primarily based upon an inability to be employed.
- Once enrolled in the Ohio Works First Program, adult recipients are required to participate in a combination of activities such as employment, education, work experience programs, job skill development programs, and/or job search/job readiness programs.

To apply, call the Cuyahoga County Job and Family Services at 216-987-7000 for information about the location of the Neighborhood Family Service Center providing services in your neighborhood.

PRC - Prevention, Retention, Contingency

This program provides aid to families in the form of a voucher to buy items or pay for services that are emergencies and non-recurring (a situation not extending beyond four months) and which cannot be addressed using existing community resources. This program is generally for families at 200% or less of the federal poverty guidelines with at least one minor child. Applicants must also show a change in circumstance that caused the need for assistance.

In general, PRC can help those who fall into at least one of the four following categories, but it is recommended you file an application to explore your options. Qualifying situations may include:

1. Families needing help to seek, begin or maintain employment, or those who are enrolled in an approved education or training program.
2. Those who need rent or security deposit help and who have evidence of a court-ordered eviction or lead poisoning in the home.
3. Those involved with the Department of Children and Family Services, the Department of Senior and Adult Services (including relative caregivers), a domestic violence program or homeless program who are establishing a household.
4. Families impacted by a fire or state declared disaster.

You can apply for PRC at any Neighborhood Family Service Center or by calling your Neighborhood Family Service Center to request an application to be mailed to your home. You can reach Cuyahoga Job and Family Services at 216-987-7000 to find the office closest to you.

Federal Poverty Guidelines

Each year, the federal government establishes guidelines for what it considers poor. These guidelines are used to determine eligibility for certain social service programs such as Head Start, Food Stamps, WIC and others. You may hear about this if you apply for benefits.

The guidelines below are for 2013. Agencies that use these guidelines to determine eligibility for their services may be using the current or former year's guidelines. The table below represents 100% of the federal poverty guidelines. Some programs state that you can qualify up to 200% of the federal poverty guidelines. For those programs, just double the amount listed below to get the income cap.

2013 HHS Poverty Guidelines for Ohio

Persons in Family	100 percent of the federal poverty guidelines
1	$11,490
2	$15,510
3	$19,530
4	$23,550
5	$27,570
6	$31,590
7	$35,610
8	$39,630
For each additional person, add:	$4,020

Supplemental Security Income (SSI) and Social Security Disability (SSD)

- SSI provides payments to people with limited income and resources who are age 65 and older, blind or disabled.
- SSD pays benefits to disabled workers and their families. To be eligible, you must be disabled and must have earned a minimum number of credits from work covered under Social Security. The required number of credits varies depending on your age at the time you become disabled.
- To qualify as disabled, you must be unable to do any kind of substantial, gainful work "due to a physical or mental disability that is expected to last at least 12 months or result in death."
- You are not eligible to receive SSI benefits for any full calendar month you are in prison.
- Social Security has a pre-release procedure you may use to apply for SSI benefits while still in prison. It is not available at all facilities. Check with your case manager at the prison.
- It may take a while to get your benefits. It could take six months or longer.

For information and the number of a branch near you contact:

U.S. Social Security Administration..... 800-772-1213
www.socialsecurity.gov

Social Security Retirement Benefits

- If you are age 62 or older and have worked enough under the Social Security system, you are eligible for Social Security retirement benefits.
- Working "under the table" does not count towards your work requirement for Social Security. You might want to keep this in mind when you are looking for jobs.
- You can receive this financial assistance in addition to unemployment compensation (although it may affect your unemployment benefits).
- You should apply at least three months before you want benefits to begin.
- If you choose to receive benefits before age 65, you will not be eligible for Medicare (health insurance) until you turn 65 or unless you qualify based on disability or certain health conditions.

For information and the number of a branch near you contact:

U.S. Social Security Administration..... 800-772-1213
www.socialsecurity.gov

Unemployment Compensation

Unemployment Compensation provides financial assistance for those who have been laid off and who are currently unemployed through no fault of their own. To qualify, applicants must have worked at least 20 weeks and earned an average of at least $230 a week during the past year and a half (roughly).

- Eligible workers receive up to 26 weeks of basic benefits – but extended benefits are currently available through the end of December 2013. Those laid-off as the result of foreign competition can receive extended benefits known as Trade Readjustment Allowance (TRA). Sometimes benefits are extended by the government if the unemployment rate is high.
- Apply for Unemployment Compensation immediately after losing your job. This may help you receive the maximum benefit amount and it may be several weeks until you receive your first check.
- If you are denied benefits, you have the right to appeal within 21 days.
- You may work and collect unemployment at the same time if your earnings are less than your weekly unemployment benefit amount. However, working may reduce your payment.

For information and to apply via phone or internet, contact:

Ohio Dept. of Job and Family Services 877-644-6562
unemployment.ohio.gov

Veterans Benefits

The U.S. Dept. of Veterans Affairs is the government agency responsible for veterans' benefits. They can answer questions regarding eligibility for benefits, how to sign up for benefits, and reinstating benefits.

U.S. Dept. of Veterans Affairs - Regional Office 800-827-1000
1240 E 9th St., Federal Bldg., Cleveland, OH 44199
va.gov

REINSTATING YOUR BENEFITS

During your time in prison, your veterans' benefits may have been stopped or reduced. After you are released from prison, it may be possible for you to start receiving your veterans' benefits again.

In general, to receive benefits you must have been discharged from military service

under honorable or general conditions. No veterans' benefits are provided to veterans or their dependents that are wanted for an outstanding felony.

To find out if you can start receiving veterans' benefits again, you will have to notify (in writing) the U.S. Dept. of Veterans Affairs that you have been released from prison and that you would like to have your veterans' benefits reinstated.

Make sure to include in your letter:

- Your name
- Social Security number or VA claim file number
- Address and phone number where you can be reached
- Your signature and date
- A copy of your prison release papers

Before sending the letter, you may phone for more information.
Mail to:

U.S. Dept. of Veterans Affairs – Regional Office 800-827-1000
1240 E 9th St., Federal Bldg., Cleveland, OH 44199

GETTING HELP WITH YOUR BENEFITS

The following places help veterans understand and obtain military benefits, and may help them with other needs if possible.

Disabled American Veterans..... 216-522-3507
1240 E 9th St., Rm. 1015, Cleveland, OH 44199
dav.org
Focuses on helping veterans who have a service-connected disability. Assists with filing claims for veterans' disability, compensation, rehabilitation, education, pensions, death benefits, training and other programs, and represents veterans in appeals.

Military Order of the Purple Heart 216-522-7237
1240 E 9th St., Rm. 1023 - Federal Building, Cleveland, OH 44199
purpleheart.org
Provides services such as explaining benefits, filling out forms, forwarding claims to the U.S. Dept. of Veterans Affairs for processing, and representing veterans in appeals.

Paralyzed Veterans of America 216-731-1017
26250 Euclid Ave., Ste. 115, Euclid, OH 44132
pva.org
Provides benefits advocacy and information for veterans who have paralysis due to multiple sclerosis or ALS.

Veterans Service Commission 216-698-2600
1849 Prospect Ave., Rm. 200, Cleveland, OH 44115
vsc.cuyahogacounty.us
Helps veterans and widows complete paperwork and file claims with the U.S. Department of Veterans Affairs for disability, pensions and/or education. Also provides emergency financial assistance to veterans who are experiencing hardship.

Volunteers of America - Veterans Resource Center 216-541-9000
775 E 152nd St., Cleveland, OH 44110
voa.org
Helps veterans who are homeless obtain housing, employment and other benefits to which they are entitled.

CITIES, VILLAGES AND TOWNSHIPS

Bay Village	440-871-2200
Beachwood	216-464-1070
Bedford	440-232-1600
Bedford Hts.	440-786-3200
Bentleyville	440-247-5055
Berea	440-826-5800
Bratenahl	216-681-4266
Brecksville	440-526-4351
Broadview Hts.	440-526-4357
Brooklyn	216-351-2133
Brooklyn Hts.	216-749-4300
Brook Park	216-433-1300
Chagrin Falls Township	440-247-8422
Chagrin Falls Village	440-247-5050
Cleveland	216-664-2000
Cleveland Hts.	216-291-4444
Cuyahoga Hts.	216-641-7020
East Cleveland	216-681-5020
Euclid	216-289-2700
Fairview Park	440-333-2200
Garfield Hts.	216-475-1100
Gates Mills	440-423-4405
Glenwillow	440-232-8788
Highland Hills	216-283-3000
Highland Hts.	440-461-2440
Hunting Valley	440-247-6106
Independence	216-524-4131
Lakewood	216-521-7580
Linndale	216-251-6000
Lyndhurst	440-442-5777
Maple Hts.	216-662-6000
Mayfield Hts.	440-442-2626
Mayfield Village	440-461-2210

Middleburg Hts.	440-234-8811
Moreland Hills	440-248-1188
Newburgh Hts.	216-641-4650
North Olmsted	440-777-8000
North Randall	216-662-0430
North Royalton	440-237-5686
Olmsted Falls	440-235-5550
Olmsted Township	440-235-3051
Oakwood	440-232-9988
Orange	440-498-4400
Parma	440-885-8000
Parma Hts.	440-884-9600
Pepper Pike	216-831-8500
Richmond Hts.	216-486-2474
Rocky River	440-331-0600
Seven Hills	216-524-4421
Shaker Hts.	216-491-1400
Solon	440-248-1155
South Euclid	216-381-0400
Strongsville	440-580-3100
University Hts.	216-932-7800
Valley View	216-524-6511
Walton Hills	440-232-7800
Warrensville Hts.	216-587-6500
Westlake	440-871-3300
Woodmere	216-831-9511

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The listings in this guide represent only a small part of all the social services that may help. If there is something you can't find in this guide, or if there is anything you don't understand, please call us at **2-1-1**. We are available 24 hours a day, every day. If you have access to the Internet, you can also visit us at **211neohio.org.**

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United Way of Greater Cleveland
United Way 2-1-1
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Going Home To Stay: A Guide for Successful Re-entry was created for men and women coming out of prison who are returning to Cuyahoga County. This guide gives practical information about how to prepare for release, and the steps to take to begin a new life outside of prison. It provides information about services such as health care, housing, clothing, legal assistance, employment and other programs that are available to help people re-enter the community successfully.

The process of re-entry is about making change and having the information needed to be successful. This book offers guidance on topics that are important for us all to be successful – getting a job, building credit, registering to vote, getting an education and connecting with our families and communities.

Going Home To Stay is the result of talking and working with many successful and determined men and women who have served their time in prison. They have returned to Greater Cleveland and have made a new life for themselves. They share their ideas in this booklet.

The Cuyahoga County Office of Re-entry joined with **United Way 2-1-1** to create this directory. Funding for the 2013 printing was provided by Cuyahoga County Executive Ed FitzGerald, the Cuyahoga County Council, and the Executive Office of Health and Human Services.

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