Starting Out, Starting Over, Staying Out

A Guide for District of Columbia Ex-Offenders: Housing, Food, Employment and Other Resources

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Forward

DC CURE sponsored this book, Starting Out, Starting Over, Staying Out, to help former prisoners make it in the outside world.

We did it because it is hard to make it in the outside world if you have been in prison. We are trying to make it less hard. (No one can make it easy.)

We did it because we believe ex-offenders need a "tool" to be able to empower themselves and get started on their new lives.

Please recognize the DC CURE does not have the staff to help you personally with housing problems or to find a job. Do not call the DC CURE office for assistance. Contact the organizations listed in the book.

It would be wonderful if you would let us know how we can improve this book. Please write us and give us your comments and suggestions (DC CURE, P.O. Box 2310, Washington, DC 20013).

Thanks to the wonderful volunteers who helped us produce this book. They generously did all the research which involved many hours of writing letters and talking on the telephone. Our many thanks to:

- Judi Watson for allowing us to include her "My Brothers' Keeper: Job Coaching and Employment Placement for Ex-Offenders Handbook, as Chapter 10;
- The organizations and agencies which allowed us to print descriptions of their programs;
- The Federal Bureau of Prison for revising, updating and printing this fourth edition.

Welcome! All of us at DC CURE wish you strength, good luck and success as you rejoin our communities and build your productive new lives.

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Table of Contents

1 Getting Out Soon? Plan Ahead! 3

2 The First Six Things You Must Do After Getting Out. 29

3 Where to Live? Overnight, Transitional Permanent and Family Housing 41

4 Emergency Food: Soup Kitchens, Food Trucks and Emergency Groceries 57

5 Need Clothing For Interviews And Employment? 75

6 Getting Around Before The First Paycheck: Metro And Bus Fare 81

7 Where To Get Substance Abuse Treatment Or Other Rehabilitation. 83

8 Applying For Government Assistance 109

9 Frequently Called Telephone Numbers 143

10 Finding a Job: On Your Own Or With Help 147

11 Health Care: Medical, Health, Dental & Vision 217

12 For The Ladies: Programs Exclusively For You 233

13 Vocational Training 263

14 Literacy Training And Getting Your GED. 289

15 Thrift Shopping At Non-Profits: Great Stuff, Great Prices, Great Purpose 305

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Getting Out Soon? Plan Ahead!

This is a critical time. Use it wisely and you can vastly increase your chances of succeeding on the outside.

Obtain Your Birth Certificate

- You need your birth certificate in order to obtain other forms of identification (*such as a non-driver's ID or a driver's license)* and to obtain your social security card or social security number (SSN), so you should do this first.

- It often takes several months to obtain a copy of your birth certificate.

- Always ask for a copy of the *original* or the *long form* birth certificate, rather than the small computer copy which has far less information.

- You must also ask for a *certified copy* of the birth certificate or it will not be accepted for identification purposes.

- You must furnish the Vital Records personnel with your full name, date of birth, place of birth *(city, town, and county)*, father's full name and mother's maiden name. A sample letter you may use is attached at the end of this chapter **(Attachment A, pg. 24)**.

- If you were born in DC; Maryland, or Virginia, here are the addresses you should use, the current fee, and any unique requirements for each jurisdiction.

- All three jurisdictions accept both personal checks and money orders.

- You could pay the fee from your commissary account or ask a friend or relative on the outside to pay for this on your behalf.

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Address	Required fee Payable to:	Unique Requirements
<u>If you were born in Washington, DC:</u> Vital Records Division 825 N. Capital Street, NE, 1st Floor Washington, DC 20002 Automated Information Line: (202) 442-9009	$18.00 payable to DC Treasurer	• Must include the name of the hospital in which you were born. • Must enclose a photocopy of a valid photo ID such as a driver's license. If you do not have a driver's license or a Non-Driver's ID, they will accept alternative identification. <u>If you are incarcerated:</u> • A photocopy of a prison ID, or • A letter of identification from the Warden, or • A letter from you which includes your prison ID number and requests that the birth certificate be mailed directly back to you at the prison. <u>If you were just released:</u> • A copy of your release documents, or • A letter of introduction from a halfway house manager or parole officer.

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Address	Required fee Payable to:	Unique Requirements
<u>If you were born in Maryland:</u> Division of Vital Records P.O. Box 68760 Baltimore, MD 21215 Automated information line: (800) 832-3277, or (410) 318-6119	$6.00 payable to Division of Vital Records	Must enclose a stamped, self-addressed envelope. If you are from Baltimore, indicate Baltimore County or Baltimore City. Must include daytime telephone number.
<u>If you were born in Virginia:</u> Division of Vital Records State Health Department P.O. Box 1000 Richmond, VA 23208-1000 Automated information line: (804) 225-5000	$8.00 payable to State Health Department	Must include daytime telephone number.

Improve Your Skills

- If you do not read or write well, enroll in a literacy class.
- If you lack a high school diploma or (*General Education Development*) GED, get one.
- If you have enough time to take a basic skills course *(like writing or math)*, do it. All of us get rusty in our basic skills when we do not use them for awhile.
- If you have time to take a vocational training class (*like computer repair, word processing, or graphic arts*), do it. It will greatly improve your chances of finding a well-paying job.
- Work on your diction, speech, manners and appearance. Find someone with whom you can practice your diction and vocabulary. Potential employers want people who speak clearly and articulately, avoid slang and swear words, and look the person to whom you are speaking directly in the eye in a confident manner.

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Get A Job And Save Your Commissary Money

- What you have saved from your commissary account might be the only money you will have available to you when you are released.

- Whether you have $20 or $200, it will help you make adjustments on the outside.

- After all, with $20, you can obtain a DC Non-Driver's ID, which is pretty important (*as you will read more about later in this book*). Plus, it will give you money to get around on the bus and subway when you first get out.

- Try to get a detail job or a job in prison industries and save some of the money you earn.

- If you are fortunate enough to have friends or family who periodically send you money orders, save some of that money too.

- Remember, once you are released, you will need money for transportation, food, clothing, and a place to stay.

Find Someone On the Outside Who Would Be Willing To Help

When you are on the outside and ready to start your job search, you will need the following help:

- Tokens, bus fare and Metrorail Farecards to go to potential employers to complete an application and/or be interviewed;

- Clothes which are appropriate for the job which you are seeking;
  Generally, for males, this includes a sport shirt or dress shirt and tie, along with slacks, a belt, and regular shoes. For females, a skirt and blouse or dress is best. Employers judge you on the first impression you make—and that may only take two seconds. Unless you are applying for a construction or grounds-keeping job, please try to avoid:

    - Jeans
    - Tee shirts
    - Sneakers or running shoes

- If you will not have a phone, ask someone to take phone messages for you from potential employers. With permission, use this outside person's phone number on your employment applications. That way you can be assured that you will not miss a call offering you a job.

Review Your Skills and Prepare a Resume

- Determine what kind of job is a good match for the combination of what you *like* to do and what you *can* do.

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- Ask someone who knows you well to help you because this may be very difficult to do by yourself. We often do not see the same things in ourselves that others see in us. And it is human nature to undervalue the strengths and skills which we possess. A friend can help you identify these things and place the appropriate value on them.

- To help you get started, you may use the form "Career Interest Questionnaire" at the end of this chapter **(Attachment B, Pg. 25-27)**.

- Indicate to your unit team that you would like your progress report to reflect any positive comments from work supervisors or other prison employees you have known while in prison.

- Be sure to prepare a resume that highlights your education and work experience, including any obtained while in prison.

- If you need help writing a resume, find a resume form or career materials in your institution's library.

- You should begin looking for a job six months to a year before your expected release date. Check with your institution's Inmate Employment Resource Center (*if available*) for a list of employers in your release area who hire people with your skills.

- Check the yellow pages of the telephone directory for potential employers, and send out transmittal letters and a copy of your resume to request application forms. Return the application forms with requests for interview dates after your release.

- It is recommended that you respond to the question, "Have you ever been convicted of a felony?" with, "Will discuss during interview."

- Be sure to participate in any pre-release programs or activities offered at your institution.

- There are publications that can assist you as you prepare for post-release employment. A good one is "Tips for Finding the Right Job".

- If your institution library does not have these, you can write and request a copy from:

  Department of Labor
  Employment and Training Administration
  Washington DC 20210

Obtain Metrorail and Bus Route Maps and Schedules

- Very few recently-released ex-offenders have their own cars. Therefore, it is necessary to rely upon public transportation.

- The Washington Metropolitan Area Transportation Authority (WMATA) offers two maps for sale:

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  - One map shows all bus and Metrorail routes in DC, Prince George's County, and Montgomery County.

  - The other map shows all the bus and Metrorail routes in DC, Arlington County, Alexandria, Falls Church, and Fairfax County.

- These maps show the Metrorail Stations, but not specific bus stops.

- These maps do not show the Metrorail and/or Metrobus Schedules, but they do indicate whether the buses operate all day, AM only, or PM only (*which is important information, particularly if you may get a job where shift work requires you to work in the evenings or at night*).

- *It is very important* that you obtain these two Metro System Route Maps. Familiarize yourself with the routes which have the best bus service and seek jobs along those routes. The maps may be obtained by sending a $4 check or money order (*$2 each, which includes 50 cents each for postage*) made payable to WMATA to:

  Metro Maps
  Office of Marketing
  600 Fifth Street, NW
  Washington, DC 20001

- Once you identify the optimal routes for using public transportation, then you should call the WMATA Customer Information Line (202-637-7000) and ask them to send you a schedule for the specific route(s) in which you may be interested. There is no cost for this service.

- In your decision to accept a specific job offer, you must consider how you will get to work. In some cases, it takes more time to commute, or would cost more in Metrorail and/or Metrobus Farecards than would be acceptable, given the wages you will be earning. For example, if you live at 1355 New York Avenue, NE, in the District and take a job at Wendy's at 9401 Annapolis Road in Lanham, Maryland, you would have to get to work in four steps:

  - Walk to the corner of West Virginia Avenue and Central Place.

  - Take the D4 bus to the Metro Center Metrorail Station.

  - Take the Orange Line to the New Carrollton Metrorail Station.

  - Take the B24 bus to the location on Annapolis Road.

  The combined Metrorail and Metrobus Farecards would cost you $9.10 per day, or $45.50 per week (*subject to price changes*). (Another way to look at this cost is that, assuming you work an eight-hour day and make $8.50 per hour, your commuting cost would use up $1.14 per hour of your $8.50 per hour—leaving you with earning only $7.36 per hour *after taking out commuting costs).* You might be better off to take a job in the city that requires only one bus or train ride, even if the job pays a little bit less per hour.

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- By the way, the four step trip to Wendy's would take you approximately an hour and a half each way.

- Although there are many buses which go to the Maryland and Virginia suburbs, they generally run *only* INTO the city in the morning and OUT OF the city in the afternoon. They generally do not operate in the middle of the day, at night or on weekends. Your best bet is to secure a job in the city or in walking distance of where you live, if you plan to live there for a long time.

- Remember, many good jobs require "rotating shifts," which means that you could work from 9:00 AM to 5:00 PM one day, then 12:00 PM to 8:00 PM the next day, then from 4:00 PM to 12:00 AM the next. You need to ensure that the transportation on which you intend to rely will meet these needs. Metrorail hours are:

  Weekdays: 5:30 AM to 3:30 AM
  Weekends: 8:00 AM to 2:30 AM

  These times are approximate and vary according to the specific line.

- Also, many good jobs require "rotating weekends", which means that you may have to work every weekend or every other weekend. You need to ensure that the transportation on which you intend to rely will be available.

- Some jobs require "rotating/variable days" which means that you may work *any* five of the seven days of the week.

- In the Wendy's example given above, if the B24 bus does not run after 8:30 PM on week nights and does not run at all on Saturdays, Sundays, or holidays, you would need to do the following to ensure you have transportation to your job:

  - Ensure that your work schedule did not have you assigned to work at night or on Saturdays, Sundays, or holidays.

  - Arrange for a friend or family member (*or co-worker*) to take you back and forth to the New Carrollton Metrorail Station.

  - Walk back and forth to the New Carrollton Metrorail Station (*a distance of about five miles*).

- Remember the Blizzard of '96? Most Metrobuses only operated on snow emergency routes. In the Wendy's example, since Annapolis Road is not a snow emergency route, you would not have been able to take the B24 to work since it would not have been running. This means you wouldn't get paid for that shift.

Obtain a Social Security Card

If you already have a SSN, but you do not have your social security card, you will need to obtain a replacement card in order to get a job.

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- Do not wait until you are released! You should obtain one now, because it can take several weeks (*or months*) in order to complete the application and receive your card.

- To obtain a SS card (*when you already have a SSN*), mail your application, your birth certificate, and one other proof of identity to any Social Security Office, Attn: SSN Unit. They will return your original documents when they mail you your new card.

- Prior to your release from the institution, be sure to ask staff to assist you in obtaining your card prior to release. This is part of the pre-release process.

- Social Security offices in the DC metro area are located at:

    - 2041 MLK Jr. Avenue, SE 20020
    - 2100 M St., NW 20037
    - 1905-B 9th St., NE 20018
    - 7820 Eastern Avenue, NW 20012

- You can also call Social Security's toll-free number 24 hours a day, (800) 772-1213.

- In order to prove you are who you say you are, the Social Security Administration will ask for two forms of identification. They require your *original* birth certificate or a *certified copy* AND some other form of identification, such as :

    - Driver's License
    - School ID card
    - Marriage or divorce record
    - Adoption record
    - Passport
    - Health insurance card (not Medicare card)
    - Military records (like a DD214)

- Since what the Social Security Administration wants is evidence that you are who you say you are, they will accept a statement from prison officials or a prison ID if you have no other proof of your identity other than your birth certificate.

- If you do not have a SSN, you must apply *in person* when you are released. The Social Security Administration will not issue a new SSN by mail. You may apply at any of the offices listed above.

- Call the toll-free number to locate the office nearest you if you will live in Maryland or Virginia.

- All offices are open Monday through Friday, 9:00 AM to 4:00 PM.

- They operate on a first-come, first-serve basis, and it may take several hours for processing. Plan to arrive as early in the day as you can, and bring something to read or a walkman to keep you occupied while you wait.

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If You Are A Veteran, Obtain A Copy Of Your DD214

- If you are a veteran, you should have a copy of your DD214, "Report of Separation". This can be used as a form of identification and may assist you in receiving benefits from the Veteran's Administration.

- To obtain a copy of your DD214, you must use Standard From 180, "Request Pertaining to Military Records".

- Send the completed form to:

  National Personnel Records Center
  (Military Personnel Records)
  9700 Page Boulevard
  St. Louis, MO 63132-5100

- There is no fee for this service.

Document Your Work History

- Every job application will require that you list all the jobs which you've had over a certain period of time *(some instead want your last five jobs, regardless of when they were).*

- In order to speed the application process, take the time now to prepare your work history. Some of the things will be hard to remember, particularly if you've been incarcerated for a long time, or have had many jobs. But now is the time to test your memory *(or perhaps get help from friends and family who might remember)*.

- You may use the worksheet included at the end of this chapter called "Work History" **(Attachment C, Page 28 of this book)**.

- When you complete the "Work History" form, be sure to include all jobs and volunteer work you had in prison, even if they weren't paid positions. For example, if you worked in the kitchen for several years as a cook, that job experience will help you obtain a job as a cook after your release. If no pay was received for the work, indicate this on the form.

- Bring the completed form with you to each potential employer so that you will have all of the details readily available for completing the application. You can copy the information onto each application. That way, you will not have to rely on your memory each time you complete an application.

Find A Place to Live

- This is perhaps the most important thing you can do.

- If you select the wrong place to live, it could cause you to go back to prison for a parole violation or committing a new crime.

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- Try to stay away from the old neighborhoods and places where people knew you in your old lifestyle. Chances are, folks will expect you to pick up where you left off and participate with them in using drugs, abusing alcohol, and committing crimes.

- See if you can find a family friend or relative *(however distant)* who would be willing to let you stay at his/her house for about six weeks. That's enough time for you to find a job and receive the first paycheck. You can use that first paycheck to get a place to stay. (See Chapter Three for some housing options).

- If you've tried but have no one on the outside on whom you can rely, then study the housing options in this book:

    - Chapter Three lists overnight shelters, transitional housing, permanent housing, and family housing.

    - Chapter Seven lists rehabilitation programs where you can stay for six to 12 months. They will provide support services, training, etc. designed to help you succeed.

    - Chapter Twelve lists shelters and rehabilitation programs specifically for women.

    - These may not be your first choice of where you want to live, but one thing is sure; they can provide a safe haven for a temporary period until you can get a job and a paycheck.

    - And consider the alternative: living on the street, or spending each night at the house of a different "friend" or trading sex for a place to sleep. Each of these are undesirable options which could lead you right back to prison.

- The main objective of this book is to help you get established successfully. We are trying to let you know that you have options about which you may never have known. Use these options constructively. Let us help you stay out of prison.

Study the General Parole Conditions

Learn what the parole conditions will be and plan your life on the outside so that you will not violate them. It is sad when people are sent back to prison because they have violated their parole conditions. If you are paroled, you will receive the conditions of parole. These vary from person to person.

- Call the United States Parole Commission (USPC) if you are unable to get in touch with your supervision officer.

- If you are a DC Superior Court case, call Court Services and Offender Supervision Agency (CSOSA).

Learn How the Prison Sentencing and Board of Parole Changes Will Affect You

Many people are confused about the changes which are going to happen over the next several years. Getting the wrong information can create fear and anxiety. Here are the facts:

- At the end of 2001, the following changes occurred in the *prison system*:
    - The DC Department of Corrections (DCDC) will no longer be responsible for the incarceration of convicted felons. It only will be responsible for housing:
        - All pre-trial and pre-sentenced felons and misdemeanants
        - Inmates sentenced for misdemeanors
        - Inmates temporarily in DC due to writs of *habeas corpus*
    - As of December 31, 2001, the Federal Bureau of Prisons (BOP) will be responsible for all DC felons.
        - Inmates have been transferred to BOP facilities or institutions with which the BOP has an agreement, such as a prison operated by a private corporation or a state or local government.
        - These transfers have been completed.
- A new sentencing system has been put into effect. What this means is if a DC code felony was committed *after* August 5, 2000, then if the prisoner is convicted and sentenced, this new sentencing system will be used.
    - Under the new sentencing structure, the judge imposes a specific length of time.
        - The individual cannot be released before that amount of time has elapsed.
        - The prisoner may earn "good time" which will reduce the amount of time spent in prison. This can be up to 54 days per year, for each year served.
        - There is no parole for felons.
        - When the individual is released, he/she will be subject to supervision performed by CSOSA.
    - If the offense was committed on or before August 5, 2000, and if he/she is convicted, the judge will use a sentence that has a range of years. An example would be a sentence of five to fifteen years for armed robbery. The USPC will then determine when an individual will be released.
- Please note that these new requirements apply *only* to people sentenced for DC Code felonies committed after August 5, 2000.
- The DC Board of Parole no longer exists. All of its parole functions were passed to the U.S. Parole Commission on August 5, 2000.
- CSOSA is responsible for the supervision of *all* offenders, whether sentenced before or after August 5, 2000.

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- Parole/offender supervision will be done differently. For example, there will be more parole officers to supervise, and different types of treatment programs will be available, including substance abuse treatment and mental health counseling. The goals are to have more types of programs and to find better ways of dealing with problems. For example, someone who fails a drug screening may be placed in a newly-created halfway house instead of being returned to prison the first time a rule is broken.

The Role of Court Services and Offender Supervision Agency

- CSOSA was established within the Executive Branch of the Federal Government by the National Capital Revitalization and Self-Government Improvement Act of 1997 (Revitalization Act). On August 4, 2000, CSOSA was certified as an independent federal agency.

- New laws have been established that effect how offenders are supervised upon their release from an institution. The U.S. Parole Commission (USPC) has the authority to grant or deny supervised release for offenders. CSOSA is responsible for the supervision of offenders released by the U.S. Parole Commission who were sentenced in DC Superior Court.

The Supervision Process

- Upon release from the institution, you may be placed in a halfway house setting or in an approved residence in the community.

- Prior to your release from the institution (*three to six months approximately*) the case manager will request that a home and employment investigation be conducted to verify your residence and determine the conditions of your release.

- You will be required to sign a Notice of Action (NOA) at the institution, which will have your release date. The NOA will be sent from the Bureau of Prisons (BOP) to CSOSA, and data regarding your case will be input into a computerized information system.

- CSOSA knows when you are leaving the institution and expects you to report for your supervision. Failure to report as instructed by the BOP is a violation of your conditions of release.

- CSOSA requires that you report for your supervision within 24 hours following your release from the institution or halfway house. You must report to 300 Indiana Avenue, NW for intake.

- You will be assigned to a Community Supervision Officer (CSO). The CSO is the same as a probation/parole officer and is responsible for monitoring your adjustment in the community while under supervision.

- You will be assigned to a CSO according to your residence.

- CSOSA's supervision is based upon the Police Service Area (PSA) concept. Neighborhoods in the District of Columbia are clustered into police service areas where they fall under the surveillance of a particular police precinct.

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- The CSOs work in partnership with the Metropolitan Police Department (MPD) to supervise offenders residing in their districts.

- CSOSA has several field offices located in various quadrants throughout the city. You will be assigned to an office near where you live.

- The intake staff at 300 Indiana Avenue, NW, will give you a referral for an initial drug test with the Illegal Substance Collection Unit. You are required to take a drug test that day. You will be given instructions to report to your assigned field office by the following day.

Reporting to Your Assigned Field Location

- You will meet with a CSO upon your initial office visit.

- You will be interviewed and administered the CSOSA Screener. The Screener determines your classification level (*how many times you have to see your CSO during the month*).

- You will be placed in regular drug testing to monitor if you are using any illegal substances. Initially you will be placed on drug testing Schedule I. This requires you to be tested two times per week for 16 weeks.

- Upon completion of Schedule I drug testing you move to Schedule II and then to Schedule III. You will be given an orientation about the agency and the expectations of you while under community supervision.

Important Facts to Know to Be Successful While on Supervision

- You will be given an appointment schedule. The CSO will review your conditions of release and make the necessary referrals indicated (*for example, drug treatment, employment or education program*).

- The CSO is responsible for monitoring your compliance with the conditions of your release set forth by the USPC.

- The CSO has specific policies that must be followed in the case management of offenders.

- Those offenders who fail to comply with the condition and regulations of supervision will be subjected to stricter conditions, which could include a conference with a supervisor, an increased level of supervision, or increased drug testing. The sanctions are designed to address the offender's problem with adjustment to community supervision and to help them to come into compliance.

- Accountability to the community is a priority. Offenders who fail to report for supervision are immediately placed in a Loss of Contact status, which is a violation of release conditions. Efforts will be made to locate you by conducting a home visit, and making phone calls to your friends and family.

- All violations such as Loss of Contact, rearrests, continued drug use, and other rule breakings will be reported to the USPC. The USPC has the authority to issue a warrant for your arrest because of the violations. You will have a hearing before the USPC and your supervision may be taken away.

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- If you want to make a successful transition back to the community, your adjustment to supervision is a key component. Your CSO will assist you by identifying your needs.

- CSOSA has resources to assist you such as educational and employment programs, counseling, and treatment services for substance abuse. Partnerships have also been established that can provide services to help you. You can work closely with your CSO and take advantage of programs that will help you to reintegrate into the community and become a productive member of it.

- The mission of CSOSA is to make communities safer by preventing crime and reducing the number of ex-offenders who return to jail. The successful supervision of offenders is what can achieve the mission.

Items Given to You Upon Your Release

- If you are released to the community from the Bureau of Prisons or one of its contract facilities, you will be provided with suitable clothing, transportation to your release destination, and some funds to use until you begin to receive income. The amount you receive, called "release gratuity", will be based on your need and financial resources.

- The amount of your gratuity will depend on several factors:

- If your offense was committed before November 1, 1987, you could get up to $100. The law (18 U.S.C. § 4281) makes $100 the limit.

- If your offense was committed on or after November 1, 1987, you could get up to $500. The law (18 U.S.C. § 3624(d)) makes $500 the limit, but there must be proof of your needs, and anything over $250 will require the permission of the Warden.

- Things that will be looked at to determine how much of a release gratuity you may receive include:

    - The money you already have at the institution *(for example, Performance Pay or bank savings)*;

    - The financial resources you have available in the community *(for example, family, employment, or other public and private assistance programs)*;

    - The amount of money you will need upon arrival in the community for such things as transportation, clothes, union initiation fees or dues, etc.;

    - The money available at the institution that it can provide; and,

    - Your participation in the inmate financial responsibility program. If you have refused to participate as your unit team advised, you will not get a release gratuity unless the Warden specifically approves one for you. If you did not participate, but there is a need that is exceptionally great, the unit team may recommend to the Warden that a gratuity be given.

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- You do not have to apply or ask for a gratuity. If you have met the conditions listed above, it is part of the release paperwork the institution does for you.

- If you are released to a detainer, such as to finish a state sentence, you will be given a form to fill out when you are released from there. It will tell you how to apply for a gratuity if you are released (*from the detaining authority*) before your DC or federal sentence expires.

- If you are transferring to a halfway house and you do not have any personal funds, you may receive a gratuity . This gratuity is to provide for your needs while traveling to the halfway house and allows you to purchase necessary personal items upon arrival. Ordinarily, you will not be eligible to receive any more gratuities upon release from your sentence at a halfway house.

If you are a misdemeanant, and are being released from the custody of the DCDC, the following will apply:

- The DCDC has a Departmental Order (DO) #4220.1B (*dated March 16, 2001*) about release gratuities.

- In order to be eligible, you must meet these four criteria:

    - You are being released *(it does not matter whether to parole or not).*

    - You have been incarcerated more than 60 days, and are within 30 days of a definite release date.

    - You have not received a release gratuity from DCDC within the past year.

    - You can show "a financial need based upon a lack of personal financial resources or other means of financial support."

- To apply, you must submit a written request to your case manager. It must:

    - Be submitted at least 14 days prior to your release, or as soon as you become aware that you are nearing release. Justify the need for a release gratuity.

- The case manager will evaluate your need and recommend how much, if any, to grant you as a release gratuity. The case manager will consider:

    - The length of your incarceration
    - The financial resources available to you (*e.g., your financial accounts, salary, available family or other community support)*
    - Available DCDC resources

- The case manager will forward the release gratuity recommendation through the chain of command to the Warden/Administrator for approval.

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- The case manager will notify you as soon as possible regarding whether or not the release gratuity has been approved.

- If you apply for the release gratuity, and it is granted, it will be paid to you at the Inmate Finance Office after you are released. You forfeit the release gratuity if you do not obtain it within one week of your release.

Register to Vote

- Register to vote. Either while you are still incarcerated, or right after your release.

- DC is one of the few places in which a convicted felon can vote. This is a precious gift, and it can be used to better conditions for DC ex-offenders and inmates.

- Another reason to register to vote while you are incarcerated, or as soon as possible after your release, is that a Voter Registration Card will be accepted as proof of your DC residency, for example, when applying for a non-driver's ID.

- The offender voter qualifications are as follows:

	If You Are Incarcerated	If You Are An Ex-Offender
For a Felony	You cannot register by mail or vote by absentee ballot	You may register and vote
For a Misdemeanor	You may register by mail and vote by absentee ballot	You may register and vote

- If you are presently incarcerated for a misdemeanor, you may register and vote *even if you were previously convicted of a felony.*

- If you are presently incarcerated for a felony, but have filed an appeal, you may not register or vote until your appeal is successfully completed or you are released.

- Encourage your friends and family, as well as other inmates or ex-offenders, to register. That will give more weight to the issues which are important to inmates and ex-offenders. It may also increase the probability that candidates and current elected officials will be wiling to consider these issues.

- Everyone can register by using a **Mail-In Voter Registration Form**.

    - If you are presently incarcerated, and need a Mail-In Voter Registration Form, you can:

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- Ask a friend or family member on the outside to pick up a copy of an application at any firehouse, police station, or library in DC and mail it to you. *(Better yet, ask them to mail several so that you can get other inmates to register).*

- Call (202) 727-2525 and request that the Board of Elections and Ethics mail an application to you.

- You may use a photocopy of the Mail-In Voter Registration Form; however:

  - Be sure you sign the actual page you are mailing. Do not send a photocopy of your signature.

  - You must pay postage when you mail the form.

  - The form must be mailed to:

    District of Columbia
    Board of Elections and Ethics
    441 4th Street, NW, Suite 250
    Washington, DC 20077-0151

- There is a deadline for registration; you must register 30 days before the next election if you want to vote in that election.

- Once you register, you will receive a Voter Registration Card in the mail. The card will tell you where to vote.

  - If you are incarcerated for a misdemeanor, you may vote by absentee ballot. To obtain an absentee ballot, you must contact the Board of Elections and Ethics at least 30 days prior to the election to have an absentee request form mailed to you. You may call them at (202) 727-2525. You may use a photocopy of the form. You may send them a letter requesting the form. Write to them at:

    District of Columbia
    Board of Elections and Ethics
    441 4th Street, NW, Suite 250
    Washington, DC 20077-0151

  - Complete the form which requests that an absentee ballot be mailed to you, and return it to the Board of Elections and Ethics at least seven days prior to the election.

  - They will mail an absentee ballot to you. You must complete it and mail it so that it is *postmarked by election day* and received in the Board of Elections and Ethics' office by the 10th day following the election.

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  - Ex-offenders who are not incarcerated must vote at the location specified on the Voter Registration Card.

- Here are some issues you can vote on:

  - Sentencing structure, parole, length of sentences
  - Programs and training in prison (*Pell grants, vocational training, literacy, GED*)
  - Incarceration closer to home (*building a prison near DC*)
  - The death penalty
  - Bonding for ex-offenders (*federal or DC-specific*)
  - Tax relief for employers who hire ex-offenders
  - Eligibility of ex-offenders for Temporary Assistance for Needy Families (*TANF*)
  - Family visitation conditions
  - Prison conditions (*safety*)
  - Waiving DC government fees for newly-released inmates for non-driver's ID, birth certificates, and police clearance

If You Have Children, Obtain Their Birth Certificates and Social Security Cards

If you expect to have your children living with you after your release, you will need their birth certificates and social security cards in order to apply for many government assistance programs. Chapter Eight has detailed descriptions of the documentation required for each program.

- See the discussion about obtaining birth certificates on **Pages 3-5** of this book in order to know the address of the Vital Records office and the fees.

- See the discussion about obtaining social security cards on **Pages 9-11** of this book in order to know how to obtain the cards.

If You Are Taking Prescription Medications

Ask the prison physician to:

- Give you a written prescription for the medication which you are taking
- Give you a written referral to:

  - A community medical clinic if your problem is a medical one; and/or
  - A community mental health center (clinic) operated by the DC Commission on Mental Health if your problem is a mental health one

- Call the physician in charge of that clinic and make an appointment for you within two week days if your release; and

- Send your medical records to that clinic so that they will be there before your scheduled appointment.

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Find A Mentor

- You can vastly increase your chances of succeeding on the outside if you have a mentor—someone who can assist you in making the transition by:

    - Being a sounding board
    - Offering advise
    - Giving moral support
    - Assisting you in getting documentation, housing, and other services

- Some people have a strong support network of family and friends who can fulfill the mentor role. But if you do not, don't despair. You can still get a mentor.

- Conquest Offender Reintegration Ministries (CORM) is an organization in DC that is comprised of volunteers who take on the mentor role *before* an inmate leaves prison. That way a lot of the pre-release research work and planning can get done before you are released.

- If you are interested, call or write six months prior to your expected release.

- Unfortunately, they cannot work with you in pre-release if you are located outside the Washington metropolitan area. But they may be able to provide you with a mentor after you are released and back in DC. So check anyway.

- Conquest does not have a vast number of volunteers. So please do not ask them to assign you a mentor if you are not serious about wanting to stay out of prison.

- Here is some additional information:

    Conquest Offender Reintegration Ministries
    P.O. Box 73873
    Washington, DC 20056-3873
    (202) 723-2014

CORM Reintegration of Ex-offenders Project

This program seeks to help ex-offenders by serving as a vehicle to give them the support they need to function successfully in society. This program is based upon proven studies that illustrate that when an ex-offender receives adequate support when he/she is released, it is less likely that he/she will return to prison.

This program serves adult offenders who are in prison or newly released. They look for people who:

- Are willing to work if they do not have a disability
- Have no problem following the rules of a rigid post-release plan prepared by CORM
- Are willing to accept post-release mentoring
- Can present evidence that they substantially followed the rules of the institution where incarcerated

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- Have no outstanding charges in any other jurisdiction
- Will reside in the Washington, DC area after release

Services That are Provided by CORM:

- Mentoring
- Case Management and referrals
- Resume preparation
- Bus tokens, flash passes to/from job interviews and for first few weeks of employment
- Assistance with obtaining vital papers (*birth certificate, SS card, etc*.)
- Assistance with finding employment
- Food
- Clothing for job interviews

Currently, they are not accepting any new clients under this project pending an internal evaluation and restructuring. They expect to issue new intake procedures in the near future.

- In addition to CORM, in February 2002, CSOSA began a major faith-based partnership program to establish mentoring through a number of local places of worship in the District. If you are under supervision through CSOSA, you might qualify for this program.

- Ask your parole officer for information about a mentoring program through CSOSA.

Court Services
and Offender Supervision Agency
for the District of Columbia

FAITH-BASED MENTORING PROGRAM

CSOSA is working with churches, mosques, and temples in Washington, DC, to link returning ex-offenders with mentors in the community.

Mentors provide support, guidance, and a helping hand with the problems of day-to-day living, such as:

- Building positive relationships
- Finding a job
- Finding a suitable place to live
- Obtaining a GED

If you are on parole or supervised release, you may be eligible for the program if you meet certain admission guidelines. Talk to your Community Supervision Officer to find out if you qualify.

For more information, call the Office of Community Justice Programs at (202) 220-5320 or visit www.csosa.gov on the Internet.

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ATTACHMENT A

APPLICATION FOR A BIRTH CERTIFICATE
(Sample Letter)

Date

Name
Inmate Number
Institution
Street or post office box number
City, State, Zip Code

Division of Vital Records
Street or post office box number
City, State, Zip Code

Dear Sir or Madam,

I would like to obtain a certified copy of my birth certificate. Please send me the long form rather than the short, computer form.

NAME:

DATE OF BIRTH:

PLACE OF BIRTH;

FATHER'S NAME:

MOTHER'S MAIDEN NAME:

Enclosed is a check for **(INSERT AMOUNT)** and a stamped, self-addressed envelope.

Thank you for your assistance,

Sincerely,
(Sign here)

First, Middle, Last Name

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Page 1 of 3

CAREER INTEREST QUESTIONNAIRE

I. INTERESTS

I'd rather work (circle one on each line):

indoors	outdoors
with people	with animals
with machines	with people
days	nights
making things	doing things
selling things	by myself
with plants	with people
at a desk	driving

How much do you like the following (*circle one number for each item*):

	Do not Like		Neither Like Nor Dislike		Like a Lot
Building and fixing things	1	2	3	4	5
Driving a car	1	2	3	4	5
Electronic equipment	1	2	3	4	5
Helping people	1	2	3	4	5
Music	1	2	3	4	5
Reading	1	2	3	4	5
Repairing cars	1	2	3	4	5
Selling things	1	2	3	4	5
Sports	1	2	3	4	5
Working with numbers	1	2	3	4	5

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Page 2 of 3

II. TRAINING

A. In what vocations have you received training (barber, bricklayer, secretarial, etc.)?

B. What licenses or certificates do you have (Commercial Driver's license, beautician, etc.)? If you had one and it expired, please list it and the date it expired.

C. Of all the jobs you've held in the past, which one was your favorite? Why?

D. Can you operate heavy construction equipment? If so, what kinds?

E. What level of school did you complete?

F. Are you presently enrolled in a trade or vocational school? Academic school?

III. SKILLS

Please circle the things which you know how to do, and indicate how well you know how to do them:

	Basic Skills	Moderate Skills	Advanced Skills
Building maintenance and repair	1	2	3
Busperson	1	2	3
Cook	1	2	3
Customer Service Representative	1	2	3
Driver	1	2	3
Groundskeeper/landscaping	1	2	3
Illustration/graphic design	1	2	3
Office/clerical	1	2	3
Receptionist	1	2	3
Sales	1	2	3
Waiter	1	2	3
Word Processing	1	2	3

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	Basic Skills	Moderate Skills	Advanced Skills
Other (please specify as many as are applicable)	1	2	3
	1	2	3
	1	2	3
	1	2	3
	1	2	3
	1	2	3

IV. SPECIAL ISSUES

A. I would prefer to work in the following field:

B. I would like to stay away from the following types of jobs, things, and/or situations:

C. I am told that I have the following talents and special abilities (*drawing, sports prowess, play a musical instrument, etc*):

D. My ideal job would be:

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ATTACHMENT C

Work History

Name and Address of Employer	Date Started Work (Mo/Year)	Date Left Job (Mo/Year)	Job Title and Duties	Hourly Wage at Time You Left The Job	Reason For Leaving

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The First Six Things You Must Do After Getting Out

- Of course, there are many things you will want to do immediately after your release. But those are *wants*; there are certain other things you will *need* to do. Hopefully, we are all mature enough to do the things which we *need* to do before the things which we *want* to do...

- The following first six things you must do after getting out should be done in this order! If you do not, things will be more complicated for you. You may also have to double back and visit some places more than once... Do not waste your time or money (*Metrorail or Metrobus Farecards*) doing that.

If you are a misdemeanant being released from the DCDC:

(1) **Go to the DCDC Inmate Finance Office to get the balance of the funds from your canteen account and your release gratuity:**

- In order to get a release gratuity, you should apply for it while you were still incarcerated.

- The Inmate Finance Office is open Monday through Friday (excluding federal holidays) from 1:00 PM to 3:00 PM.

- Go to the Visitor's Control Center (Visitor's Entrance) at the DC Jail at 1901 "D" Street, NE.

- Tell the Officer on duty that you were just released and you wish to obtain the funds from your canteen account and your release gratuity.

- You will be asked to sign your name and DCDC number.

- You will be asked to complete an application form and show a photo ID. You must wait while they go get your money.

- IDs which are accepted are:

- Prison ID
- Driver's license
- Non-driver's ID
- Department of Human Services (DHS) ID

- They will not accept the following identification:

- Social Security Card
- Check cashing ID
- Your armband

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- You will be given the money in cash, and asked to sign that you have received it so that your canteen account can be closed.

- If you have questions, the number for the Inmate Finance Office is (202) 673-8224.

(2) **Go see your probation officer:**

- You are required to see your probation officer.

- You will *want* to see your probation officer because you need him/her to do three important things for you:

  - Give you an application for your police clearance with the necessary signatures and stamps from the probation officer.

  - Sign a referral form you will need for community support for housing, food, clothing, tokens, substance abuse treatment, or other rehabilitation programs. Without it, there are many agencies and organizations which will not provide services to you.

  - If you need to obtain your birth certificate, and you do not have a driver's license or non-driver's ID, you must get the probation officer to prepare and sign a letter of introduction to the Vital Records Office. A sample letter you might use can be found on **Page 24** of this book.

  - Your Release Certificate will indicate the specific room number for the office of your assigned probation officer.

  - The hours of the probation office are Monday through Friday, 8:30 AM to 4:45 PM.

(3) **Get your birth certificate**

- You need to have your birth certificate before you can obtain a driver's license or non-driver's ID. These forms of photo ID are required before you an obtain any kind of government support (*like food stamps, or Medicaid*). Some overnight shelters require an ID. Most social services agencies require a photo ID before they will distribute emergency clothing or emergency groceries.

- **Pages 3-5** of this book describes how to obtain your birth certificate.

- If you were born in DC, you must have a photo ID in order to obtain your birth certificate. If you do not have a driver's license or non-driver's ID, they will accept alternative identification. If you were just released from prison, they will accept:

  - A copy of your release documents
  - A letter of introduction from a halfway house manager, or probation officer

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- If you do not have either of these two alternative forms of identification or cannot get them, ask to speak with the supervisor at the driver's license bureau.

(4) **Get a driver's license or non-driver's ID**

- You need this before you can receive any kind of government support (*like food stamps or Medicaid*). Some overnight shelters require a photo ID.

- **To get a driver's license**

  - Before you can obtain your driver's license, you must have paid all traffic tickets, fines, and violations, as well as back child support. The amount owed must be paid in full before you will be allowed to obtain a driver's license.

    - If you owe monies for back traffic tickets, fines, or moving violations, a payment plan or exception to this rule can be effected.

    - If you owe for back child support, it also may be possible to work out a payment plan.

  - To obtain your driver's license:

    - You must first apply for a learner's permit.

    - You must be at least 16 years old.

    - You must be a resident of DC.

    - You may not have a driver's license in any other state or country.

    - You must present your birth certificate (*the original or certified copy*) AND your social security card

  - To apply for your learner's permit:

    - Go to 301 "C" Street, NW *(the same building as 300 Indiana Avenue, NW)* Room 1157.

    - It is best if you go early in the morning. Their hours of operation are Monday through Friday, 8:15 AM - 4:00 PM, except Wednesday, when they close at 2:30 PM

    - Pick up the study guides for the written test in Room 1157.

    - The cost is $15 for the learner's permit. You can pay with cash, money order, or personal check.

    - You must take the written test, eye exam, and road test before you get your driver's license.

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- To take your road test:

- Road tests are done by appointment. Call (202) 727-5000, Monday through Friday, 8:00 AM - 7:00 PM, to schedule the road test. Appointments are given about three weeks in the future.

- Road tests are done at 1233 Brentwood Rd., NE, 8:30 AM - 3:30 PM,. and take approximately 20 minutes.

- There is no charge for the road test.

- Upon successful completion of the road and written test, you will receive your driver's license.

- The cost is $30 for the driver's license; you can pay with a money order or personal check. They will not accept cash.

- The number to call for 24-hour recorded information is (202) 727-5000.

- You must complete a Driver's License or Voter Registration Application. You may obtain an application at 301 "C" Street, NW, or by calling, (202) 727-5000 to request one through the mail.

- You will have to provide proof of your name and date of birth. You must have ONE of the following documents:

    - DC Driver's License, Learner's Permit or Non-driver's ID card not expired longer than five years
    - Driver's license, learner's permit, or non-driver's ID by another US state or jurisdiction and not expired longer than one year
    - US passport not expired more than one year
    - Unexpired US military or military dependent ID card
    - Unexpired ID card issued by a federal, state, or territory government agency with date of birth
    - Unexpired Immigration and Naturalization Service (INS) employment, alien, or other documents
    - Foreign passport with attached non-immigrant visa form I-94 with certain certifications

- OR, if you do not have any of the above, you must have TWO of the following, with one of the documents bearing your date of birth:

    - State-certified US birth certificate or birth registration card
    - Social security card bearing applicant's signature
    - Certified copy of school records from a US jurisdiction or territory
    - Unexpired Eligibility for Exchange Visitor (IAP66)
    - United States military discharge papers (DD-214)
    - United States Selective Service Card
    - Health insurance card or policy stating applicant's full name, date of birth, and SS number

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- Unexpired college or university photo ID
- Marriage certificate

- You will have to provide proof of your SSN. You must have ONE of the documents:

  - DC driver's license, learner's permit or non-driver's ID card not expired longer than five years

  - Driver's license, learner's permit, or non-driver's ID by another US state or jurisdiction and not expired longer than one year
  - Original social security card bearing your signature
  - Internal Revenue Service (IRS) W-2 form (*previous tax year only*)
  - Payroll stub with SSN
  - Bank statement displaying SSN
  - Military identification card, draft card, or military discharge papers (DD-214)
  - Any letter/correspondence received from IRS, DC, or other state tax office reflecting applicant's name, and SSN (*includes tax bills*)
  - Health insurance card bearing SSN

- You CANNOT use the following documents as proof of SSN:

  - Personal ID cards issued by sources other than those listed above
  - Department of Human Services cards
  - Handwritten payroll statement

- You must provide proof of current residency. You must have ONE of the following documents:

  - Utility bill showing applicant's name at current address, issued within last 60 days
  - Any letter or correspondence received from IRS, DC, or other state tax office within last 12 months *(includes tax bills)*
  - Payroll statement with current address issued within the past 30 days AND original lease or rental agreement with the name of the applicant listed as the lessee or renter
    (May include handwritten leases if notarized by lessee or authorized representative from a leasing company)
  - Voter registration card or certified voter registration application
  - Written statement from a person owning the residence or residing with the applicant at the stated residence AND a utility bill of that person AND a copy of this person's valid driver's license or non-driver's identification card
  - Deed, settlement agreement, or homestead exemption certificate
  - Letter from halfway house or shelter specifying that the applicant resides at that location *(on letterhead)*

- You CANNOT use the following documents as proof of residency:

  - Copied or scanned documents
  - Credit card statements

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- Bank statements, check books
- Inmate ID cards; court dispositions
- Cell phone or pager bills
- Insurance policies
- Mail with yellow change of address strip; other mail
- Handwritten payroll statements

- If you previously held a driver's license in DC or in another jurisdiction and it has been expired for more than three months, you must take DC's written examination and road test.

- You may obtain a complimentary study guide at 301 "C" Street NW-Room 1157, or you can have one mailed to you by calling DC Department of Motor Vehicles (DMV) Customer Service at (202) 727-5000.

- Written exams are offered on a walk-in basis on computer terminals at 301 "C" Street, NW-Room 1157.

- Exams are also available in Spanish, and assistance is provided to individuals with special needs.

- Fees *(cash, check, or money order payable to DC Treasurer)*
  - Driver's License: $30
  - Non-Driver's ID Card and Learner's Permit: $15
  - Duplicate driver's license and non-driver's ID Card . . . . . $ 5
  - Duplicate Learner's Permit . . . . . $ 3

To Get Your Non-Driver's ID

- You will need a completed Driver's License or Voter Registration Application.

- You may obtain applications at the Service Centers at 301 "C" Street, NW or 616 "H" Street, NE; or by calling (202) 727-5000, to request one through the mail.

- You will need proof of your name and date of birth. You must have ONE of the following documents:

  - DC driver's license, learner's permit or non-driver's ID card not expired longer than five years
  - Driver's license, learner's permit, or non-driver's ID by another state or jurisdiction and not expired longer than one year
  - Driver's license, learner's permit, or non-driver's ID by another state or jurisdiction and not expired longer than one year
  - US passport not expired more than one year
  - Unexpired US military or military dependent ID card
  - Unexpired ID card issued by a US federal, state, or territory government agency with date of birth
  - Unexpired INS employment, alien, or other INS document
  - Foreign passport with attached non-immigrant visa form I-94 with certain certifications

- If you do not have any of the above, you must have TWO of the following, with one of the documents bearing your date of birth:

- State certified US birth certificate or birth registration card
- Social security card bearing applicant's signature
- Certified copy of school records from a US jurisdiction or territory
- Unexpired Eligibility for Exchange Visitor (IAP66)
- US military discharge papers (DD-214) or US Selective Service Card
- Health insurance card or policy stating applicant's full name, date of birth, and Social Security number
- Unexpired college or university photo ID
- Marriage certificate

- You must have proof of your SSN. You must have ONE of the following documents. Only these documents will be accepted :

  - DC driver's license, learner's permit or non-driver's ID card not expired longer than five years
  - Driver's license, learner's permit, or non-driver's ID by another state or jurisdiction and not expired
  - Driver's license, learner's permit, or non-driver's ID by another state or jurisdiction and not expired longer than one year *(from states that verify SSN only)*
  - Original social security card bearing your signature
  - IRS W-2 form *(previous tax year only)*
  - Payroll stub with SSN
  - Bank statement displaying SSN
  - Military identification card, draft card, or military discharge papers (DD-214)
  - Any letter/correspondence received from IRS, DC, or other state tax office reflecting applicant's name and SSN *(includes tax bills)*
  - Health insurance card bearing SSN

- The following documents will not be accepted as proof of SSN:

  - Personal ID cards issued by sources other than those listed above, DHS cards
  - Handwritten payroll statements.

- You must show proof of current residence. You must have ONE of the following documents. Only these documents will be accepted:

  - Utility bill showing applicant's name at current address issued within the last 60 days
  - Any letter or correspondence received from IRS, DC, or other state tax office within last 12 months (*includes tax bills*)
  - Payroll statement with current address issued within the past 30 days
  - Original lease or rental agreement with the name of the applicant listed as the lessee or renter (*May include handwritten leases if notarized by lessee or authorized representative from a leasing company*)
  - Voter registration card or certified voter registration application
  - Written statement from a person owning the residence or residing with the applicant at the stated residence AND a utility bill of that person AND a copy of this person's valid driver's license or non-driver's identification card

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- Letter from halfway house or shelter specifying that the applicant resides at that location *(on letterhead)*

- The following documents CANNOT be accepted as proof of residency:

  - Copied or scanned documents
  - Credit card statements
  - Bank statements
  - Check books
  - Inmate ID cards or court dispositions
  - Cell phone or pager bills
  - Insurance policies
  - Mail with yellow change of address strip; other mail
  - Handwritten payroll statements.

- The DMV will not issue DC non-driver's ID cards to individuals who hold valid driver's licenses in other states unless they surrender their out-of-state license.

- Fees (cash, check, or money order payable to DC Treasurer)

  - Driver's License: $30
  - Non-Driver's ID Card and Learner's Permit: $15
  - Duplicate driver's license and non-driver's ID Card: . . . . . .$ 5
  - Duplicate Learner's Permit: . . . . . .$ 3

- Before you can obtain your non-driver's ID or driver's license, you must have paid all back child support.

- If you do not have the money to pay the amount you owe or your back child support, there is a process which will still allow you to obtain your non-driver's ID or driver's license if you are employed or have a job lined up. Do the following:

  - Go to the Child Support Enforcement Division of the Office of the Corporation Counsel and work out a payment plan. They will give you a Certificate of Compliance.

    - You may go without an appointment on a walk-in basis.

    - The office hours are 8:15 AM to 5:00 PM, Monday through Friday; they are open Wednesday evenings until 8:00 PM.

    - The office is located at 441-4th St., NW, 5th Floor-North.

    - Bring the docket number of your child support order.

      - <u>If you have a job lined up</u>, you may still work out a payment plan and receive a Certificate of Compliance. The staff will contact your

prospective employer, obtain information about your wages, and will use that information in order to work out a payment plan.

- If you do not have a job lined up, it will not be possible for you to work out a payment plan.
- For further information, call the Customer Service Unit at (202) 724-1444.
- Take the Certificate of Compliance to the Bureau of Adjudication at 65 "K" Street, NE, Lower Level, and they will remove the notation from your record so that you will be allowed to get your non-driver's ID or driver's license.

- Before you can obtain your non-driver's ID or driver's license, you must have paid for all traffic tickets, fines, and violations.
  - If you do not have the money to pay the amount you owe for your traffic tickets, fines, and violations, there is a process which will still allow you to obtain your non-driver's ID *(but not your Driver's license)*.
  - If you accept a suspension of your privilege to drive, you will be allowed to get your non-driver's ID even though you still owe this money.
  - If you later wish to get a Driver's license, however, you must pay the back traffic tickets, fines, and violations, along with a $75 restoration fee.
- To Get your non-driver's ID
  - You must be at least 15 years old.
  - You must be a resident of DC.
  - You may not have a driver's license in any other state or country.
  - You must present your birth certificate (*the original or certified copy*) and your social security card.
- To apply for your non-driver's ID:
  - Go to 301 "C" Street, NW *(The same building as 300 Indiana Avenue, NW)*, Room 1000.
  - It is best if you go early in the morning. Their hours of operation are: Monday through Friday, 8:15 AM and 4:00 PM, except Wednesday, when they close at 2:30 PM.

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(5) **Get Your Police Clearance**

- Many employers require this as part of the job application. In addition, some apartment complexes require one when you apply to rent an apartment.

- The police clearance lists all convictions in DC for the past 10 years.

- The Unit which issues the police clearances can be reached at (202) 727-4228.

- To obtain your police clearance:

  - Go to:
    300 Indiana Avenue, NW, Room 3055
    Washington, DC 20001

  - The staff will take your completed application, do the necessary research, and prepare your police clearance.

  - You must present the following documentation:

    - Driver's license
    - Non-driver's ID
    - Birth certificate (original or a certified copy) *with* social security card
    - Department of Human Services card with photo
    - Department of Corrections card/document
    - Cost is $5, payable by cash, check or money order. Checks or money orders should be made out to "DC Treasurer." If you use a check, the address on the check must match the address on your identification.
    - If you register with the Department of Employment Services first, the counselor will give you the forms and submit them so that you will not have to pay the fee.

- This office is open Monday through Friday, 7:00 AM to 6:00 PM;
  they are open on Wednesday evenings until 8:00 PM.

  - They will prepare it for you while you wait. If there is no line, it should only take about 10 minutes.

  - By mail:
    - Send a notarized letter authorizing the release of your personal records to:
      Mail and Correspondence Unit
      300 Indiana Avenue, NW, Room 3055
      Washington, DC 20001

    - The letter should include your full name, current address, sex, race, date of birth, place of birth, and SSN.

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- Cost is $5, by check or money order made payable to "DC Treasurer."

- You must enclose a self-addressed, stamped envelope.

(6) **Find And Join A Support Group**

- Many people say that people who join a support group and attend meetings regularly do better. They are more highly motivated, they get encouragement and affirmation, and they get hints on how to deal with the various problems life throws at them.

- The same is true whether people join an addiction support group, like Narcotics Anonymous (NA)/Alcoholics Anonymous (AA); or a support group of individuals who share common interests and problems like being an ex-offender, or having cancer, or being the parent of a seriously-ill child.

- We can all learn from each other and maybe we can give other people a boost by helping them deal with problems we've already encountered and solved.

- Support groups help us to stay focused. They make us stronger. Cancer patients, for example, who participated in support groups, have a much lower incidence of recurrence; a much higher rate of survival. If studies were conducted of ex-offenders who attend support groups, they would probably indicate that the participants had a lower chance of going back to jail than ex-offenders who did not attend support groups.

- Whatever kind of support group you choose, stick with it. If you do not like a particular group, try another meeting at another location or another time.

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Where to Live? Overnight, Transitional, Permanent and Family Housing

- Should you go back to your old neighborhood? That depends. If the people in the old neighborhood will try to recruit you to engage in illegal activities, or tempt you to enter activities that brought you to jail in the first place, it would be better to stay away. Why expose yourself to temptation?

- On the other hand, if you come from a strong, supportive family which will give you lots of emotional, moral, and even financial support while you are getting started, maybe that would be the best place for you to be.

- Only *you* can gauge how strong you are, how resolved you are to stay clean and straight. Make your housing decision based upon an honest self-assessment.

- The best housing is conveniently located near a Metro station or on a well-served bus route. Remember: if you have to take public transportation to get back and forth to work, you want to live near a Metro station or on a bus route which operates at night and on weekends, and during snow emergencies. It is not helpful to find a place to live that's far from a bus stop, or is near a bus route that only operates during the week and not on weekends and holidays, and not during snow storms. Call Metro at (202) 637-7000 to find out on what public transportation routes your potential housing is located .

- In recovery? Being in recovery requires special discipline. There are housing options specifically designed for people who are in recovery.

- Need an overnight shelter? Not all of them are equally good. People say that in some, the guests are rowdy and the environment is generally unsafe. If you try one and do not like it, try another. Some are much better than others. **A list of different shelters can be found on pages 43-54.**

- There are four basic types of housing:

  - Overnight Shelter: You can stay one or more nights. Most offer showers and laundry facilities. Some offer a meal and support services, like NA/AA. There is no charge for overnight shelters..

  - Transitional Housing: You can stay for a temporary period, usually three to six months. The idea is to get a job, earn some money, and be able to afford a permanent place to stay when you leave. Most transitional housing facilities offer support services, like job-finding assistance and classes designed to boost your prospects of finding a job, such as GED and computer literacy. Most transitional housing facilities will help you find clothing suitable for work. There is usually no charge until you are employed. Once employed, you are expected to pay the facility an amount designed to compensate them for part of your room, board, and support services.

  - Permanent Housing: Some permanent housing is Single Room Occupancy (SRO). There is a bedroom/sitting room, often with a private bath, but several people share a kitchen. These are nice, clean places which are safe and affordable. Living in an SRO is a way to get a fresh start in a new and better environment.

  - Treatment Housing: These are housing options for people who need to transform their lives, either because of substance abuse or other problems. For more information, see Chapter Seven.

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- There are also two types of housing available for special needs:

    - Medical: These facilities are usually for people who are too ill to be on their own, but not sick enough for a hospital. There is usually no cost. For descriptions of several of these programs, see Chapter 11.

    - Rehabilitation: These are housing options for people who need to transform their lives either because of substance abuse or other problems. For more information, see Chapter Seven.

- The housing included in this chapter is for men only or women and men, but not for women only. Housing for women only is included in Chapter 12.

- Whatever housing option you choose, just remember that availability changes frequently, due especially to changes in the level of government and private funding. Call or write to the director of the facility in which you are interested in order to find out how to apply.

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OVERNIGHT SHELTERS

MARTIN LUTHER KING SHELTER
2700-A Martin Luther King Jr. Avenue, SE
P. O. Box 7031
Washington, DC 20032
Shelter Administrator: Larry Green
(202) 889-7634
Information as of 07/19/01

Description: This is an overnight program for men, which operates from 7:00 PM to 7:00 AM.

Arrangement: The emergency shelter has beds for 108 homeless men.

- It operates on a first come, first served basis.
- Showers are available.
- A sandwich and a pastry are provided each night.
- Hot meals are provided Monday through Friday nights.
- The shelter is wheelchair accessible.
- The staff does not speak Spanish.

Cost: There is no charge.

Requirements: There are no admission requirements.

Services: The following support services are provided:

- NA/AA meetings
- Recovery support groups and life skills training sessions.
- Trained staff are available to work with you one-on-one or in groups to address individual problems and the need for life changes.

Length of Stay:

- There is a 30-day limit to your length of stay.
- You must continue to be in the "first come first served" category.
- You may apply to participate in the 24-hour program which is also operated at this shelter; a description of it appears in Chapter 7.

Operated by: Catholic Charities of the Archdiocese of Washington

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OVERNIGHT SHELTERS

RANDALL SHELTER
75 "I" Street, SW
P. O. Box 70714
Washington, DC 20024
Program Administrator: Robert Walter
(202) 479-0016
Information as of 07/19/01

Description: This is an overnight shelter for men which operates from 7:00 PM to 7:00 AM.
- During inclement weather or during a hypothermia alert, it is open 24 hours.

Arrangement:
- Randall has beds for 170 homeless men.
- It operates on a first come, first served basis.
- The shelter is wheelchair accessible.
- The staff do not speak Spanish.

Cost: There is no charge.

Requirements: None.

Services:
- Showers are available and wheelchairs are accessible.
- A hot dinner is provided.
- In the evenings, there are NA/AA meetings, recovery support groups, and life skills training sessions.
- A substance abuse counselor is on duty.
- You will be interviewed by a case worker in order that your needs may be determined.
- They offer parent education classes.
- Local churches conduct Bible study.
- Care for the Homeless sends a mobile health care facility with a physician every Monday at 7:00 PM.
- A Veterans Administration nurse visits every other Tuesday.

Length of Stay: The length depends on whether you join one of the programs designed to improve your condition.

Operated by: Catholic Charities of the Archdiocese of Washington

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OVERNIGHT SHELTERS

FEDERAL CITY SHELTER FOR MEN AND WOMEN
425 Mitch Snyder Place, NW
Washington, DC 20001
(202) 393-4409 (shelter)
(202) 393-1909 (office)
Program Director: Terry Bishop
Information as of August 08/07/01

Description: This is a 24-hour shelter for homeless men and women.

Arrangement: Federal City had beds for 1,350 people.

- Each person sleeps in his/her own cubicle, on dormitory style floors.

Cost: There is no cost for housing or others services.

Requirements: No referral is required, but call for information on intake.

- Men over 50 years old and any aged women may arrive anytime.
- Men under 50 may arrive after 5:00 PM.

Services:

- The shelter provides clothing, dinner for residents, medical, dental, mental health care, legal aid, veterans services, case management, job assistance and training, NA/AA meetings, library, and education programs.
- You may apply for a comprehensive six month program of assistance.
- Several on-site services providers are also located at the shelter to provide assistance. These include Health Care for the Homeless, Clean and Sober Street, DC Central Kitchen, Jobs for Homeless People (JHP), Arts and Education Center, and a program of the Howard University School of Nursing.

Length of stay: Overnight, or up to three months.

- If accepted into the comprehensive program, your length of stay may be extended up to six months.

Operated by: Community for Creative Non-Violence

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EMERGENCY SHELTERS

EMERY HOUSE
1725 Lincoln Road, NE
Washington, DC
Information as of 02/26/02

Description: This is a shelter for homeless men.

Arrangement: Emery House provides 125 beds of emergency shelter with a focus on movement to transitional and rehabilitative services.

Cost: There is no cost for housing or other services.

- Residents receive case management and overnight shelter.

Length of Stay: Overnight.

Services: Case management, substance abuise counseling, education, life skills, employment services and housing. Shower and food provided.
- Emery also houses the transitional rehabilitation program with provides 25 men with transitoinal rehabilitative services in a therapeutic environment.

Requirements: Men must arrive by 4:00 PM

- The program is operated by the Coalition for the Homeless which maintains its office at 1234 Massachusetts Avenue, NW, in Washington, DC.

- For more information, contact (202) 347-8870, or fax to (202) 349-7279.

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EMERGENCY SHELTERS

DC VILLAGE
2 A DC Village Lane, SW
Washington, DC 20032
(202) 561-8090

Description: This is a 24-hour emergency shelter for men and women and their families.

Services: This emergency shelter program provides overnight shelter, food, and supportive services to homeless families at this location.

Requirements: Must be referred by
Family Resource Center
25 M St., SW
202-863-1370

- The program is operated by the Coalition for the Homeless, which maintains its office at 1234 Massachusetts Avenue, NW, in Washington, DC.

- For more information, contact (202) 347-8870, or fax to (202) 349-7279.

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PERMANENT HOUSING

MCKENNA HOUSE
1501 Park Road NW
Washington, DC 20010
(202) 332-7333
Director: Bernard Lee
Information as of 07/19/01

Description: The house offers Single Room Occupancy (SRO) furnished apartments for 20 men in recovery.

Arrangement: Rent includes the apartment, heat, electricity and water.

- The rooms are furnished with a bed, dresser, night stand, lamp, chair, TV stand, and refrigerator.
- A cable jack and phone jack are provided; residents must purchase their own services.
- Residents need to supply their own sheets, pillow cases, pillows, towels, and kitchen equipment (*pots, pans, plates, utensils, cups, glasses, etc.*).
- The kitchen, living room, bathrooms and recreation room are shared.
- Resedents must purchase and prepare their own food.

Cost: Rent ranges from $293 to $402 per month, depending upon whether one rents a small, medium, or large room. Also available is a large room with a separate bathroom and den.

- There is a security deposit; it equals the first month's rent.

Requirement: This program serves men only.

- You must have income before applying.
- You must present a copy of a paycheck or, if receiving disability benefits, a record of SSI or other benefit payments.
- You must be in recovery; you must have completed an inpatient substance abuse treatment program (*for either drugs and/or alcohol*).
- You must have a referral from your case manager or parole officer; it does not need to be in writing.
- The case manager or parole officer must verify that you have tested clean for illicit and illegal substances and that you have completed an inpatient substance abuse treatment program. Attendance at AA/NA meetings is required.

Services: Substance abuse counseling is available, but is not mandatory.

Length of Stay:

- There is no limit to your length of stay.

Operated by: Catholic Charities of the Archdiocese of Washington

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PERMANENT HOUSING

Other Information:

- There is an interview for applicants.
- There is a 15-day free guest period prior to signing the rental agreement so you can try it first and see if it works for you.
- You pay rent and the security deposit prior to the start of the guest period.
- After the guest period, if you decide to stay, you pay the first month's rent, but will be prorated so that, in effect, no rent applies to the guest period.
- It is best if the appointment for the initial interview be made by your case manager or parole officer.

Shalom House
1876 4th Street, NE
Washington, DC 20002
(202) 832-3451
Program Coordinator:
Ruth Schickel

Jeremiah House
2-18th Street, NE
Washington, DC 20003
(202) 543-4901
Program Coordinator:
Carlene Freeman

Anna Cooper House
1338 "R" Street, NW
Washington, DC 20009
(202) 328-6644
Program Coordinator:
Barry Hammonds

Information as of 07/20/01

Description: These houses offer Single Room Occupancy (SRO) furnished rooms for 197 men and women; (*93 at Shalom House, 52 at Jeremiah House, and 52 at Anna Cooper House*).

- In addition, Shalom has a few efficiencies.

Arrangement: Rent includes the apartment, heat, electricity and water. Telephone and cable are paid by each tenant.

- The private rooms are furnished with a bed, dresser, night stand, lamp, chair, TV stand, TV jack, cable jack, and small refrigerator.
- You need to supply your own sheets, pillow cases, pillows, towels, kitchen equipment (*pots, pans, plates, utensils, cups, glasses, etc.)* and TV if you want one.
- The bathrooms, kitchen, living room, and recreation areas are shared. You must purchase and prepare your own food.
- These are DRUG FREE and ALCOHOL FREE buildings.
- Random urinalyses and breath tests are given.
- If you fail one test, you will be asked to leave.
- Shalom House is wheelchair accessible; Jeremiah House and Anna Cooper House are not.
- One Spanish speaking staff member is at Shalom House.
- Visitors are allowed from 10:00 AM until 10:00 PM; overnight visits are not allowed.
- Tenants are required to spend five hours per month doing household chores.

Cost: Tenants pay 25 percent to 30 percent of their gross income for rent and utilities, depending upon the house.

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PERMANENT HOUSING

- There is a security deposit of $400 for each house.

Requirements: You must be able to live independently and manipulate your environment without assistance.

- You must have a stable income before applying.
- At Shalom House, you must have resided in DC for the last 12 months (one year).
- You must present a copy of your last three paychecks or, if receiving disability benefits, a record of your SSI or other benefit payment.
- You must have a referral from your case manager or parole officer; it does not need to be in writing.
- The case manager or parole officer must verify that you have tested clean for illicit and illegal substances for the last six months.
- You must be willing to work on a Goal Agreement with staff to help you move beyond the need for public assistance housing.

Services: Full-time social workers are members of the staff.

Length of Stay:

- There is no limit to your length of stay.
- Most people, however, stay for 12 to 18 months and then move to more private, independent living.

Operated by: So Others Might Eat (SOME)

Other Information:

- There is an interview for applicants.
- There is a 30-day guest period prior to signing the rental agreement so you can try it first and see if it works for you.
- You pay the security deposit prior to the start of the guest period.
- After the guest period, if you decide to stay, you pay the first month's rent.
- It is best if the appointment for the initial interview be made by your case manager or parole officer.

JUBILEE HOUSING, INC.
2482 Ontario Rd., NW
Washington, DC 20009
(202) 299-1240; Fax: (202) 299-1246
Information as of 08/07/01

Description: Jubilee Housing offers decent, affordable housing for low-income individuals and families.

- They own several apartment buildings with apartments of various sizes.
- The apartments are located in the Adams-Morgan area of Northwest.
- Efficiency apartments, one-bedroom and two-bedroom apartments are available.

PERMANANT HOUSING

Arrangement: This is permanent housing.
- The apartments are wheelchair accessible.
- The staff does not speak Spanish.

Cost: Rents range from $276 per month for an efficiency to $413 per month for a two bedroom apartment.
- Utilities are not included.
- There is a security deposit of one month's rent.

Requirements: You must have income in order to be eligible.
- For an efficiency apartment, your annual income must be at least $6,300.
- For a one bedroom apartment, your annual income must be at least $8,200.
- For a two bedroom apartment , your annual income must be at least $9,400.

Services: There is an after-school children's program in the Jubilee buildings, operated by Good Shepherd Church.

Length of Stay:
- There is no limit to your length of stay.

Other information:
- Open 10:00 AM to 4:00 PM. For applicants, appointments are not necessary.

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FAMILY HOUSING

THE SALVATION ARMY TURNING POINT CENTER
Turning Point Center for Women and Children
1434 Harvard Street, NW
Washington, DC 20009
Phone: (202) 250-7720
Fax: (202) 667-8696
Pam Lieber, Director
(202) 250-7721
Information as of 07/27/01

Description: This program offers transitional living for homeless mothers with children.

- The program is designed to house families for up to two years while clients gain the skills to become independent and self-sufficient.

Arrangement: Thirty one- and two-bedroom furnished apartments are available.

Cost: Program fees are based on the client's gross monthly income.

Requirements:

- A head of household, ages 18 - 30, pregnant or parenting, with no more than four children.
- They must have some history of homelessness or housing vulnerability, and be without other family resources.
- Prospective clients must be alcohol/drug free (clean and sober) for at least six months prior to program participation.
- Prospective clients with a history of diagnosed mental illness must have a minimum of six months of documented mental health treatment and, if applicable, six months of consistent medication compliance.
- Clients must commit to a two-year program cycle and program requirements.
- A referral is required from a DC agency or a private, non-profit organization serving homeless and at-risk families.

Services: The Turning Point Center provides comprehensive case management and a continuum of human services such as general medical evaluation and care, job preparedness, job training and placement, literacy/GED, Al-Anon, AA, and NA support groups, housing counseling, financial planning, and parenting and independent living skills.

- They will also provide referrals for infant and child care including after-school programs.
- The Independent Living Skills (ILS) program targets 10 areas: basic life skills, interpersonal skills, education, vocation, housing, health, parenting, legal, recreation, and cultural awareness.
- Weekly groups and activities focus on the client's areas most in need of improvement.
- Group activities may include guest lecturers, tutoring, experiential activities, and simulated life experiences.
- The center is staffed by eight full-time professional and overnight staff.

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FAMILY HOUSING

Length of Stay:

- At-risk or homeless families may be provided with affordable housing and comprehensive support services for up to two years.

Thea Bowman House
4065 Minnesota Avenue, NE
Washington, DC 20019
(202) 399-1385
Program Coordinator: Portia Maillard

SOME Townhouses
68, 70, 74, 76 "O" Street, NW
Washington, DC 20001
(202) 797-8806
Program Director: Father John Adams

Information as of 08/02/01

Description: This is a program for 14 families with children and incomes up to 200 percent of the federal poverty level.

- They can be single parent families or married families.
- Individual, two, and three bedroom apartments are provided, along with a full range of support services.
- The maximum family size which can be accommodated is six; up to four children are allowed.
- The children must be under 18 years old.
- The objective is to provide safe, affordable living arrangements so that the participants can move toward independence.

Arrangement: The apartments are unfurnished.

- If you need assistance in obtaining furniture, bedding, kitchen equipment, etc., the staff can assist you.
- Participants buy their own food and prepare their own meals.
- The staff do not speak Spanish.
- The buildings are not wheelchair accessible.

Cost: Participants are expected to pay 30 percent of their net income in a program service fee.

- Participants pay their own utilities, telephone, and cable.

Requirements:

- You do not have to be employed or enrolled in an educational or vocational training program to be accepted.
- You must be employable or receiving TANF. If you are disabled and receiving Supplemental Security Income (DSI), you will not be eligible.
- No referral is required.
- You may apply while you are still incarcerated if you know when you will be released.
- Call the director to apply.

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FAMILY HOUSING

- You must bring the following documentation to apply: photo ID s for you and your spouse and your children; and proof of family income.
- If you do not have these documents, the staff will assist you to obtain them.
- You must complete a two-part interview process and must also meet the following criteria:
- You must be willing to live in an alcohol/drug free environment.
- You must agree to participate in weekly case management and monthly community meetings.
- You must agree to participate in a budget savings program.
- You must have no recent history of violent or disruptive behavior.
- You must maintain a stable source of monthly income within the guidelines.
- You must be active participants in aftercare, counseling, job training, or employment when appropriate.
- You must have at least six months clean time, if in recovery and a commitment to a program when appropriate, (NA/AA/CA).

Services: There are two outside mental health therapists on staff who can see participants as necessary.

- There are two tutors on staff to work with the children. Monthly tenant meetings are held which address issues such as empowerment, health insurance, legal matters, housing, domestic violence, money management, and parenting.
- SOME's Coordinators can refer participants to resources in the community as necessary, such as day care, medical care, therapy, substance abuse treatment and GED training.
- The SOME Coordinators will help participants apply for all the government programs to which they are entitled, such as WIC, Medicaid, etc.
- Clothing is provided, if needed.

Length of Stay:

- There is a two year limit.
- The staff will help you find safe, affordable, permanent housing.
- Tenants must apply for Section Eight or public housing after entering the program.

Operated by: So Others Might Eat (SOME)

Other Information:

- There is generally a waiting list of about five families.
- Apply anyway, because many people on the waiting list obtain other housing, so your name could come to the top of the list sooner than you think.
- Most families are on the waiting list for about six months before being called.

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FAMILY HOUSING

Sinai House
1817-1819 Second Street, NW
Washington, DC
(202) 986-5384

- Family services provides shelter and programs that help homeless families regain stability in their lives and addresses the root cause of poverty, dysfunction, and homelessness.

- The program focues on substance abuse, mental health, employment and training, housing issues, and the developmental and educational needs of the children residing in the house.

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Emergency Food: Soup Kitchens, Food Trucks and Emergency Groceries

An inmate told me once that he would have no problem robbing someone if his children were hungry. There is no need for anyone to resort to criminal behavior to get food. There are many organizations in DC which will provide groceries for you and your family for several days.

In addition, food stamps can be applied for and received on an expedited basis if it is an emergency, such as not having groceries or money to buy them.

- There are three kinds of emergency food available:

    - A hot meal in a soup kitchen: Just snow up with your family; no ID is required;
    - Mobile food trucks: Just be at the specified intersections at the times listed (on the following pages);
    - Groceries: Most organizations will give you enough groceries to make meals for three or four days. Generally, they require ID, proof of residence, and proof of income. Some require a referral. Some organizations only serve people in a specific Ward or geographic area. If you have several members in your family for whom you are responsible, bring documentation showing who lives with you.

- If an organization requires a referral, ask your parole officer to complete the referral form. If you give the *original* to the organization providing you with groceries, please ask them to give you a photocopy.

- Try to keep a record of where you went, when, and what the results were. Many places have a limit on the number of times you can use their services.

- Some organizations have indicated that they are not wheelchair accessible, but they will help you if you are in a wheelchair. Just call ahead and they'll meet you by the steps *(or other barrier)*. They all want to help; it is just that many are on limited budgets and haven't had the funds to remodel in order to install wheelchair ramps.

- Call the organization before you go in order to verify that they are still distributing food, their hours of operation, location, and requirements. These things change periodically.

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FOOD TRUCKS

Operated by:
McKenna's Wagon

(202)328-6608

Date information obtained: 7/20/01

Location	Hours
5th Street and New York Avenue, NW	5:00 PM to 6:00 PM
21st Street and New Hampshire Avenue, NW	5:15 PM to 6:00 PM
19th Street and Pennsylvania Avenue, NW	6:15 PM to 6:45 PM
15th and K Streets, NW	7:00 PM to 7:30 PM

Operated by:
The Salvation Army Grate Patrol
(202)256-2600

Date information obtained: 07/26/01

Location	Hours
16th and Constitution Streets, NW	Between 7:00 PM and 8:30PM
6th and Constitution Streets, NW	Between 7:00 PM and 8:30PM
2nd and Indiana Avenue, NW	Between 7:00 PM and 8:30PM
15th and "E" Streets, NW	Between 7:00 PM and 8:30PM
14th and New York Avenue, NW	Between 7:00 PM and 8:30PM

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SOUP KITCHENS

- Here is a schedule of the soup kitchens included in this chapter, with the days of the week that they are open and which meals they serve. "B" indicates breakfast; "L" indicates lunch, and "D" indicates dinner. (Locations are on the next page.)

In alphabetical order

Program	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Dinner Program for Homeless Women***	D	D	D	D	D		
Father McKenna Center**		L	L	L	L	L	
Galbraith AME Zion Church							L 3rd Sat.
Loaves and Fishes St. Stephen and The Incarnation Episcopal Church	L						L
Miriam's Kitchen		B	B	B	B	B	
Missionaries of Charity	L	L	L	L		L	L
St. Margaret's Episcopal Church			B			B	
Salvation Army Ninth Street Corps		L	L	L	L	L	
Salvation Army Sherman Avenue Corps		L		L		L	
Salvation Army Southeast Corps (Meals are seasonal; dinner provided fall and winter —call for schedule)		L	L	L	L	L	
So Others Might Eat (SOME)		B,L	B,L	B,L	B,L	B,L	

** Men only
***Women only

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SOUP KITCHENS

In ZIP Code Order

Location	Hours/Requirements
Galbraith AME Zion Church 1114 Sixth Street, NW DC 20001 (202) 289-1580 Date information obtained: 07/26/01	Third Saturday of each month 11:00 AM to 1:00 PM **Wheelchair accessible**
So Others Might Eat (SOME) 71 "O" Street, NW DC 20001 (202) 797-7562 Date information obtained: 07/26/01	7:30 AM to 8:30 AM and 11:30 AM to 1:00 PM For homeless only **Wheelchair accessible**
Salvation Army Ninth Street Corps 1318 Ninth Street, NW DC 20001 (202) 234-7291 Date information obtained: 07/20/01	Monday through Friday 12:00 PM to 1:00 PM **There is a small step, but people in wheelchairs can be accommodated.**
Father McKenna Center 19 "I" Street, NW DC 20001 *(In St. Aloysius Church)* (202) 842-1112	Monday through Friday 12:00 PM Men Only—Lunch is provided to men who attend their support group at 11:00 AM **Wheelchairs can be accommodated**
Zacchaeus Community Kitchen 945 "G" Street, NW DC 20001 *Behind the First Congregational Church* (202) 682-9056 Date information obtained: 08/14/01	Tues. through Sat. 9:30 AM to 11:30 AM **Wheelchair accessible**

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SOUP KITCHENS

Location	Hours/Requirements
Salvation Army Southeast Corps 1211 "G" Street, SE DC 20003 (202) 543-9030 Date information obtained: 07/26/01	Monday through Friday Seasonal hours: Spring - lunch Fall and Winter - dinner Call for exact times **Not wheelchair accessible**
St. Margaret's Episcopal Church 1820 Connecticut Avenue, NW DC 20009 *(Corner of Connecticut Avenue and Bancroft Pl., in the Parish Hall)* (202) 232-2995 Date information obtained: 07/26/01	Tuesday and Friday 7:30 AM For men and women Wheelchair accessible at Connecticut Avenue entrance; tell someone at front entrance so that they will meet you and open the door at the Connecticut Avenue entrance.
Salvation Army Sherman Avenue Corps. 3335 Sherman Avenue, NW DC 20010 *(Corner of Sherman and Morton)* *Use the side door at 768 Morton St.* (202) 829-0100 Date information obtained: 07/26/01	Monday, Wednesday, and Friday 12:00 PM to 1:00 PM **Wheelchairs can be accommodated.**
Loaves and Fishes **St. Stephen and The Incarnation Episcopal Church** 1525 Newton Street, NW DC 20010 (202) 232-0900 Date information obtained: 07/27/01	Saturday and Sunday 12:00 PM to 1:00 PM They do not admit anyone obviously drunk. **Wheelchair accessible.**

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SOUP KITCHENS

Location	Hours/Requirements
Missionaries of Charity 3310 Wheeler Road, SE DC 20032 (202) 562-6890 Date information obtained: 07/27/01	Sunday through Wednesday Friday and Saturday Closed Thursday 10:00 AM to 11:00 AM **Wheelchair accessible.**
Miriam's Kitchen 24th and "G" Streets, NW DC 20037 *(In the Western Presbyterian Church)* (202) 452-8926; 8927; 8089 Date information obtained: 07/31/01	Monday through Friday 6:30 AM to 8:00 AM Breakfast for the homeless Social worker provides case management services from 6:30 AM to 2:30 PM Monday through Friday Classes and AA meetings offered after breakfast; legal clinic on Wednesdays; lending library available **Wheelchair accessible**

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EMERGENCY GROCERIES

In ZIP Code order

Location	Hours	Provides	Requirements
Damien Ministries Food Bank1553 Fourth Street, NW (4th and "Q" Streets) Date information obtained: 7/20/01	Tuesday and Thursday 11:30AM to 3:00 PM	• At least three bags of groceries • Enough food to last three or four days. • May include frozen meats and fresh vegetables when available. • Groceries are designed to supplement, not to be all you need to eat.	• Must be HIV + • Must bring proof from your physician or case manager of your HIV status • May live outside DC • A photo ID is preferred but not required • May visit once per month • Please call for an appointment • **Not wheelchair accessible**
Third Street Church of God 1204 Third Street, NW DC 20001 (202) 347-5889 Date information obtained: 07/20/01		Register AM for food basket to be distributed later; ask when you should return.	• Food basket, depending on what is available • Photo ID required • Must be DC resident; bring letter or bill mailed to you at current address • No referral required • **Not wheelchair accessible**

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EMERGENCY GROCERIES

Location	Hours	Provides	Requirements
Bread for the City 1525 7th Street, NW DC 20001 *Between "Q"and "P" Streets* **Spanish-speaking staff** (202) 265-2400 Date information obtained: 07/27/01	Monday through Friday, 9:00 AM to 4:00 PM Saturday 9:00 AM to 1:00 PM	• A bag of groceries with enough food for about three days	• Must be a DC resident • Only elderly (60+), disabled, or low-income parents with children are eligible to return once a month. • Healthy adults, age 59 or less, with no dependents may be helped on a one-time-only basis. • Photo ID required • On the first visit, you will be asked for other information, such as residency, income, proof or your disability, family size, etc. • **Not wheelchair accessible**
Northwest Settlement House 448 Ridge Street, NW DC 20001 (202) 638-4736 Date Information Obtained: 07/27/01	Monday through Friday 9:00 AM to 5:00 PM	• Bag of canned goods	• Proof of DC residency • Photo ID • Must be low-income or no income • Only once every 30 days • **Wheelchair accessible**

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EMERGENCY GROCERIES

Location	Hours	Provides	Requirements
Center City Community Corp. 128 "M" Street, NW Suite 310 DC 20001 (202) 789-0868 Date information obtained: 07/27/01	Monday through Friday 9:00 AM to 5:00 PM	• Emergency groceries; amount depends on family size	• ID required. • Referral required which states the nature of the emergency. • Proof of family size. • **Not wheelchair accessible, but staff member will assist you; the office is on the first floor, and there is a four-inch step.**
Peoples Involvement Corp. 1100 First Street, NW DC 20001 (202) 797-3910 Date information obtained: 07/27/01	Monday through Friday 10:00 AM. to 3:00 PM	• Emergency food basket to last three days to a week.	• Work primarily with residents of NW1 (Zone 1) area (bordered on the west by 16th Street; on the north by Harvard and Michigan; on the east by the B and O Railroad tracks; and on the south by Massachusetts Avenue) • Referral preferred • Photo ID required • Proof of residency required • Proof of family size required. • Limit of one basket every two months. • **Wheelchair accessible.**

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EMERGENCY GROCERIES

Location	Hours	Provides	Requirements
Community Life Services 305 "E" Street, NW DC 20001 (202) 347-0511 Date information obtained: 07/31/01	Monday and Friday 10:00 AM to 12:30 PM Monday, Tuesday, Friday 1:30 PM to 3:00 PM	• Emergency groceries once per month • Also provides clothing, social services, counseling, SS and SIS advocacy, job training and placement, transitional housing, and rental assistance	• Food program limited to families in 20-block radius • Other services available to all • Referral preferred • Proof of residency required • Must call in advance for appointment
Christian Action Center 1812 12th Street, NW DC 20009 (202) 265-4494 Date information obtained: 07/31/01	Wednesday and Friday 10:00 AM to 2:00 PM	• Three-day emergency food bag • Clothing, counseling, and client advocacy	• Shaw area residents only *(above "Q" St.)* • Proof of residence and children in family
Change, Inc. 1413 Park Road, NW DC 20010 (202) 387-3725 Date information obtained: 07/26/01	Monday through Friday before 12:00 noon	• Groceries enough for three days • Pre-employment services • Crisis intervention • Housing assistance • Residents of Ward	One or Ward Four only • Photo ID requested • Must verify proof of dependent if requesting groceries for more than one person. Card or photo ID and proof that they are your dependent. For example, for a child, a school record of doctor's bill with your name and address along with the child's name. • Referral required • **Wheelchair accessible**

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EMERGENCY GROCERIES

Location	Hours	Provides	Requirements
Deaf Reach 3521 12th St., NE DC 20017 (202) 832-6681 Date information obtained: 08/10/01 - Internet	Monday through Friday 9:00 AM to 5:00 PM	• Emergency food • Day programs • Counseling • Training • Social services	• Hearing impaired only • Referral preferred • **Wheelchair accessible**
Catholic Charities Northeast Community Services 1438 Rhode Island Avenue, NE DC 20018 (202) 526-4100 Date information obtained: 08/10/01 - Internet	By appt. only.	• Case management • Intake and assessment • Referrals and info. • Limited utility and rental assistance	• Families w/dependent children • Pregnant women • Elderly • Handicapped • Referral preferred • Proof of Ward Five residency for Federal Emergency Management Agency financial assistance
Marshall Heights Community Development Organization, Inc.3939 Benning Road, NE DC 20019 (202)396-1200 Date information obtained: 07/26/01	Monday through Friday 8:30 AM to 4:00 PM Call first for appointment	• Bag of groceries; bring your own bag	• Ward Seven residents only • Referral required; agency-to-agency, church, parole officer • **Wheelchair accessible**

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EMERGENCY GROCERIES

Location	Hours	Provides	Requirements
Anacostia Network Food Pantry **St. Philip the Evangelist Episcopal Church** 2001 14th Street SE DC 20020 (202) 678-4300 Date information obtained: 07/27/01	Monday through Thursday 10:00 AM to 2:00 PM Friday 10:00 AM to 11:45 AM	• Groceries and surplus food • Amount depends upon family size	• Referral required • Referring agency should call first to ensure food is available • ID and proof of residency and family size required • Photo ID preferred • Medicaid, Food Stamp, or TANF ID required for surplus food • **Wheelchairs can be accommodated**
Allen Community Outreach Center 2443 Ainger Place, SE DC 20020 (202) 889-5607 Date information obtained: 07/27/01	Tuesday and Wednesday 10 AM to Noon	• Groceries	• DC Resident of Ward Six, Seven or Eight • Photo ID • **Wheelchairs may be accommodated**
A.P. Shaw Church 2525-12th Place, SE DC 20020 (202) 574-3507 Date Information Obtained: 08/10/01	Tuesday and Wednesday 11:30 AM to 2:00 PM	• Canned goods	• ID required for food • Clothing provided when available • No referral required

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EMERGENCY GROCERIES

Location	Hours	Provides	Requirements
Southwest Community House Association 156 "Q" Street SW DC 20024 (202) 488-7210 Date information obtained 08/10/01:	Monday through Friday 9:00 AM to 5:30 PM	• Groceries • Surplus food • SHARE distribution center • Adult ed.—GED • Senior citizen programs • Youth programs	• Must live in SW • Photo ID preferred; but will work with you even if you do not have one • No referral required • **Not wheelchair accessible**
Paramount Baptist Church 3924 4th Street SE DC 20032 (202) 562-6339 Date information obtained: 07/27/01	Monday through Thursday 7:00 PM to 8:00 PM	• Bag of groceries to last two days	• Referral required; will accept a referral from your parole officer • Need proof of family size on referral • Available to people in immediate community only • Photo ID required • Designed for emergency use only (not repeated use) • **Not wheelchair accessible**
Assumption Outreach 3401 Martin Luther King Jr. Avenue, SE (202) 561-5941 Date information obtained: 07/27/01	Monday, Wednesday and Friday 9:00 AM to 12:30 PM	• Groceries to last two to three days, once per month • Also will provide emergency transportation assistance • Clothing distribution on Mondays • May provide emergency utility assistance (gas and electric only)	• Referral required from social services or parole officer • Must call first to let them know you are coming • Photo ID required; but they will work with you if do not have one • Will have to provide proof of family size • **Not wheelchair accessible, but staff will bring items out to you**

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EMERGENCY GROCERIES

Location	Hours	Provides	Requirements
SHARE **(Self Help And Resource Exchange)** **Catholic Charities of the Archdiocese of Washington** (301) 864-3115 Call to sign up and obtain distribution point closest to your home. Date information obtained: 08/10/01	Usually 4th weekend of month; call for exact days and time.	$15 and two hours of community service buys $30 of groceries. Fourteen to 16 items are included, including frozen meats, fresh vegetables and fresh fruits. Menu changes each month. Money must be turned in ahead of pickup.	None

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OTHER EMERGENCY ASSISTANCE

SALVATION ARMY

- The Salvation Army Social Services Department offers an emergency assistance program. They provide services in many different areas. There is no cost for most services; there are fees for the camps.

- The Emergency Assistance Program is located at 1434 Harvard Street, NW.

- They are open Monday through Friday from 8:30 AM to 4:30 PM; however, you must call (202) 332-5000 and speak with a social worker to schedule an appointment. You will be seen by appointment only.

- Emergency services include the following:

  - Emergency financial assistance for rent, food, transportation, and clothing;
  - Summer camps for low-income children (*ages 7-11*) and senior citizens (*age 50+*) in Richardsville, Virginia;
  - George Washington University Mammovan provides mammogram breast screening for low income/no insurance women;
  - Christmas assistance includes the Toyland and Angel Tree Christmas programs to provide gifts and toys to local families;
  - The "Share the Warmth" winter coat drive supplies coats to those in need.

- Rental Assistance: Eligible clients may receive up to $200 in rental assistance once in a three-year period. You must have proof of monthly income at least as high as your monthly rent in order to be eligible for assistance. You also must have already been taken to court by your landlord.

- Food: You may receive a food voucher for a local supermarket once in a six month period. If you are living in a shelter or are homeless, you are not eligible for food vouchers, since you have no access to food preparation or storage facilities. Voucher amounts are determined by family size.

- Clothing: If you are homeless or have been recently released from prison, you may receive a clothing voucher once in a three-month period. You must bring a photo ID to your appointment.

- Fuel Assistance: Washington Area Fuel Fund (WAFD): The WAFD provides utility assistance to those whose gas heat is in danger of or has been cut off. The Fund is administered by the Salvation Army from January to approximately mid-April each winter. You must meet income eligibility requirements. You will have to provide the following to apply for assistance:

  - Photo ID
  - Proof of income
  - Disconnect notice
  - Copy of lease

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OTHER EMERGENCY ASSISTANCE

- Print-out from DC energy
    - Social security cards/birth certificates for minor children living in the household

- Furniture: Available only to senior citizens (*age 60 and over*). You must have your own transportation to pick up furniture. Assistance if available once per one year period. You may choose one of the following:

    - dinette set
    - double bed
    - sofa bed

- Prescriptions: If you do not have insurance, you may receive up to $50 assistance for prescription medicines.

- Transportation: You may receive a small amount of tokens if you are working (*and waiting for your first paycheck*), are in school, in job training, or seeking work. There is a maximum of 10 tokens given at one time for someone going to work or training.

- Birth certificate/Non-Driver's ID: The Salvation Army may cover the cost for you to receive a birth certificate or a DC- issued Non-driver's ID card. You must bring a photo ID or a letter of referral to your appointment.

- Hygiene kit: You may receive a hygiene kit no more than once a month.

- New shoes or boots: You may receive a voucher for new shoes or boots from Payless Shoe stores as long as you have proof of employment or a job offer (*not day labor*). This is usually one-time assistance.

- Christmas Assistance: Eligible families with children from up to 12 years of age will receive gifts of toys and/or clothes at Christmas. You will need to register through the social services office. You will need a photo ID, proof of income, copy of a lease or rent receipt, copies of current household bills, and a birth certificate or card for each child to be registered.

- You will need a referral from District social service agencies, private non-profit social service organizations, internal agency referrals, or the Washington Gas Company.

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OTHER EMERGENCY SERVICES

COMMUNITY FAMILY LIFE SERVICES (CFLS)
305 "E" Street, NW
Washington, DC 20001
(202) 347-0511

- CFLS keeps families together. They provide clothing, housing, rental and utility assistance, employment and training programs, and assistance in obtaining IDs.

- Their office is open from 10:00 AM to 4:00 PM, Monday, Tuesday, Wednesday, and Friday. They do close for lunch from 12:30 PM to 1:30 PM. On Thursdays, they are open from 10:00 AM to 12:30 PM only.

- No appointment is necessary; you may come to the office at any time during the above hours.

- You must be a resident of DC to apply for assistance. You must bring some proof of residence.

- Staff will conduct an intake assessment during your first visit.

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Need Clothing For Interviews And Employment?

- The organizations listed in the chart on the next page offer clothing and shoes to people who need them.

- Always call before going. Things change, and an organization which gave out clothing and shoes last week may no longer do so. Do not make a trip for nothing and wind up disappointed. Plus, you need to verify the hours that they are open, and what the requirements are.

- Some organizations ask for ID, some want a referral from your parole officer, and some only serve people who reside in a specific Ward. If you call first to verify the requirements, you can bring whatever you need with you when you go. Work smarter, not harder—do not go unprepared only to find that they need something you did not bring with you.

- You might need a referral from your parole officer.

- If you need men's clothing, you will need to ask if they have men's clothing available, because clothing and shoes for men are scarce.

- Even if an organization has indicated that they are not wheelchair accessible, the staff will help you if you are in a wheelchair. Just call ahead and they will meet you by the steps (*or other barrier*). They all want to help; it is just that many are on limited budgets and have not had the funds to remodel in order to install wheelchair ramps.

- If you have some money, your best bet is to shop at thrift stores. Some very high quality clothing, in excellent condition, can be purchased at thrift stores for very low prices. See the list of thrift stores at the end of this book. These stores give their profits back to the community by serving people in need.

- In addition to the organizations listed in the following chart, many overnight and transitional shelters offer clothing and shoes to the people who stay there.

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CLOTHING RESOURCES

Location	Hours	Requirements
Bread for the City and Zacchaeus Free Clinic 1525 Seventh Street NW DC 20001 Spanish-speaking staff (202) 265-2400 Date Information Obtained: 06/03/01	Monday thru Friday 9:00 AM to 12:00 PM and Saturday 9:00 AM to 1:00 PM	• You must be a resident of DC. • You must bring a photo ID. • You may shop here twice a week; at each visit you may take only six items. • If you need clothes for job interviews, please bring a referral on letterhead from your parole officer and ask about visiting our special room which contains "interview" clothes. **Wheelchair accessible**
Zacchaeus Community Kitchen 1006 "M" Street, NW DC 20001 (202) 682-9056 Date Information Obtained: 06/09/01	Mon. thru Sat. 9:30 AM to 11:30 AM	• Come into the kitchen and ask a worker for assistance. **Wheelchair accessible**
SOME (So Others Might Eat) 71 "O" Street, NW DC 20001 (202) 797-8806 Date Information Obtained: 6-3-01	Everyday 8:00 AM to 4:30 PM	• You must be homeless or living in a shelter. • Men must show a photo ID; no ID is required for women. • Women can obtain clothing only twice a month. • "Interview" clothing is available; you will need a referral from a social worker or your parole officer. **Not wheelchair accessible due to one step, but a staff member will assist you.**

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CLOTHING RESOURCES

Location	Hours	Requirements
Salvation Army 1434 Harvard Street, NW Suite B DC 20009 (202) 332-5000 Date Information Obtained: 6-3-01	Monday thru Friday 9:00 AM to 3:00 PM	• Referral letter required from your parole officer or case manager. • Photo ID required to prove residency in the District of Columbia.
Galbraith AME Zion Church 1120 Sixth Street, NW DC 20001 (202) 289-1580 Date Information Obtained: 06/03/01	Monday, Wednesday, and Friday 10:00 AM to 1:00 PM	• There is a limited amount of men's clothing, so please go to Galbraith only once a month. • Per visit, you are allowed to take two pair of pants, two shirts, one pair of shoes, and a set of underwear, as supplies permit. • Sometimes they have socks, toilet articles, and snacks as well. **Wheelchair accessible**
Center City Community Corporation 128 "M" Street, NW Suite 310 DC 20001 (202) 789-0868 Date Information Obtained: 06/03/01 Monday thru Friday	10:00 AM to 4:30 PM	• You must bring a referral from your parole officer or your Halfway House. •You must bring a Photo ID. **Wheelchair accessible**

CLOTHING RESOURCES

Location	Hours	Requirements
People's Involvement Corporation 1100 First Street, NW DC 20001 (202) 797-3910 Date Information Obtained: 06/03/01	Monday thru Friday 10:00 AM to 2:00 PM	• There is interview and job clothing for people just released from prison. • Referral required • Photo ID required • Proof of residency required • Proof of family size required • Limit: two outfits per month **Wheelchair accessible**
Change, Inc. 1413 Park Road NW DC 20010 (202) 387-3725 Date Information Obtained: 06/03/01	Monday thru Wednesday 2:00 PM to 4:00 PM and Thursday 10:00 AM to 2:00 PM	• Residents of Ward One or Ward Four. • No appointment is required. • Clothing available for men, women, and children. • No referral required. • Clothing marathon occurs the last Friday of every month, hours are extended during this time.
Anacostia Community Outreach Center 2443 Ainger Place, SE DC 20020 (202) 889-5608 Date Information Obtained: 06/03/01	Monday thru Friday 9:00 AM to 5:00 PM	**Wheelchair accessible**

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CLOTHING RESOURCES

Location	Hours	Requirements
Assumption Outreach 3401 Martin Luther King Jr. Avenue, SE DC 20032 *(behind church)* (202) 561-5941 Date Information Obtained: 06/09/01	Monday 9:00 AM to 12:00 PM	• No referral required **Not wheelchair accessible**
Bread for the City and Zacchaeus Free Clinic 4275 Fourth Street, SE DC 20032 At St. Thomas More Church (202) 265-2400 Date Information Obtained: 06/03/01	Monday thru Friday 9:00 AM to 12:00 PM and Saturday 9:00 AM to 1:00 PM	• You must be a resident of DC • You must bring a photo ID • You may shop here twice a week; at each visit you may take only six items • If you need clothes for job interviews, please bring a referral on letterhead from your parole officer and ask about visiting the special room which contains "interview" clothes. **Not wheelchair accessible**
Miriam's Closet 20th and "G" Streets, NW DC 20037 (in the basement of the United Church) (202) 452-8926 Date Information Obtained: 06/03/01	Tuesday and Thursday 7:00 AM to 8:00 AM	• Most of the clothing is for men • Limited amount of clothing for women **Not wheelchair accessible**

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Getting Around Before The First Paycheck: Metro And Bus Fare

- Obviously, if you have family and/or friends who can assist you by loaning you money for Metrorail and Metrobus Farecards until you get that first paycheck, you should try them first. There is very little public money around, and it is best to save that for the people who have no family and/or friends on whom they can count.

- There is only one social service agency we have identified that will you give Metrorail and Metrobus Farecards:

  The Salvation Army
  1434 Harvard Street, NW
  Suite B
  Washington, DC 20009
  (202) 332-5000

  Their hours are Monday thru Friday from 9:00 AM to 3:00 PM. This service provides Metrorail and Metrobus Farecards for one week only. It is only provided after you have found a job. No public transportation assistance is provided for job searches.

- They require a referral letter from your parole officer or case manager, as well as photo ID (*like a DC Non-Driver's ID*) to prove your DC residency.

  - Call between the hours of 8:30 AM and 12:00 PM to make an appointment.
  - Make sure you tell them that you are coming for Metrorail and Metrobus Farecards.
  - If you have not had a chance to get your photo ID yet, ask if they will help you anyway. They will probably understand that you would not have a referral from a DC parole officer if you were not a resident of DC.

- There are many transitional shelters and rehabilitation programs which will provide you with bus fare for your job search, or to get back and forth from work, until you get your first paycheck.

- If your support systems are so limited that you need help with bus fare, you really should consider entering one of the programs mentioned later in this book. Chances are pretty great that you need other things which they can provide.

- Look in Chapter 3 of this book for descriptions of transitional shelters, and in Chapter 7 for rehabilitation programs. Programs specifically for women are described in Chapter 12.

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Where To Get Substance Abuse Treatment Or Other Rehabilitation

- All the programs listed here are good programs operated by dedicated people who really want to help you. There are no government programs listed. The programs listed are private, non-profit agencies. Many of them, however, get some of their funding from the government.

- Before you apply to one of the programs, please stop to think about how serious you are. Each of these programs have an interview and selection process.

- The funding available for substance abuse treatment has been decreasing rapidly. If you can get into one of these programs, you should feel very lucky.

- All of these programs are comprehensive. They recognize that there is more than one reason why you have abused drugs and/or alcohol. They recognize that, unless you can change *many* aspects of your life, you will probably go back to abusing drugs and/or alcohol. So they try to help heal the *whole* person by assisting you to mend your life and to become a productive citizen. Most have certified substance abuse counselors and licensed social workers. They really do know how to help you.

- The programs included in this chapter are for men only or women and men, but none are for women only. Rehabilitation programs exclusively for women are included in Chapter 12.

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REHABILITATION PROGRAMS

Central Union Mission
1350 "R" Street, NW
Washington, DC 20009
Men's Ministry Director: Theodore Ross, Jr.
(202) 745-7118

Description: The Spiritual Recovery Program is a Christian-based recovery program designed to help men overcome addictions and addictive behaviors by building a new life based upon Christ. The program can accommodate 54 men. The program provides case management, addiction counseling, a drug relapse prevention program, individual counseling sessions and group meetings, as well as in-depth Bible study, chapel services, and recreational outings. The Spiritual Recovery Program is seven months long, followed by a three month transition phase for employment and housing search. There are Spanish-speaking staff members and the facility has limited wheelchair accessibility.

Cost: There is no charge.

Requirements:

- A strong desire to want a new life based upon Christ and free from addictive behavior.
- No referral is required, but an interview and completed application is necessary to enter the program.

Services: This is a residential program.

- Program participants are housed in a dorm during the course of the program.
- Three meals are provided daily, along with showers, laundry service, and clothing.
- The program also provides GED preparation, life and employment skills training, and off-site literacy training.
- Participation in all religious programing is mandatory.
- The staff assists in placing the program participant in a full-time, permanent job with an outside employer.

Length of Stay:

The program is seven months long, followed by a three month period at the conclusion for transition to employment and housing.

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REHABILITATION PROGRAMS

Holy Comforter-St. Cyprian Community Action Group
901 Pennsylvania Avenue, SE
Washington, DC 20003
President and CEO: Hal Gordon
(202) 543-4558
Information as of 07/10/01

Description: This is a residential treatment program which provides inpatient, and transitional services to men, women, dually diagnosed, and the homeless population.

Arrangement:

- There are a maximum of 120 beds.
- The program provides treatments such as: substance addiction education, relapse identification, management and recovery, building a social network, parenting, life skills and child development.
- Medication management and other health services are provided by other organizations to which the participants are referred.
- The first 30-90 days of the program is intensive treatment. Days 91-120 are devoted to job readiness training, seeking employment, life-skills training, and self-help recovery groups.
- Days 121-180 are devoted to employment (or continuation of the job search), self-help activities, and preparation for independent living in transitional housing.
- From the sixth through 12th month, there is aftercare and a continuum of care.
- Once participants are employed, 60 percent of their net pay must be saved in a personal account.
- There are Spanish speaking staff available.
- The facilities are not wheelchair accessible.

Cost: There is no cost.

Requirements:

- You must be eligible to apply for DC Medical Assistance and food stamps.
- You must be 18 years old or older.
- You must have a referral from your parole officer, probation case manager, detox center, or other treatment provider.
- You must be physically able to work.

Length of Stay:

Seven months.

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REHABILITATION PROGRAMS

One Church One Inmate
1522 "K" Street, NW
Suite 450
Washington, DC 20005
Point of Contact: Father George Clements
(202) 789-4333
(202) 789-8242 fax
Email: ocoaocoi@aol.com

- The program works with pastors/ministers to find a family in their church that would be willing to help smooth the transition of an offender into society (*i.e. assist in finding a job, assist in getting back into school, help to reunite individual with his or her family*).
- Hours of operation are 9:00 AM - 5:00 PM, Monday through Friday.
- There is no cost for participation.
- Participation in this program requires a referral from the Chaplain or jail staff.
- There is no specific length of time in which this program is available per person.

Transforming Lives Ministry
810 Fifth Street, NW
Washington, DC 20001
President and Executive Director: Edward J. Eyring M.D., Ph.D.
(202) 842-1731
Information as of 07/12/01

Description: This is a program for homeless men who want a new start.

Arrangement:
- Maximum of 40 men in dormitory style.
- This is a live-in, 24-hour day program.
- The program is set up in three-month phases to which you are asked to commit, one phase at a time.
- Phase One is the "Intake Phase."
- Phase Two is the "School of Tomorrow Phase."
- Phase Three is the "Work Net Phase."
- Phase Four is the "Working Phase."

REHABILITATION PROGRAMS

Cost: There is no charge, but a commitment to stay and transform your life is needed. Credits are given for attending devotions, chapel, Alcohol Anonymous meetings and school, and for performing extra work.

Requirements:

- An interview with the Director is required.
- Following this initial interview, the next two weeks will include several more "assessment interviews."
- A strong desire to change your life is a prerequisite.
- No referral is required.
- You must stay off drugs and alcohol in order to remain in the program.

Services: Room and board are provided. Shower facilities and laundry facilities are available. Religious devotions and services are optional, but encouraged, as the drug treatment program has a strong spiritual component.

Length of Stay:

The entire program lasts 12 months. You are only required to commit for a three month period. You may renew your commitment for a second, third or fourth month if you wish.

Operated by: Gospel Rescue Ministries of Washington, DC, Inc.

Other Information:

This is a God-centered facility which does not allow smoking, drinking, swearing, profanity, or sexual activities among the residents and participants in its other programs. It has a homey, comfortable, and peaceful atmosphere.

Martin Luther King Shelter
2700-A Martin Luther King Jr. Avenue, SE
P. O. Box 7031
Washington, DC 20032
(202) 889-7634
Information as of 07/12/01

Description: This shelter provides a 24-hour program for men.

Arrangement: This program can accomodate 18 men.

- Men live and store their belongings in trailers.
- Each trailer houses 12 men in bunk beds.
- A common area includes laundry and cooking facilities.
- The chores of maintaining the living quarters are shared by the program participants.

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REHABILITATION PROGRAMS

- The shelter is wheelchair accessible.
- The staff do not speak Spanish.

Cost: There is no charge for the program.

Requirements:

- You must have an interview with one of the program's case managers or social workers.
- You do not need to be employed to join the program.
- A referral is not required.
- Men in the program are required to perform 40 hours of community service per month.
- A community advisory group, comprised of local churches and the Advisory Neighborhood Commission member, recommends the tasks which the community needs to have done.
- An example might be cutting the lawn of an elderly resident of the community.
- You must remain drug-free and abstain from alcohol while you are in the program.

Services: The following services are provided:

- NA and AA meetings
- Recovery support groups, and life skills training sessions.
- Trained staff are available to work with you one-on-one or in groups to address individual problems and the need for life changes.
- The services vary, depending upon your specific needs. For example, if you have a substance abuse problem, they will provide assistance.
- The program offers training for the GED, and has a computer lab to teach basic computer literacy.
- The program offers a book-keeping training course.
- The program provides tokens during your job search and until you receive your first paycheck.
- The objective is for you to become self-sufficient during your stay and save your money so that you can open a bank account *(the program offers escrow accounts at a local bank)*; be able to pay a security deposit; and rent a safe, affordable, permanent housing facility after staying for several months.

Length of Stay:

- The length of stay depends upon each individual and how well he is progressing.

Operated by: Catholic Charities of the Archdiocese of Washington

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REHABILITATION PROGRAMS

Clean and Sober Streets
425 Second Street, NW
Washington, DC 20001
(202) 783-7343
(202) 628-1183 fax
Information as of 03/08/02

- This is a long-term residential treatment program (*12 months*) for alcohol/drug addiction.
- The first three to four months, the participant is restricted and can have no outside contacts. The goal is to help ex-offenders to become self-sufficient and assist them with the transition.
- There is no cost to participate in the program.
- You must be a DC resident to apply for assistance.
- There are two ways to participate in the program:
    - By contract
    - By intake which occurs four times per year; the dates vary.

You must call for more information.

Randall Shelter
75 "I" Street, SW
P. O. Box 70714
Washington, DC 20024
(202) 479-0016
Information as of 07/12/01

Description: This is a 24-hour program for men designed to assist you in getting your life back on track.

Arrangement: This program provides housing and training for up to 50 men who need assistance.

- There is a 20-bed recovery component for those dealing with substance abuse.
- There is a 30-bed area for men who are employed.
- Dinner is provided.
- Participants live in dormitory-style housing facilities.
- The program is wheelchair accessible.
- The staff do not speak Spanish.

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REHABILITATION PROGRAMS

Cost: There is no charge.

Requirements:

- Police clearance and a tuberculosis (TB) shot record.

Services:

- Showers are available and are wheelchair accessible.
- In the evenings, there are NA and AA meetings, recovery support groups, and life skills training sessions.
- A certified substance abuse counselor is on duty.
- You will be interviewed by a case worker in order that your needs may be determined.
- The Ready Program provides training in literacy, pre-GED, GED, introductory and intermediate computer skills, and employability skills training.
- The objective is to increase your potential to find a stable and secure job which pays wages which meet your living expenses.
- Normally, a vocational specialist is on the staff and will assist you in finding a job or refer you to an agency which will help you.
- Clothing is provided.
- The objective is for you to become self-sufficient by learning skills, and move back into the community as an active citizen.
- Once you are employed, you will be asked to open a bank account and save your money so that you will be able to pay a security deposit and rent a safe, affordable and permanent housing facility.
- A housing specialist is on staff and will help you find suitable housing for you to go to at the completion of the program.
- Health Care for the Homeless sends a mobile health care facility with a physician and a social worker every Monday.
- A nurse from the Veterans Affairs Administration visits every other Tuesday. They offer parent education classes.
- Local churches come for Bible study, to serve meals, and assist the men in other ways.

Length of Stay: Maximum length of stay is 120 days.

Operated by: Catholic Charities of the Archdiocese of Washington

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REHABILITATION PROGRAMS

Joshua House
1307 First Place, NW
Washington, DC 20001
(202) 328-0802

Leland Place
1620 N. Capitol Street, NW
Washington, DC 20001
(202) 483-0831

For intake, call Rufus Felder
(202) 328-0802
Information as of 07/10/01

Description: These are 90-day, residential rehabilitation programs for 27 homeless men *(12 persons at Joshua House —15 persons at Leland Place*) who are recovering substance abusers.

Arrangement:

- Two people share a bedroom.
- The rooms are completely furnished.
- You do not need to provide anything. The bathrooms, kitchen, living room, and recreation area are shared.
- All meals are provided.
- There are laundry facilities on the premises.
- The program consists of days of relapse prevention workshops and groups, followed by 10 days of pre-employment counseling and workshops.
- After four weeks, you must begin to search for a job or begin vocational training which will be provided by the staff.
- The staff will assist you in your job search including providing you with clothing and transportation assistance.
- Participants share assigned household chores. You must attend 12-Step meetings daily and have a sponsor.
- No female visitation is permitted, except by family members.
- No overnight visitation.
- Not wheelchair accessible.
- No Spanish-speaking staff.

Cost: There is no cost until you are employed.

- Once you are employed, you must contribute 30 percent of your net salary (*i.e. after taxes*) as a program fee, which covers the costs of your room, board, and support services.
- You are expected to put your paycheck (*minus an allowance*) into escrow, so that you will have enough money when the program is over to obtain housing.

Requirements:

- You must be homeless.
- You must be able to work full time.
- You must be in recovery, be clean for 30 days, and successfully complete a substance abuse treatment program (*for drugs and/or alcohol*) prior to applying.

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REHABILITATION PROGRAMS

- You must have a referral from your case manager or counselor at the substance abuse treatment facility which you attend.
- The case manager or counselor must verify that you have 30 days clean time and that you have completed a substance abuse treatment program.
- You will be dismissed from the program if you test positive for illicit substances and alcohol once entered into the program.
- Joshua House and Leland Place do not take people directly from incarceration.
- You must first enter a drug/ alcohol treatment program. It works best if you come here directly from treatment.

Services: Complete services are available, including substance abuse counseling, money management, and employment preparation.

- Medical and dental care are available through the main SOME facility.

Length of Stay:

- This is a 90-day program.

Operated by: So Others Might Eat (SOME)

Other Information:

- There is one interview for applicants.
- The appointment for this interview must be made by the program director.
- These programs seek individuals who are highly motivated, sincere in their desire to change and remain drug free, and who are able to deal with the demanding structure of the program.

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REHABILITATION PROGRAMS

The Salvation Army Adult Rehabilitation Center
3304 Kenilworth Avenue
Bladensburg, Maryland 20710
Administrator: Major William Madison
(301) 403-1701
Information as of 07/13/01

Description: This is a residential substance abuse treatment program for men.

Arrangement:

- The program has 150 beds.
- It lasts nine to12 months.
- The program consists of four levels.
    - Level One, which is the first 60 days of the program, addresses the disease of addiction and the effects of drugs in an individual's life. There are 12-Step meetings and AA meetings throughout the duration of the program.
    - Level Two, which lasts from Day 61 to Day 120, addresses relapse prevention, triggers, cravings, setups to triggers and cravings, and reality convergence.
    - Level Three, which lasts from Day 121 through Day 180, addresses how to live a healthy and non-addictive life. Level Three includes groups of anger management, relationships, and criminal thinking—the courage to change.
- The sixth month through 12th month includes a family support group which allows the families and/or significant others to come in and become educated about the disease of addiction and how it impacts the family.
- Life skills and job readiness training also are taught.
- The program includes work ethics and work therapy; and offers vocational training in warehousing, culinary arts, truck driving and helpers, retail sales and store management.
- There are classes in GED preparation.
- There is a support group for people with HIV/AIDS. Leisure skills and social relaxation is taught through basketball, softball, bowling, and tabletop games (*like chess, ping pong, pool*).
- Fellowship is emphasized through special activities to include over 200 alumni who come back to share their experiences with current program participants.
- The Major's Club offers recognition to individuals who have shown outstanding adjustment, character, and recovery.
- The staff will assist you in identifying possible jobs, and will contact local businesses on your behalf to arrange job interviews for you.
- Clothing, tokens, and Metrorail Farecards are provided until you receive your first paycheck.
- Once you are employed, the staff assists you to cope with the challenge and opportunities created by stable and legal employment.
- Upon completion of the program, the staff recommends that you seek housing in one of the five Oxford House® Recovery Homes which have been leased by the Salvation Army.

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REHABILITATION PROGRAMS

- The objective of the program is to have you become employed, self-sufficient, and save your money for the duration of your stay so that you can afford to move to safe, secure and permanent housing.
- Room and board are provided. Participants live in dorm-style rooms, with the living conditions becoming more private as you progress in the program. The building is wheelchair accessible.
- If a Spanish speaking person enters the program, the staff will find the necessary translators.

Cost: There is no charge for this program.

- Once you are employed, you are expected to contribute to your room and board.

Requirements:

- You must be 30 to 55 years old.
- You must be employable. You must be drug-free and sober for at least seven days.
- You must agree to a health screening or present a report from a physician indicating your TB test results. A positive test for TB will not disqualify you.
- You must present a photo ID and your social security card.

Services: There is a full range of supportive social services as well as academic and vocational training; the staff is comprised of licensed social workers and certified substance abuse counselors (*as well as interns studying to become certified*).

Length of Stay:

- Although the program lasts nine to 12 months, you are encouraged to stay until you and the staff believe that you have made the necessary linkages (*job, family, permanent housing*) to sustain your recovery in the community.

Other Information:

- This program operates with a strong Christian frame of reference. Participation in church services and Bible Study are mandatory.
- The program is designed to build people up, give them hope, and send them back out into the world equipped to be healthy, drug-free, and self-sufficient.
- To apply, call for an appointment with an intake counselor.
- This is a no nonsense program for people who are serious about turning their lives around. No violence or threatening behavior is tolerated.
- Between 80 percent and 85 percent of the truck drivers, thrift store employees, and Adult Rehabilitation Center personnel employed by the Salvation Army are graduates of this program.
- Random drug testing and breathalyzing is done throughout the program.

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REHABILITATION PROGRAMS

The Salvation Army Harbor Lights Center
2100 New York Avenue, NE
Washington, DC 20002
(202) 269-6333
Information as of 07/12/01

Description: This is a residential substance abuse treatment program for men and women.

Arrangement: The program has 200 beds.

- It lasts six months.
- The program is divided into three phases, each lasting 60 days. It follows the 12-Step Model.
- The first phase addresses addiction and what led to it. The second phase focuses on goals, objectives, self-esteem, and interpersonal relationships.
- The third phase includes job readiness skills, vocational training (*maintenance/custodial, kitchen and culinary*), academic training (GED preparation), literacy, and whatever it is you need in order to succeed.
- During the last phase, the staff will assist you to identify possible jobs, and will contact local businesses on your behalf and arrange job interviews for you.
- Clothing, tokens, and Metrorail Farecards are provided for you until you receive your first paycheck.
- The tokens and Metrorail Farecards are to be only used in job search and to get to and back from work when employed.
- Once you are employed, the staff assists you to help you cope with the challenges and opportunities created by stable, legal employment.
- There are support groups and life skills training. The staff assists you in finding permanent housing that is affordable and conducive to your staying in recovery.
- The objective of the program is to have you become employed, self-sufficient, and save your money for the duration of your stay so that you can afford to move to safe, secure and permanent housing.
- Room and board are provided. Participants live in dorm-style rooms, with the living conditions becoming more private as you progress in the program.
- The building is wheelchair accessible. If a Spanish-speaking person enters the program, the staff will find the necessary translators.

Cost: If you have no resources, there is no charge for this program; otherwise, a sliding scale determines how much you should pay.

- Once you are employed, you are expected to contribute to your room and board.

Requirements:

- You must be available for work.
- You must be drug-free and sober for at least 72 hours (*three days*).
- You must agree to a health screening or present a report from a physician indicating your HIV test results and TB test results.
- A positive test for HIV or TB will not disqualify you; the program is not equipped, however, to accept individuals who have full blown AIDS or TB.

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REHABILITATION PROGRAMS

- A referral is not required; however, you must call and schedule an appointment with an intake counselor.

Services: There is a full range of supportive services as well as academic and vocational training; the staff is comprised of licensed social workers and certified substance abuse counselors.

Length of Stay: Maximum length of stay is six months.

Other Information: This program operates with a strong Christian frame of reference. Participation in chapel and religious devotions is voluntary. To apply, either call for an appointment with an intake counselor or come in personally.

Crummell Shelter
1901 Kendall Street, NE
P.O. Box 90691
Washington, DC 20090
(202) 269-4668
Information as of 07/23/01

Description: This is a 24- hour program for homeless men who are in need of assistance to return to independence in the community.

Arrangement: The transitional program has beds for 18 homeless men.

- Comprised of trailers. Each unit has nine beds on each end and a bathroom in the middle.
- Showers are available.
- Full meals are provided each night by First Helping.
- The shelter is not wheelchair accessible.
- The staff does not speak Spanish.

Cost: There is no charge.

Requirements: You must be homeless.

- You must be a DC resident and ready to make lifestyle changes.
- You must have been clean for at least seven days and you must commit to remaining drug-free.
- You must be interviewed by the shelter's case manager.

Services: This is a highly individualized program.

- The staff provides whatever services you need.
- They provide referrals for substance abuse treatment and job readiness training; they will assist you in finding a job.

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REHABILITATION PROGRAMS

- If you need clothing in order to look for a job, or work clothing once employed, they will provide it.
- They will provide tokens and Metrorail Farecards for your job search, until you are employed and get your first paycheck.
- Once employed, they will assist you to find safe, affordable, and permanent housing.

Length of Stay: There is a 90-day limit to your stay; it may be extended by the case management staff if circumstances warrant.

Operated by: New Hope Ministries, Inc.

Criminon DC
P.O. Box 53132
Washington, DC 20009-3132
(202) 232-8042
Information as of 02/28/02

- Criminon provides educational programs and self-study courses to thousands of inmates in over 900 correctional institutions worldwide.

- The mission of Criminon is:
  - To eliminate those factors which produce and precipitate criminal behavior.
  - To restore common-sense moral values.
  - To provide educational tools and life skills to those in need so that they may rejoin society as responsible and contributing members.
  - To assist the criminal justice system to bring about reforms that will help accomplish these aims.

- The program is dedicated to criminal rehabilitation and the prevention of criminality by educating individuals and helping them restore their self-respect so that they become ethical and productive members of society.

- Criminon offers three types of programs:
  - Correspondence courses
  - On-site Criminon programs
  - Community education centers

- Persons who are interested in this program should phone for hours of operation and registration information.

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REHABILITATION PROGRAMS

Exodus House and Maya Angelou House
SOME Addiction Project
60 "O" Street, NW
Washington, DC 20001
(202) 797-8806, x1025
Information as of 07/12/01

Description: These are 90-day residential substance abuse treatment programs for 18 men (Exodus House) and 15 women (Maya Angelou House). Following successful treatment, there is a transitional phase for men at Joshua House and Leland Place, **Page** 91, and for women at Harvest House, **Page** 247. SOME also offers a Continuing Care Program which has up to one year of individual and group counseling focusing on relapse prevention and ongoing life management.

Arrangement: People interested in entering the residential treatment program need to call for an appointment; walk-in interviews are accepted everyday between the hours of 8:00 AM-11:00 AM, and 1:00 PM - 3:00 PM.

- To be considered for the residential treatment program, you must first participate in the drop-in group sessions at the main SOME Headquarters, 71 "O" Street NW, which meets Monday thru Friday, 8:45 AM - 9:30 AM.
- They must meet with a SOME counselor twice a week. Individuals who are seriously interested in changing their lives are referred to SOME clinics for a complete physical, a psychiatric evaluation, and a dental evaluation.
- Any health or dental problems which are discovered during these examinations are taken care of or stabilized prior to the person entering the next phase of treatment in the program.
- People who complete these steps are interviewed by several staff members.
- Successful candidates are then taken to the 90-day residential treatment phase, which is located in West Virginia. The residential phase is a highly-structured program.
- The houses are in a rural, serene and quiet environment, free of distractions.
- During this phase, people work on issues surrounding their substance abuse, such as addiction education, group and individual counseling, life skills, health education, anger management, and inter-personal skills.
- At the successful completion of the residential treatment, people enter the third and final phase. They return to Washington and live in one of SOME's transitional houses, Joshua House and Leland Place (for men) or Harvest House (for women).

- The main SOME building and the West Virginia buildings are wheelchair accessible.

Cost: There is no charge.

Requirements: You must be a DC resident.

- You must be homeless.
- You must not have any pending legal charges against you; this is so your treatment will not be interrupted by a court case of potential incarceration.

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REHABILITATION PROGRAMS

- If you have a medical condition which cannot be stabilized by medication, or is infectious, you cannot be accepted into the program.

Services: SOME offers a full range of supportive social services as well as academic and vocational training; the staff is comprised of licensed social workers and certified substance abuse counselors.

Length of Stay: The pre-treatment phase can take from two to four weeks. The residential phase of the program lasts 90 days.
- The transitional phase which follows lasts four months for the men and six months for the women.
- The entire program lasts about eight months.

Operated by: So Others Might Eat (SOME)

Other Information: Although SOME requires you to supply a police clearance, a past conviction will not disqualify you.
- SOME will assist you to obtain documentation necessary for the application, such as a social security card, birth certificate, and non-driver's ID.
- Photo ID is also required.

Oxford House
Information as of 01/28/02
(Addresses are listed on pages 101-102)

- Oxford House is a concept in recovery from drug and alcohol addiction. In its simplest form, an Oxford House describes a democratically run, self-supporting and drug free home.

- All Oxford Houses have these characteristics in common :

  - The House must be democratically self-run.
  - The House membership is responsible for all household expenses.
  - The House must immediately expel any member who uses alcohol or drugs. Each house must do this in order to obtain and retain its Oxford House Charter.

- Each House represents a remarkably effective and low-cost method of preventing relapse.

Questions and Answers

- **Who manages an Oxford House?** Oxford Houses are democratically self-run by the residents, who elect officers to serve for terms of six months. In this respect, they are similar to a college fraternity or sorority. However, if a majority of residents believe that any member has relapsed into using alcohol or drugs, that person is immediately

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REHABILITATION PROGRAMS

expelled. There are no resident counselors in an Oxford House.

- **How long can anyone live in an Oxford House?** A recovering individual can live in an Oxford House for as long as he or she does not drink alcohol, does not use drugs, and pays an equal share of the house expenses. The average stay is a little over a year, but many residents stay three, four, or more years. There is no pressure on anyone in good standing to leave.

- **Why is Oxford House self-run?** Oxford Houses are self-run because (1) this permits individuals in recovery to learn responsibility, and (2) it is low-cost. Each House is fully responsible for its own expenses and debts that will not and cannot be assumed by the National Organization of Oxford Houses.

- **How can one get into an Oxford House?** Any recovering alcoholic or drug addict can apply to get into any Oxford House by filling out an application and being interviewed by the existing members of the House. The application is then considered by the membership of the House and if there is a vacancy and if 80 percent of the members approve, the applicant is accepted and moves in.

- **Is there any financial aid available to start a new Oxford House?** Yes, many states have in place a revolving loan fund that can make loans to cover the first month's rent and security deposit (up to $4,000) to rent a house in a good neighborhood. The loan must be repaid by the group within two years in 24 equal installments.

- **Can the new house become affiliated with Oxford House?** Yes, by simply writing or calling Oxford House to ask for a Charter application. Once that application is completed and received by Oxford House, Inc., a "Conditional Charter" will be granted to the house at no cost. A Permanent Charter must be earned by the House.

- **Can an Oxford House be started without a loan from the state?** Yes, the prospective residents of the House can find a suitable house, rent it, put up the security deposit and pay the first month's rent themselves. Oxford House, Inc. will consider favorably a Charter application whether or not a loan is received from the State.

- **Can both men and women live in the same Oxford House?** No. Experience has shown that Oxford Houses work for both men and women, but not in the same house.

- **What is the "ideal" number of individuals to make a self-run, self-supported recovery house work?** Experience of Oxford House has shown that from eight to 15 members works very well. A house with fewer than six individuals is difficult to maintain because of the small size of the group and the fact that any vacancy causes a greater disruption of the financial welfare of the house. A house must have six or more residents in order to be recognized or chartered by Oxford House.

- **How much sobriety or clean time is needed before an individual can be accepted into an Oxford House?** There is no time limit. Generally an individual comes into an Oxford House following a 28-day rehabilitation program or at least 10-day detoxification program.

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REHABILITATION PROGRAMS

Washington, DC Locations of Oxford Houses

Northeast			
Armory	Males	1432 "C" Street, NE Washington, DC 20002-6463	(202) 396-5562
Fourteenth Place	Males	232 14th Place, NE Washington, DC 20002	(202) 546-8048
Lincoln Park	Males	1363 Maryland Avenue, NE Washington, DC 20002-4407	(202) 399-3195
Northwest			
Bellevue Terrace	Males	2934 Bellevue Terrace, NW Washington, DC 20016-5411	(202) 965-3110
Brownstone	Males	1228 "M" Street, NW Washington, DC 20005-5100	(202) 393-6796
Delafield	Males	1319 Delafield Place, NW Washington, DC 20011	(202) 723-3726
Fernway	Women	1387 Locust Road, NW Washington, DC 20011	(202) 829-2643
Garrison	Male	4312 Garrison Street, NW Washington, DC 20016	(202) 364-2549
Georgetown	Male	4433 "P" Street, NW Washington, DC 20007	(202) 338-3204
Harvard Street	Women	1225 Harvard Street, NW Washington, DC 20009	(202) 797-1422
Huntington	Male	308 Florida Avenue, NW Washington, DC 20001-1804	(202) 364-0793
Jonquil	Male	1422 Jonquil Street, NW Washington, DC 20012	(202) 291-8230

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REHABILITATION PROGRAMS

Washington, DC Locations of Oxford Houses

Northwest (cont.)			
Kalorama	Male	1318 Delafield Place, NW Washington, DC 20012	(202) 723-1710
New Hampshire	Male	3912 New Hampshire, NW Washington, DC 20009	(202) 291-6937
Nineteenth Street	Male	1241 Girard Street, NW Washington, DC 20009	(202) 387-1564
"R" Street	Male	71 "R" Street, NW Washington, DC 20001	(202) 462-7192
Rosemond	Male	1439 "R" Street, NW Washington, DC 20009-3859	(202) 319-1640
"T" Street	Male	1505 "T" Street, NW Washington, DC 20009	(202) 667-8545
Twelfth Street	Male	7528 12th Street, NW Washington, DC 20009	(202) 882-3421
Southeast			
Anacostia	Women	1345 "U" Street, SE Washington, DC 20020-7013	(202) 889-4061

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REHABILITATION PROGRAMS

Narconon Washington, DC
Drug Education and Rehabilitation Services
P.O. Box 676
Falls Church, VA 22040
(703) 534-5430
Yvonne Rodgers, Executive Director
Information as of 01/29/02

Description: Narconon is a non-traditional drug rehabilitation treatment.

- Narconon is a secular, non-profit program.

- Narconon specializes in addictions to cocaine, heroin, methamphetamine, alcohol and methadone. The Narconon program works equally well for any heavy addiction.

Services: Narconon is an effective alternative to the traditional 12-Step Treatment Model, since many addicts do not respond to this type of traditional treatment.

- Narconon addresses three areas that are not intensively treated in more traditional programs. These areas are:

    - Physical detoxification
    - Life-Skills
    - Other therapeutic procedures

- With a success rate of 76 percent, Narconon provides a proven and workable solution for their clients.

- Narconon offers a drug-free approach to treatment that works and helps a person leave drugs and the life style associated with drugs behind them.

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REHABILITATION PROGRAMS

Blair House Transitional Rehabilitation Center
Coalition for the Homeless
635 "I" Street, NE
Washington, DC
Information provided 02/26/02

Description: The Blair House is a 100-bed transitional/rehabilitative facility.

Servicecs: The program provides an intensive rehabilitative program which focuses on supportive services such as chemical dependency employment, mental health and life skills with permanent housing as the focal point.

Length of Stay:

- The program is for six months and provides community reintegration.
- The program is therapeutic in nature and scope with committed professionals providing services to move residents to a stable environment.

Operated by: The Coalition for the Homeless which maintains its office at 1234 Massachusetts Avenue, NW, in Washington, DC.

- For more information, contact (202) 347-8870, or fax to (202) 349-7279.

LA CASA Multi-Cultural Center
1436 Irving Street, NW
Washington, DC
(202) 673-3592
Information as of 02-26-02

Description**:** La Casa Multi-Cultural Training Rehabilitation Center is a 75-bed facility that provides supportive serivces such as life skills, chemical dependence, mental health and employment with the focus point being permanent housing.

Services: The program offers bilingual (English/Spanish) capacity and provides their services in a culturally sensitive setting. Residents length of staff is six months before transition to next level.

Operated by: The Coalition for the Homeless which maintains its base of operation at 1234 Massachusetts Avenue, NW, Suite C-1015, in Washington, DC. They can reached by calling (202) 347-8870, or by fax at (202) 347-7279.

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REHABILITATION PROGRAMS

Spring Road Family Apartments
1433-35 Spring Road, NW
(202) 726-2203

Description: Spring Road is a family transition program providing supportive and rehabilitative services to homeless families in the District of Columbia.

- The program serves 28 families in singles, one-, two- and three-bedroom apartment units with 24-hour on-site supportive service.

Webster House for Veterans
4326 14th Street, NW
Washington, DC
(202) 722-4544

Description: Webster House is one of three transitional homes operated by the Coalition for the Homeless.

- This program serves single adult males who need help to gain job skills, employment and permanent housing.

Requirements: Residents must demonstrate substance-free lifestyle through NA/AA and CA.

Alliance for Concerned Men
1424 16th Street, NW
Suite 103
Washington, DC 20036
(202) 462-9700
Information as of 2/22/02

Description: The Alliance for Concerned Men offers intervention for youth and young adults primarily located in the Washington, DC, metropolitan area.

Arrangement: Their hours of operation are Monday through Friday, 9:00 AM - 5:00 PM.

Cost: There is no cost for the services.

Requirements: In order to determine your needs, an assessment must be performed by Alliance staff.

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REHABILITATION PROGRAMS

Services: Specific services provided are:

- Light skill training
- Mentoring services
- Substance abuse prevention treatment
- Gang intervention
- Job readiness/assistance

Reintegrating Alternatives Personal Program (R.A.P.P.)
2465 Alabama Avenue, SE
Washington, DC 20020
(202) 678-6012
(202) 678-8100 fax
Information as of 03/04/02

Description: R.A.P.P. is designed to assist and prepare current and former residents of correctional facilities to reintegrate into the mainstream of society as productive law-abiding citizens. R.A.P.P. is a hollistic program addressing the physical, emotional and spiritual aspects of life.

Services: Clients will receive personalized services specifically designed to meet their release conditions, aid in their successful reintegration and avoid recidivism.

- Parole/probation monitoring
- Mentoring
- Counseling
- Victim support
- Psychological therapy
- Academic enrichment
- Entrepreneurial/Job Training
- Communication workshops
- Visits

Requirements:

- Residents serving time for misdemeanor and felony cases will be selected at the discretion of the individual correctional facility.

- The program will accept client referrals from faith-based organizations, judges, correctional facilitities, parole officers and other agencies.

REHABILITATION PROGRAMS

- A needs assessment will be conducted during the initial intake process and any referrals will be provided on a case-by-case basis as the need arises.

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Applying For Government Assistance

There are many programs run by the federal and DC governments designed to assist people who are unable to support themselves and their families. This chapter includes descriptions of the following programs:

- DC Medical Assistance, which includes Medicaid and DC Medical Charities
- Earned Income Tax Credit
- Food Stamps
- Public Housing and Section Eight
  Rehabilitation Services Administration
- Subsidized Child Care
- Supplemental Security Income (SSI)
- TANF
- Unemployment Compensation
- Worker's Compensation
- Women, Infants and Children Program (WIC)

There has been a great deal of misinformation about the extent to which these programs will assist inmates and ex-offenders. We have contacted the officials who run the programs and obtained the definitive word about the requirements and limitations of their programs. Each program has different rules, so we have included this information in the description of each program.

- You are eligible for food stamps and TANF if you've been convicted of a drug crime.

- The eligibility rules for Public Housing may limit ex-offenders from residing in public housing. The Housing Authority staff will make a determination as to how rehabilitated they believe an ex-offender to be before they allow him/her to reside in Public Housing.

- If you are denied benefits from *any* government program because you are an ex-offender:
  - Please let CURE know so that we can investigate the rules and regulations, and try to get them changed, as warranted.

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DC MEDICAL ASSISTANCE

- In order to apply for any of the programs, you will need to have documentation to prove your identity, your dependents, your income, and your monthly bills. It will save a lot of time and make things happen faster if you get these documents together before you go to apply for the benefits.

- Always call first before going to apply, because the locations sometimes change.

- The DC Department of Human Services has Neighborhood Service Centers throughout the city. You can apply for the following three programs by visiting your local center:

    - food stamps
    - DC Medical Assistance, which includes Medicaid and DC Medical Charities
    - TANF includes other programs to which they might refer you:
        - Subsidized Child Care,
        - Rehabilitation Services Administration, and
        - WIC

You may have to go to another location to apply to these programs. If getting around the city is difficult for you, you might want to try the "Wednesday Night One Stop" program. Four of the Neighborhood Service Centers have extended hours on Wednesday evenings. During these hours, representatives from other programs are available to help you apply for benefits for which you otherwise would need to go elsewhere to apply.

What Is Provided?

DC Medical Assistance is comprised of the following two programs:

- Medicaid functions like health and hospital insurance. It can be used with most health care providers. The health care provider bills the DC government for your medical costs. You will not be required to pay any portion of the cost which you incur, except for a $1 co-payment on prescription medicines, and a $2 co-payment on eyeglasses. Some health care services, however, are not covered by Medicaid.

- Medical Charities is a program which allows you to receive medical care at DC General Hospital and at neighborhood health clinics operated by the DC Health and Hospital Public Benefit Corporation. You will not be required to pay any portion of the costs which you incur. Some health care services are not covered by Medical Charities.

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DC MEDICAL ASSISTANCE

Eligibility

The following criteria apply to both Medicaid and DC Medical Charities:

- You must be a DC resident.
- You must be a citizen or an alien qualified to receive services.
- You must have income below a certain level. This level depends upon:
    - Your age
    - Whether you are disabled
    - Whether you have children, and, if you do, their ages
- You can be working and still be eligible for Medical Assistance.
- Even if you are not eligible for TANF, you may still be eligible for Medical Assistance.
- The Child Health Insurance Program (CHIP) provides health insurance to children who are uninsured. More children will be eligible for this program than are eligible for Medical Assistance. If you are not eligible for Medical Assistance, please apply for this program. Individuals may apply for CHIP at the same time they apply for DC Medical Assistance.

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DC MEDICAL ASSISTANCE

To Apply

You may appear in person between 8:15 AM and 4:45 PM , Monday through Friday (*except federal holidays*), at one of the following Neighborhood Service Centers. The doors open at 7:30 AM. Four have extended hours, and are open until 8:00 PM on Wednesday evenings.

Address	Extended Hours	Telephone
Northeast		**Area Code (202)**
645 "H" Street, NE	Yes	698-4350
51 "N" Street, NE	Yes	724-8720
3917 Minnesota Avenue, NE	No	724-7900
Northwest		
508 Kennedy Street, NW	Yes	576-7268
Southeast		
2100 Martin Luther King, Jr. Avenue, SE	No	645-4614
3851 Alabama Avenue, SE	Yes	645-4500
Southwest		
4001 South Capitol Street, SW	No	645-4525

You may also apply by telephone or ask to receive an application in the mail if you are unable to visit one of the offices listed above. In these cases, the face-to-face interview usually conducted in the office is either done over the phone or by a home visit.

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DC MEDICAL ASSISTANCE

Identification And Other Verification Which May Be Required

- Social Security cards or numbers for all household members
- All income for all household members
- Benefits you receive, such as Social Security, Veteran's benefits, SSI
- Current rent or mortgage receipt
- Your bank book if you have a checking or savings account
- Current utility bills (*electric, gas, water, telephone*)
- Tuition expenses
- Invalid (*sick person*) care expenses
- Child care expenses
- Proof of medical expenses you may have incurred in the three months prior to your application
- Immigration status if you are a legal alien

Waiting Time Between Application And Receiving DC Medical Assistance

It will take up to 45 days to process your application.

Limitations Or Restrictions for Ex-Offenders

There are no restrictions.

If You Have Questions

Call one of the Neighborhood Service Centers listed above or the Customer Service line on (202) 724-5506.

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DC MEDICAL ASSISTANCE

What Is Provided?

Question: What is the Earned Income Tax Credit (EITC)?

Answer: The EITC is a refundable Federal tax credit for eligible individuals and families who work and have earned income under $32,121. The EITC reduces the amount of tax you owe, and it may give you a refund.

Eligibility

Question: Who can claim the credit?

Answer: To have claimed the EITC on your 2001 tax return, you must meet all of the following rules:

- You must have earned income during the year.
- Your earned income and modified Adjusted Gross Income (AGI) must each be less than:
- $10,710 if you have no qualifying children, or;
- $28,281 if you have one qualifying child, or;
- $32,121 if you have more than one qualifying child.
- Your investment income cannot be more than $2,450.
- Your filing status can be any filing status EXCEPT married filing a separate return.
- You cannot be a qualifying child of another person. If you are filing a joint return, neither you nor your spouse can be a qualifying child of another person.
- Your qualifying child cannot be the qualifying child of another person whose modified Adjusted Gross Income is more than yours.

Additional Requirements for Earned Income Credit

Additionally, to claim the EITC:

- You must have a SSN for you, your spouse (*if filing a joint return*), and your qualifying child.

- You cannot get the earned income tax credit if the SSN was issued for the sole use of applying for or receiving federally-funded benefits.

- You cannot get the credit if, instead of an SSN, you, your spouse, or your qualifying child has:

    - An Individual Taxpayer Identification Number (ITIN), which is issued to a noncitizen who cannot get an SSN, or an Adoption Taxpayer Identification Number (ATIN), which is issued for a child to adopting parents who cannot get an SSN for the child being adopted until the adoption is final.

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EARNED INCOME TAX CREDIT

To Apply

- You must file a federal income tax return, such as an 1040A, 1040EZ, or 1040.
- If you have a qualifying child, you may not use an 1040EZ.
- You must complete Schedule EIC and file it with your return.
- If you need assistance in filing, one-on-one tax help is available for free at Volunteer Income Tax Assistance (VITA) sites. For a site near you, call the IRS at (800) 829-1040.

Waiting Time Between Filing And Receiving Your Refund

It can be up to three months between the time you file your tax return and when you get your refund.

Limitations Or Restrictions for Ex-Offenders

There are no restrictions placed on ex-offenders. If you have questions, call (800) 829-1040

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FOOD STAMPS

What Is Provided?

The amount of money you receive in food stamps depends upon your income, expenses, and family size. One dollar ($1) in food stamps may be used to purchase one dollar's worth of food. Food stamps may only be used to purchase food; they cannot be used to buy tobacco, cleaning supplies, alcoholic beverages, or other things which you cannot eat. Food stamps are issued through a plastic, ATM-like card which can be used to buy food in a grocery store.

Eligibility

Eligibility is based upon your income, resources, expenses, and family composition. To qualify:

- You must be a DC resident.
- You must have a telephone number.
- You must be between the ages of 16 and 60.
- You must be a citizen or an alien qualified to receive food stamps.

Here are some examples of how much you may receive, if you are a two person family:

- If you earn $1,000 per month, live rent free, and have $200 per month of child care expenses, you might be eligible for about $90 per month in food stamps.
- If you earn $1,000 per month, spend $400 on rent and $150 on utilities, and have $200 per month of child care expenses, you might be eligible for about $172 per month in food stamps.
- If you earn $1,218 per month, spend $400 on rent and $150 on utilities, and have $200 per month of child care expenses, you would be ineligible for food stamps.

The formula for calculating eligibility gives different weights to various factors, so it's not easy to say whether or not you'd be eligible. The best bet is to go apply.

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FOOD STAMPS

To Apply

You may appear in person between 8:15 AM and 4:45 PM, Monday through Friday (*except* **FOOD STAMPS** *federal holidays*) at one of the following Neighborhood Service Centers. The doors open at 7:30 AM. Four have extended hours, and are open until 8:00 PM on Wednesday evenings.

Address	Extended Hours	Telephone
Northeast		**Area Code (202)**
645 "H" Street, NE	Yes	698-4350
51 "N" Street, NE	Yes	724-8720
3917 Minnesota Avenue, NE	No	724-7900
Northwest		
508 Kennedy Street, NW	Yes	576-7268
Southeast		
2100 Martin Luther King, Jr. Avenue, SE	No	645-4614
3851 Alabama Avenue, SE	Yes	645-4500
Southwest		
4001 South Capitol Street, SW	No	645-4525

You may also apply by telephone or ask to receive an application in the mail if you are unable to visit one of the offices listed above. In these cases, the face-to-face interview, usually conducted in the office, is either done over the phone or by a home visit.

Identification And Other Verification Which Is Required

- Your birth certificate
- Two letters from someone who you do not live with; verifying your current address
- If you are residing with someone such as a friend or relative, you need a letter from that person stating that you live there; if you pay that person rent and/or you buy your own food, the letter should indicate this.

Identification And Other Verification Which May Be Required

- Social security cards or numbers for all household members
- All income for all household members

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FOOD STAMPS

- Benefits you receive, such as Veteran's benefits or SSI
- Current rent or mortgage receipt
- Your bank book if you have a checking or savings account

Identification And Other Verification Which May Be Required

- Current utility bills (*electric, gas, water, telephone*)
- Tuition expenses
- Invalid (*sick person*) care expenses
- Child care expenses
- Proof of medical expenses you may have incurred in the three months prior to your application
- Immigration status if you are a legal alien

Waiting Time Between Application And Receiving Food Stamps

Unless there is an emergency, it is generally about 30 days between your application and receiving your food stamps. If you are in an emergency situation, you can receive food stamps in less than seven calendar days (*usually it is done by the next day*). Please tell the person taking your application if this is an emergency. Ask for proof that you have applied for expedited food stamps; you may use this as a referral if you need to obtain emergency groceries at one of the organizations listed in Chapter Four.

Limitations Or Restrictions for Ex-Offenders

You are ineligible to receive food stamps if you are a "fleeing felon" and/or a probation/parole violator. However, your family may still apply, but you will not be included as a family member in the determination of eligibility or benefit amount.

If You Have Questions

Call one of the Neighborhood Service Centers listed above or the Customer Service line on (202) 724-5506.

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PUBLIC HOUSING AND SECTION EIGHT

What Is Provided?

- An apartment unit in a public housing facility in DC, or
- A subsidy, known as Section Eight which can be used toward the rent on any private rental unit in the United States (apartment or house).

Eligibility

You may be eligible if you earn less than the following amount, depending upon your family size:

Annual Income Public Housing	Annual Income Section 8	Family Size
$33,450	$27,550	1
$38,250	$31,500	2
$43,000	$35,400	3
$47,800	$39,350	4
$51,600	$42,500	5
$55,450	$45,650	6
$59,250	$48,800	7
$63,100	$51,950	8

To Apply

- To apply for housing assistance, you must appear in person between 8:30 AM and 3:45 PM, Monday through Friday (*except federal holidays*) at the DC Housing Authority Client Services Center. This office is located at 1133 North Capitol Street NE, Room 178.

- You may also request that an application be mailed to you by calling (202) 535-1706.

- Even though there is a very long waiting list for both public housing and Section Eight, new applications are still accepted.

Identification And Other Verification Which May Be Required

- When you apply, you only need to present a photo ID and provide your SSN.

- When your name comes up on the list, and you have your final eligibility interview, you will be asked to provide the

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PUBLIC HOUSING AND SECTION EIGHT

following additional information:

- Photo IDs for all adult family members
- Numbers for all family members
- Birth certificates for all family members
- Verification of current family income
- Current rent receipts, lease, or a letter from your landlord which lists the amount of your monthly rent

Waiting Time Between Application And Housing

- For public housing, the waiting time between submitting an application and getting a unit varies, depending upon your family size, your specific housing needs, and the frequency with which units become available.

- The current waiting time can be several years.

- For Section Eight, the waiting time is generally much longer than the wait for public housing.

Cost For Public Housing

- Monthly rent varies according to income. Generally, it is not more than 30 percent of your gross family income.

- Water and sewage are included; electricity, gas, telephone, and cable are not.

For Housing Using Section Eight Vouchers

- You pay only up to 30 percent of your gross family income for rent; the balance is paid by the Section Eight program.

- You are responsible for your own utilities.

Limitations Or Restrictions for Ex-Offenders

- Ex-offenders are not automatically denied public housing or Section Eight housing assistance based solely on their incarceration or conviction. With ex-offenders, the DC Housing Authority will consider the nature of the offense and the length of time it has been since the offense occurred in order to determine if rehabilitation has occurred. Factors which may be considered in the determination of rehabilitation include, but are not limited to:
  - Whether the ex-offender accepts blame for his/her crime
  - Adequate and suitable employment or participation in a training program
  - Substance abuse treatment, if necessary
  - Successful completion of therapy directed at correcting the behavior which led to the criminal activity
  - Existence of a support network

- If you have questions, call (202) 535-1691. Information is available Monday through Friday, between 8:30 AM and 3:45 PM.

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REHABILITATION SERVICES ADMINISTRATION

What Is Provided?

The Rehabilitation Services Administration (*RSA, formerly known as Vocational Rehabilitation*) provides vocational training and other assistance to *disabled* individuals in order to assist them in:

- Preparing for, entering, and maintaining employment
- If unable to be employed, in becoming more independent in the home and/or community

Other assistance may include:

- A stipend for transportation to and from vocational training, for lunch, and for other personal costs associated with rehabilitation
- Transportation to and from work (*tokens or farecards*) until you receive your first paycheck
- Books and supplies required in vocational training classes
- Tools required by an employer (*e.g., plumbing tools*)
- Business and/or occupational licenses
- Counseling and guidance
- Assistance in securing a job

- Training is provided for a job which the client has the potential to perform and which is suited to the client's disability. Training can be vocational (*a job skill or trade*) or academic (*college or university degrees*).

- The training is selected by the client in consultation with the counselor.

- If an individual lacks a GED or is functionally illiterate, RSA will provide the training necessary for the client to obtain his/her GED so that he/she may enroll in job training.

- Clients whose disability is too severe to allow them to be employed may receive training in independent living.

- Training is provided by vendors located throughout the area. The training classes vary in length.

Eligibility

- You must be living in DC.

- You must be a citizen or an alien qualified to receive benefits.

- You must have a mental or physical disability which limits your ability to work or live independently.

- Substance abusers are considered to be disabled by the Rehabilitation Services Administration.

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REHABILITATION SERVICES ADMINISTRATION

- Since substance abusers are considered to be disabled by the RSA, it helps if the substance abuse problem is validated by the applicant having completed a substance abuse treatment program.

Once in the program, substance abusers must:

- Be monitored and subjected to random drug tests. The written test results must be furnished directly to the RSA counselor assigned to the substance abuser. Such monitoring may be conducted by the parole officer or an aftercare program.

- Ex-offenders who are not substance abusers and who do not have physical or mental disabilities that limit their ability to work independently are not considered to be disabled.

- You may be eligible if you are already working and in danger of losing your job because of your disability, or if you are unemployed.

- A referral is not required, but would be helpful.

To Apply

- You may appear in person between 8:15 AM and 4:45 PM, Monday through Friday (*except federal holidays*) at one of the locations listed in the chart below.

- The doors open at 8:15 AM. Although an appointment is not required, it's best to make one so you can be assured of efficient service.

- You must apply in person; it is not possible to apply while still incarcerated or over the telephone.

- You can apply at the RSA Headquarters or at several of the DHS Service Centers listed below. All are wheelchair accessible.

RSA Headquarters	Area Code (202)
810 First Street, NE, 9th Floor	442-8400
DHS Service Centers	
3720 Martin Luther King, Jr Avenue, SE, 2nd Floor	645-0324
508 Kennedy Street, NW, 2nd Floor	576-7268

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REHABILITATION SERVICES ADMINISTRATION

Identification And Other Verification Which May Be Required

Here are some examples of what might be required:

- Proof of identity, such as a driver's license, non-driver's ID, voter registration card, rent receipt, utility bill, or letter from a shelter where you are staying;

- Documentation of your disability, such as a letter from your physician, is helpful but not necessary. RSA will send you to a health care provider for an examination and for testing, if necessary;

- Your social security card or number;

- Immigration status if you are a legal alien.

If you are found to be eligible, you may need to provide the following in order to determine if the services will be provided to you at no cost:

- Proof of benefits you receive, such as veteran's benefits; SSI

Waiting Time Between Application And Receiving Assistance

It will take no longer than sixty days for RSA to make a decision of eligibility. If you are found to be eligible, it may take an additional thirty days for the development of an Individualized Plan for Employment. Therefore, if accepted, training could commence about ninety days following your initial application.

Limitations Or Restrictions for Ex-Offenders

There are no restrictions or limitations placed on ex-offenders.

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SUBSIDIZED CHILD CARE

If You Have Questions, call	Area Code (202)
If you need assistance with English	442-8672
If you are blind or visually impaired	442-8268
If you are disabled by alcohol or drugs	442-8600
If you receive Supplemental Security Income (SSI)	442-8675
If you are communications-impaired	442-8671

What Is Provided?

- The DC Department of Human Services (DHS) subsidizes child care costs for individuals receiving TANF and for employed, low-income people who are not receiving TANF. (*There are other people who are eligible, but they are not addressed here.*)

- The subsidies are paid directly to the child-care provider.

- Not all child-care providers participate in this program.

- The Washington Child Development Council maintains a list of participating providers which clients can consult by calling (202) 387-0002.

- There is a maximum allowable daily cost which the child-care provider cannot exceed. The allowable cost as of April 20, 1999 is $23.55 per day.

- The subsidy can be used at day care centers and with family home providers and depends upon your income and family size.

- The annual income used to determine the amount of the subsidy is your gross annual income, less $3,000 for each child:

    - For example, if you make $8 per hour for a 40-hour work week, that would equate to a gross annual income of $16,640 (*$8 times 40 hours times 52 weeks*).
    - If you have two children, the annual income would be reduced by $6,000 (2 times $3,000). Your resulting adjusted annual income would therefore be $10,640.

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SUBSIDIZED CHILD CARE

Annual Income	Client Pays	DHS Pays
Less than $8,019	$1.40 per day for 1st child $1.16 per day for 2nd child $1.08 per day for 3rd child $1.00 per day for 4th child	All remaining allowable cost
Between $8,020 and $9,012	5% of allowable cost	95% of allowable cost
Between $9,013 and $10,005	10% of allowable cost	90% of allowable cost
Between $10,006 and $10,998	15% of allowable cost	85% of allowable cost
Between $10,999 and $11,991	20% of allowable cost	80% of allowable cost
Between $11,992 and $21,921	From 25% to 70% of allowable cost plus a surcharge of $1 per day per child	From 75% to 30% of allowable cost

Eligibility

- You must be a resident of DC.
- You must be on TANF or meet the income criteria delineated above.

To Apply

- The application process you must use depends upon whether or not you receive TANF, and, if you are a TANF recipient, whether you are in training or are employed. See the chart on page 126 for details.
- The DHS Child Day Care Services office is located at 717-14th Street, NW, 7th Floor Suite 700.
    - Their hours are Monday, Tuesday and Thursday from 9:00 AM to 11:30 AM and 2:30 PM to 3:30 PM.
    - Appointments are required. Their phone number is (202) 727-0284.
    - Client meetings are Monday, Tuesday and Thursday.
- The DHS A Real Chance (ARC) Program office is located at 2146-24th Place, NE.
    - Their hours are Monday through Friday from 8:15 AM to 4:45 PM.

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SUBSIDIZED CHILD CARE

- They have orientation sessions each Tuesday and Thursday at 8:30 AM.
- It will take no longer than an hour.
- Appointments are required.
- Their phone number is (202) 541-3900.
- The DHS Service Centers locations, hours of operation, and phone numbers are listed on **Page** 120 of this book.

Step	In Training	Employed	Non-TANF Recipients
#1	Obtain blank health certificate forms from income maintenance worker when applying for TANF at DHS Service Centers	Obtain blank health certificate forms from income maintenance worker when applying for TANF at DHS Service Centers	Call (202) 727-0284 and ask that blank health certificate forms be mailed to you OR obtain blank forms from your prospective day care provider
#2	Have a physician examine your child(ren) and complete the blank health certificate form(s)	Have a physician examine your children(ren) and complete the blank health certificate form(s)	Have a physician examine your children(ren) and complete the blank health certificate form(s)
#3	Call (202) 541-3900 and make an appointment at the ARC Program office for orientation, assessment, and to receive an eligibility certificate	Call (202) 727-0284 and request an appointment with Child Day Care Services for an interview	Call (202) 727-0284 and request an appointment with Child Day Care Services for an interview
#4	Call (202) 727-0284 and request an appointment with Child Day Care Services for an interview		

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SUBSIDIZED CHILD CARE

Identification And Other Verification Required

If you are a TANF recipient, you will need the following documentation:

- The child care referral from your DHS case worker at the Neighborhood Service Center
- The completed health certificate for each child
- If you are employed, proof of total family income, like check stubs from the last month
- If you just started work, a letter from your employer with the number of hours you will be working each week and your hourly wage will suffice

If you are not a TANF recipient, you will need the following documentation:

- Proof of DC address, like a utility bill, rent receipt from the rental office, or a telephone bill which contains your name and address. They do not accept a DC Driver's license, a DC Non-driver's ID, or a DC Voter Registration card.
- If you've just been released from prison, and have no other proof of a DC address, they will accept a notarized letter from the person with whom you're living.
- They will not accept a letter/referral from your DC Parole Officer.
- You must have long-form birth certificates for the children.
- You must have Social Security cards for the children and the parent.
- You must show proof of total family income, like check stubs from the last month; if you just started work, a letter from your employer with the number of hours you will be working each week and your hourly wage will suffice.
- The completed health certificate for each child.

Waiting Time Between Application And Receiving Benefits

- If you only have to go to the Child Day Care Services Office, after you call for an appointment, it takes about two week days to sit down with the staff.
- After your paperwork is complete, you will usually be able to receive your Admit Form for each child during your appointment.
- If you have to go to ARC before going to the Child Day Care Services Office, that will add about one week.

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SUBSIDIZED CHILD CARE

- After your call to ARC, i takes about three days before you get an appointment with the ARC staff.
- Once you have done that, you'll need to make an appointment to go to the Child Day Care Services Office.
- If there is an emergency, such as finding out that your new job starts in two days, the staff will make every attempt to accommodate your needs.

Limitations Or Restrictions for Ex-Offenders

- There are no restrictions placed upon ex-offenders. In fact, they do not even ask any questions which would reveal that you are an ex-offender.

If You Have Questions

- If you have questions, call the Child Day Care Services Office at (202) 727-0284.

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SUPPLEMENTAL SECURITY INCOME (SSI)

What Is Provided?

- Supplemental Security Income (SSI) pays a monthly check to people who are 65 or older, who are blind, or who have a disability and don't own much or have a lot of income.

- For a DC resident, the maximum monthly benefit amount is $522.

Eligibility

- You may be eligible if you earn less than a certain amount AND are over 65, blind, or disabled.

- You must be a citizen or a legal alien.

- You are not eligible if you are in prison.

- You are not eligible once you are released from prison unless you meet the other criteria mentioned above.

To Apply

- You must call (800) 772-1213 to schedule an appointment. They will give you the address of your local Social Security Office for your appointment.

Identification And Other Verification Which May Be Required

- Your SS card or record of your SSN
- Your birth certificate or other proof of your age
- Your rent or mortgage cost
- Verification of your income and verification of things you own, such as car registration, bank accounts, etc.
- If you are disabled, the names, addresses and phone numbers of doctors, hospitals and clinics that you have seen

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TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

Waiting Time Between Application And Receiving Benefits

- It takes at least four months between filing an application and receiving a decision as to whether or not you have been accepted.

Limitations Or Restrictions for Ex-Offenders

- There are presently no restrictions placed upon ex-offenders. If you have questions, call (800) 772-1213.

What Is Provided?

- TANF consists of payments designed to help families with children who are deprived of financial support from one or both parents due to death, incapacity, unemployment, or continued absence.

- The process is designed to assist the head of household become self-sufficient, and to provide for the children during the period of need.

- The amount of the payment is based upon the number of people in the family.

- Payments cannot be received for longer than 60 months (*a lifetime maximum*).

- This program replaced the Aid to Families with Dependent Children (AFDC) program in 1997. TANF requires benefit recipients to participate in work programs, while AFDC did not.

- There are other government programs which may assist by covering the cost of day care and vocational training. You may need to go to other agencies to apply for these programs.

- If you are eligible for TANF, you are also eligible for Medicaid.

Eligibility

- You must be a resident of DC.
- You must be a citizen or an alien qualified to receive benefits.

- You must be in a family with children who are deprived of financial support from one or both parents due to death, incapacity, unemployment, or continued absence.

- You must have income below a certain level. This level depends upon family size, amount of income, and type of income.

- You may be eligible for diversion payments rather than TANF if you have a financial crisis which prevents you from working or accepting a job. Diversion payments are made directly to a vendor for items such as a car battery, work uniforms, car repairs, etc. If you qualify, this program may be offered to you by a caseworker when you apply for TANF.

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TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

- If you are unable to meet TANF work participation activities because of a short-term physical or mental illness, or if you have substance abuse problems, you may be eligible to receive cash assistance through the District's Program of Work, Employment and Responsibility (POWER). Your caseworker may refer you to POWER when you apply for TANF.

To Apply

- You may appear in person between 8:15 AM and 4:45 PM, Monday through Friday (*except federal holidays*) at one of the following Neighborhood Service Centers.

- The doors open at 7:30 AM.

- Four offices have extended hours and are open until 8:00 PM on Wednesday evenings.

Address	Extended Hours	Telephone
Northeast		**Area Code (202)**
645 "H" Street, NE	Yes	698-4350
51 "N" Street, NE	Yes	724-8720
3917 Minnesota Avenue, NE	No	724-7900
Northwest		
508 Kennedy Street, NW	Yes	576-7268
Southeast		
2100 Martin Luther King, Jr. Avenue, SE	No	645-4614
3851 Alabama Avenue, SE	Yes	645-4500
Southwest		
4001 South Capitol Street, SW	No	645-4525

- You may also apply by telephone or ask to receive an application in the mail if you are unable to visit one of the offices listed above. In these cases, the interview usually conducted in the office is either done over the phone or by a home visit.

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TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

Identification And Other Verification Which May Be Required

- SS cards or SS numbers for all household members
- All income for all household members
- Benefits you receive, such as social security, veteran's benefits, SSI, etc.
- Current rent or mortgage receipt
- Your bank book if you have a checking or savings account
- Current utility bills (*electric, gas, water, telephone*)
- Tuition expenses
- Invalid (*sick person*) care expenses
- Child care expenses
- Proof of excessive medical expenses for people over 60 or who are receiving SSI or SSD benefits
- Immigration status, if you are a legal alien

Waiting Time Between Application And Receiving TANF

- It will take up to 45 days to process your application.

Limitations Or Restrictions for Ex-Offenders

- You are ineligible to receive TANF if you are a "fleeing felon" and/or a probation/parole violator. However, your family may still apply, but you will not be included as a family member in the determination of eligibility or benefit amount.

- If you have questions, call one of the Neighborhood Service Centers listed above or the Customer Service line at (202) 724-5506.

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WOMEN, INFANTS AND CHILDREN PROGRAM (WIC)

What Is Provided?

- WIC is a health and nutrition program that provides vouchers which can be redeemed for supplemental food, as well as nutrition education and health and social service referrals to low-to-moderate income pregnant women, new mothers, infants, and children under five years of age.

- The food provided is designed to supplement the normal foods; foods provided include milk, cereal, peanut butter, eggs, cheese, juice, beans, and formula. Nursing mothers also receive tuna and carrots. From June 1st through October 31st , participants receive vouchers to purchase fresh fruits and vegetables at approved farmers' markets.

Eligibility

- You must be a DC resident.

- You must meet the following income criteria:

Family Size	Gross Family Income	
(A pregnant woman may count as two people)	**Weekly**	**Annually**
1	$298	$15,448
2	$401	$20,813
3	$504	$26,178
4	$607	$31,543
5	$710	$36,908

- There is no minimum age requirement for the mother.

- Mothers are eligible:

    - While they are pregnant, and for up to six months after delivery, unless they are breast-feeding. Breast-feeding mothers can receive benefits for up to 12 months after the delivery.

- Children may participate as long as they are under five years old and are determined to be at "nutritional risk." There are two kinds of nutritional risk:

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WOMEN, INFANTS AND CHILDREN PROGRAM (WIC)

- Medically-based risks, such as anemia, underweight, maternal age, history of pregnancy complications, or poor pregnancy outcomes; and
- Diet-based risks such as inadequate dietary patterns.

- The health professional at the WIC location will assess your nutritional risk at no cost to you.

To Apply

- You must call one of the WIC clinics to schedule an appointment.

- At that meeting, you must bring your child(ren), provide the necessary documentation and provide information about your diet for the previous 24 hours.

- You and your children will receive a health screening.

- The height and weight of each child will be measured, and a finger-prick will be done to test iron levels in the blood.

- You will receive nutritional counseling, food vouchers, and an ID card.

- You will be able to redeem your WIC vouchers at authorized food stores or pharmacies.

- The vouchers are for specific foods. The nutritionist's assessment will determine which selection (*i.e., package*) of food will be recommended for you.

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WOMEN, INFANTS AND CHILDREN PROGRAM (WIC)

Northwest

Children's Hospital GPAC
111 Michigan Ave., NW 20010
Hours: Monday. - Friday
8:30 AM - 4:00 PM
Tuesday and Thursday
4:30 PM - 7:00 PM
Saturday, 8:30 AM - 12:30 PM
Tel: (202) 884-5594

Children's Hospital
Comprehensive Care Clinic
2220-11th Street, NW 20010
Hours: Monday - Friday
8:00 AM - 4:00 PM
Two Saturdays per month
8:00 AM - 4:00 PM
Tel: (202) 745-5598

Children's Hospital
Morgan Clinic
2250 Champlain Street, NW 20009
Hours: Tuesday - Thursday
8:30 AM - 4:00 PM
Tel: (202) 745-5585

Upper Cardozo Clinic
3020-14th Street, NW 20009
Hours: Monday, Tuesday, Thursday and Friday
8:00 AM - 4:30 PM
Wed. 11:00 AM - 7:30 PM
Sat. 8:00 AM - 12 Noon
Tel: (202) 518-6459

Columbia Hospital
2425 "L" Street, NW 20037
Hours: Monday - Friday
8:00 AM - 4:00 PM
Saturday: 9:00 AM - 12 Noon
Tel: (202) 293-6020

Children's Hospital Adams Morgan/
Dorchester Clinic
1630 Euclid Street, NW 20009
Hours: Monday - Friday
8:30 AM - 5:00 PM
Tel: (202) 884-5479

Northeast

Hunt Place Clinic
4130 Hunt Place, NE 20019
Hours: Monday - Thursday
8:15 AM - 4:45 PM
Tel: (202) 727-0542/1254

Woodridge Clinic
2146-24th Place, NE 20018
Hours: Wednesday, Thursday and Friday
8:15 AM - 4:45 PM
Tel. (202) 541-5942/5943

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WOMEN, INFANTS AND CHILDREN PROGRAM (WIC)

Northeast cont.

East Of The River Clinic
123-45th Street, NE 20019
Hours: Monday, Tuesday, Thursday and Friday
8:30 AM - 5:00 PM
Wednesday: 11:00 AM - 7:30 PM
Tel: (202) 388-7752

Southwest

Hadley Memorial Hospital
4601 MLK Jr., Avenue, SW 20032
Hours: Monday - Friday
8:30 AM - 5:00 PM
Tel: (202) 574-5789

Southeast

Anacostia Satellite Service Center
2208 MLK Jr., Avenue, SE 20020
Hours: Monday - Friday
9:00 AM - 5:00 PM
Tel: (202) 678-6790

Anacostia Neighborhood Clinic
1328 "W" Street, SE 20020
Hours: Monday - Friday
8:15 AM - 4:45 PM
Tel: (202) 698-1951/1952

Congress Heights Clinic
3720 MLK Jr., Avenue, SE 20020
Hours: Monday and Tuesday
8:15 AM - 4:45 PM
Tel: (202) 645-0406

Children's Health Center
2501 Good Hope Road, SE 20020
Hours: Monday and Friday
8:30 AM - 5:00 PM
Tel: (202) 884-6994

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WOMEN, INFANTS AND CHILDREN PROGRAM (WIC)

Identification And Other Verification Required

- Proof of DC address, like a bill or letter addressed to you in the past 30 days
- Proof of total family income (*i.e. a check stub, leave and earning statements, etc.*)
- A notice of approval for Medicaid, TANF, food stamps, or DC Healthy Families
- If available, proof of pregnancy
- For children, proof of birth and record of shots

Waiting Time Between Application And Receiving Benefits

- Your eligibility for WIC will be determined during your first appointment.

- If you are eligible, you will receive benefits (*including food vouchers*) the same day.

Limitations Or Restrictions for Ex-Offenders

- There are presently no restrictions placed upon ex-offenders.

- If you have questions, call (800) 345-1WIC for the WIC Hotline. For DC only, you may call (202) 645-5662 for the WIC State (*i.e., DC*) Agency.

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UNEMPLOYMENT COMPENSATION

What Is Provided?

- Unemployment Compensation pays a bi-weekly *(i.e., every other week)* check to people who are unemployed through no fault of their own and who are ready, willing, and able to work.

- The amount paid is based upon how much you were making on the job from which you were let go.

- Benefit amounts range from $50 per week to $309 per week. Benefits are paid for a maximum of 26 weeks. Benefit checks will be mailed to your residence. The benefit amount will be reduced for the following reasons:

    - If you are receiving a pension, including social security
    - If you are receiving severance pay
    - If you have any earnings
    - If you owe child support

Eligibility

- You must have been employed in DC during the base period—which is every three months (see chart below):

    You must meet the following wage requirements:
    - You must have wages in at least two quarters of the base period; three months.
    - You must have earned at least $1,300 in wages in one quarter of the base period.
    - You must have earned at least $1,950 in wages for the entire period.
    - Your total base period wages must be at least 1.5 times the wages in your highest quarter or be within $70 of that amount. Figuring this out can be complicated. If youneed help, call (202) 424-7273.

Claimants Eligibility

If your claim is filed in the first full week of the month of:	**Your base period is the 12-month period ending the previous:**
January/February/March	September 30
April/May/June	December 31
July/August/September	June 30
October/November/December	June 30

- If you were let go by your employer, to receive benefits it cannot be your fault. For example: If the employer lets you go because of budget reasons, this is not your fault, and you will be eligible.

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UNEMPLOYMENT COMPENSATION

- If, however, the employer lets you go because you consistently reported late for work, that is your fault, and you will not be eligible. While you are receiving benefits you must be able and available to work, and accept work if offered to you by the Employment Services Counselor.

- You cannot collect benefits while you are sick, injured, or disabled.

To Apply

- You must call one of the Employment Services Centers to schedule an appointment.

- At that meeting you must complete the application for unemployment compensation, and register with the Job Service regarding finding a job.

- The Employment Services Centers are open Monday through Friday, from 8:00 AM to 4:30 PM. Please make an appointment at one of the centers listed below.

Service Center Location	Phone Number (202)
Naylor Road One Stop Center 2626 Naylor Road, SE	645-3535
Franklin Street One Stop Center 1500 Franklin Street, NE	576-3050
South Capitol Center 4049 South Capitol Street, SW	645-4000

Identification And Other Verification Which May Be Required

- Your SS card or record of your SSN
- A photo ID, such as a driver's license or non-driver's ID
- Verification of your income, such as a pay stub or W-2

Waiting Time Between Application And Receiving Benefits

- It takes about 21 days to process your claim.

Limitations Or Restrictions for Ex-Offenders

- Ex-Offenders are excluded from this program because you must have been employed in three months prior to making your claim. Prison jobs are not considered employment.

- If you have questions, call (202) 424-7273.

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WORKERS COMPENSATION

What Is Provided?

- Worker's Compensation is the name for an insurance program which pays a bi-weekly (*i.e., every other week*) check to people who work in private industry and who have had a job-related illness or accident.

- Worker's Compensation benefits apply to all private employers located in DC which have one or more employees. The insurance company of the individual employer pays the claims.

- People who work for the DC government and federal government are not covered by Worker's Compensation.

- The eligible individual may or may not be able to work due to injury.

- If the individual is unable to work, Worker's Compensation pays:

    - Reimbursement for lost wages
    - Medical bills
    - Vocational rehabilitation, if the person is unable to work at his/her regular job

- If the individual is able to work, Worker's Compensation pays:

    - Medical bills

- Examples of job-related illness and accidents include (but are not limited to):

    - Carpel Tunnel Syndrome (*Repetitive Stress Injury*)
    - Cancer caused by working around asbestos (*Job-Related Accident*)
    - Being shot or hurt during a robbery at your place of employment
    - A fall at a construction site

- The reimbursement for lost wages is based upon how much the individual was making for the three weeks prior to the job-related illness or injury.

- The amount paid is 66 percent (2/3) of those wages.

- There is no maximum period; benefits will be paid as long as the individual continues to be ill/injured and unable to work, with verification from a health-care provider.

- Benefit checks will be mailed to your residence. Benefit amounts for lost wages which are paid for a long period of time are increased annually.

- The benefit amount will be reduced for the following reasons:

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WORKERS COMPENSATION

- If you are receiving a pension, including social security
- If you have any earnings

Eligibility

- You must have been employed in DC.

- You must have sustained a job-related illness or injury.

To Apply

- You must complete a Form 7DCWC, "Notice of Accidental Injury."

- You may call the DC Office of Worker's Compensation and request that a blank form be mailed to you.

- You must file the completed form within 14 days of sustaining your injury or receiving the diagnosis of your job-related illness.

- You must mail the completed form to:

  Office of Worker's Compensation
  P. O. Box 56098
  Washington, DC 20011

- If you need assistance in completing the form, your supervisor or the Human Resources Office at your job should be able to assist you.

- Your employer will also be required to submit information.

Identification And Other Verification Which May Be Required

- Your SS card or record of your SSN
- A photo ID, such as a driver's license or non-driver's ID
- A medical provider's verification of the nature and extent of your illness or injury
- Verification of your income, such as a pay stub or W-2

Waiting Time Between Application And Receiving Benefits

- It may require about four weeks between filing an application and receiving your first check.

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WORKERS COMPENSATION

Limitations Or Restrictions for Ex-Offenders

- Ex-Offenders may not apply for this program immediately after release because you were unemployed while incarcerated.

- Prison jobs are not considered employment.

- If you have questions, call (202) 576-6265.

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Frequently Called Telephone Numbers

- Finding the right phone number for something can often be very difficult. This isn't because the phone books are wrong; it is because organizations, especially government agencies, do not always list a separate phone number for what you are looking for. So you call one number, and get referred to another number, and then they refer you to yet another number… and it keeps going on like a bad game, which can be very frustrating.

- If you are an extremely patient person *(and who do you know that is?)*, have lots of time to spend on the phone, and have ready access to a telephone so that you can make unlimited calls, it might not be so bad. But if you are using a payphone, it can be devastating!

- Whenever you call a business or government agency, please expect long delays and busy signals. Once you actually do get through, it will probably be to a recording, not a live human being. The way to keep your sanity throughout is to always have a pencil/pen and large pieces of paper or a notebook to write down all of the information that the recording gives you. Without this kind of a "scorecard," you can't keep track of the game.

- Let us say you want the hours of operation and address of a particular agency. You might have to press "1" to hear the hours, and press "2" to get the address. If you hang up after hearing only the hours, you will have to call back and probably have to listen again to a lot of information you do not need, which is very trying. In addition, if you are having a bad day, and you get bored while waiting *(or worse yet, angry)*, you will probably miss the important information parts.

- Most recordings give you the option of speaking with a real person, but you generally have to listen to lots of recorded information first.

- A list of telephone numbers has been compiled, based upon what we think you are going to need. There may be lots of things we didn't think of that are equally important. If you think there are some important numbers which were not included in this book, we'd like to hear about them. Send us a postcard or letter with the phone number and what it is for, and we'll see if we can include it in the next edition of this book. The address to send this information is DC CURE, Box 2310, Washington, DC 20013.

- All the phone numbers on the following chart are (202) Area Code unless another Area Code is listed.

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FREQUENTLY CALLED TELEPHONE NUMBERS

Organization	Phone (202)
AA Hotline	966-9115
AIDS Hotline	332-2437
AIDS Information & Referral	1-800-342-2497
Addiction Prevention & Recovery Administration (APRA) - Administrator	727-9393
Addiction Prevention & Recovery Administration (APRA) - Detox	727-5163
Animal Shelter	576-6664
Verizon- Residence Customer	954-6263
Booted Vehicles	727-5000
Child Protective Services	671-7233
Child Support Payment Information - Superior Court Family, Division	879-1416
Children's Center (Pediatrics) - DC General Hospital	698-7051
Cocaine Abuse 24-Hour Assistance & Treatment	1-800-234-1253
Cocaine Anonymous - Meeting Directory	726-1717
Corrections - Inmate Finance Office	673-8224
Corrections - Main Number	703-643-1111
Corrections - Records Office/Inmate Locator	673-8264
DC Prisoner's Legal Services Project	775-0323
Driver's License General Information	727-5000
Food Stamps - Information	724-5506
HIV Outpatient Services - DC General Hospital	698-7095

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FREQUENTLY CALLED TELEPHONE NUMBERS

Organization	Phone (202)
HIV/AIDS, Agency for	727-2500
Humane Society (to report injured or abused animals)	723-5730
Immunization Information - Preschool & School	576-7130
Internal Revenue Service (IRS)	1-800-829-1040
Landlord & Tenant Branch - Superior Court, Civil Division	879-1152
Literacy Helpline - DC Public Library	727-2431
Marriage Licenses - Superior Court, Family Division	879-4840
Mayor's General Hotline	727-1000
Medicaid Information	724-5506
Metro - Route, fare, and schedule information	637-7000
Motor Vehicle Bureau	727-5000
NA Hotline	399-5316
Parking Tickets	727-5000
Parole Supervision	727-1646
Paternity & Child Support - Superior Court, Family Division	879-1416
Police - Non-Emergency Calls	727-1010
Pothole Hotline (Street Maintenance) Department of Public Works	645-7055
Potomac Electric Power Company (PEPCO)	833-7500
Probation Office, Adults - Superior Court	508-1900
Public Defender Service	628-1200

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FREQUENTLY CALLED TELEPHONE NUMBERS

Organization	Phone (202)
Red Onion (Virginia Department of Corrections) - Main Number	540-796-7510
Small Claims Branch - Superior Court, Civil Division	879-1037
Street Lights - Department of Public Works	269-0855
Substance Abuse Treatment Program - DC General Hospital	727-5163
Sussex I (Virginia Department of Corrections) - Main Number	804-834-9967
Sussex II (Virginia Department of Corrections) - Main Number	804-834-2678
TANF - Information	724-5506
Towed Vehicles	727-5000
Unemployment Compensation - Department of Employment Services	724-7273
Sexually Transmitted Disease (STD) Information Line - List of Clinics	832-7000
Vital Records Office - Birth, Marriage & Death Records	442-9009
Women, Infants and Children Program (WIC) - Hotline	1-800-345-1942
Worker's Compensation	724-3649

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Finding a Job: On Your Own Or With Help

- For anyone, finding a job can be very difficult.
- It is more difficult if you do not have a high school diploma or GED.
- It is really difficult if you are an ex-offender, especially one whose conviction was within the past 10 years.
- Recognizing these conditions, we have put together some materials which will hopefully increase your chances of finding a job.
- We are particularly trying to help those people with no vocational training and no high school diploma or GED, because they have the most difficulty in finding a job.
- People who have a high school diploma or GED, and who have vocational training, have more options and an easier time finding a job. If you are one of these lucky people, you should still read through the following material, because there is information here which will help you too.

What You Should Do As Soon As You are Released

Get a Driver's License

- There are many jobs available which require a driver's license *(even some which really do not require you to drive)*.
- Getting your license will increase your chances of finding suitable and rewarding employment.
- This requires that you plan in advance by contacting relatives and/or friends who would be willing to let you use their car to practice your driving skills and to take the road test.
- You may also want to line up a friend or relative who will lend you the money to get your license *(currently $35 in the District of Columbia for a learner's permit and driver's license)*.
- Once you obtain your regular driver's license, you should study for and plan to apply for the Commercial Driver's License (CDL). This will further increase your chances of finding a higher paying job.
- If you are unable to obtain a driver's license, get a non-driver's ID which you can use as identification.

Creating Your Resume: A Chance to Put Your Best Foot Forward

- A resume is your chance to let a prospective employer know all about your strengths and skills. It is better in many ways than an application, which is more interested in facts *(names, dates, places)*.
- A resume should be typed and printed on plain white paper. If you do not have a computer or typewriter, do not worry. Many of the organizations listed in this book will create and print a resume for you.

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- The hardest part of putting togther a resume is describing your skills and strengths. A skill is something you have been taught, like nursing, typing, drywall repair, of bricklaying. A strength *(or weakness)* is what you are, like funny, industrious, articulate or friendly.

- It is easy to identify our skills, but a lot harder to identify our strengths. That is why brainstorming is good for this part with someone who knows you well, perhaps a friend, family member, or someone that you have worked well with in the past.

- Once you have identified your skills and strengths, you need to find the best way to describe them concisely. On a resume, it is important to say things as precisely as possible in the fewest words. For example, if you get along well with others, have a positive attitude, and have a ready smile *(and believe me, these things count!)*, it might be well to say, "excellent interpersonal skills."

- To give you some ideas, we have listed some strengths that employers are always seeking in prospective employees. Try to fit your strengths into some of the descriptions listed below, and then use these phrases on your resume *(only if they are true, of course!)*.

Use This Phrase	For These Attributes
Excellent interpersonal skills	Gets along well with others; Has a positive attitude; Has a ready smile
Excellent oral communication skills	Speaks clearly and articulately; Does not slur words, Has a good vocabulary
Highly motivated	Eager to succeed; High energy, Strong desire to do well
Follows directions well	Listens attentively, Respects authority, Copies the way a procedure is demonstrated
Strong initiative	Willing to do things independently; Sees what needs to be done and does it without being told
Dedicated	Loyal; Can focus on the assigned tasks without being distracted
Dependable	Can be counted on to be at work everyday, and on time

- Once you have identified your strengths and skills, you are ready to prepare the draft of your resume. Have lots of paper ready and pencils with erasers, because you will be doing a lot of writing, evaluating, revising, and rewording. Or be prepared to do a lot of editing on the computer.

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- There are two options for preparing a resume:
    - Listing your job experience starting with the most recent and going back five years
    - Listing your skills and strengths
- For people who have been in prison, it is best to use the second approach, because it puts the focus on the positive, and does not immediately call attention to the interruption in your job history which was caused by prison.
- The second approach is also better for people who have had jobs with different employers, or even no jobs at all.
- Yes, you should list jobs that you had while you were incarcerated, even if you think that they are not relevant to any prospective employers on the outside. For example, if you worked at the dairy farm at Lorton for five years or in UNICOR in the BOP, you have shown that you are dependable, quickly learn new skills, and are responsible. If you were in charge of the prison library, you have shown that you are organized, have leadership skills, and work well with others *(fellow inmates and the staff)*. These things count!
- No, you should not hide the fact that you were incarcerated:
    - Employers need to know what kind of person you are in order to make a decision whether to hire you. If you are honest, they will probably appreciate your honesty and regard it as a *strength*, which will go a long way toward overcoming the negative aspect that you were incarcerated.
    - Of course, you need to explain why you were incarcerated, how long ago the crime happened, and why you are a better and different person now. If you can add the various jobs *(paid or not paid)* that you had while you were in prison, it may actually increase your chances of being hired.
    - One thing is certain: If you purposely hide the fact that you were incarcerated, and then your employer finds out, it is highly likely that you will be fired. Being fired will look much worse to the next prospective employer than the fact that you were once in prison.
- Resumes require that you list your address and telephone number. That is so the prospective employer can contact you about a possible job. If you do not have an address, or telephone which will be answered during the day, then use one of the organizations listed in this book. Many of them will let you use their address and telephone number. They will take messages for you so you will not miss out on opportunities.
- We have included a few sample resumes. They focus on experiences, skills and strengths. They describe how these individuals could contribute to a potential employer.
- Note that the sample resumes have several things in common:
    - They use short sentences.
    - They are written with a specific job in mind.
    - They describe skills, strengths and experience as they relate to the desired job.

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- They explain what the individual could do for the prospective employer immediately, without further training.
- They use wide page margins and have a lot of white space.
- They are only one page.
- They do not include any information that is not related to the job (*such as age, height, weight, or marital status*).
- They do not include references.
- They include work performed in prison.
- They include work for which the individuals were not paid as well as work for which they were paid.

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SAMPLE RESUME

AMES A. WALDRON
617 River Lane
Washington, DC 20659
(202) 555-3295

JOB OBJECTIVE: To obtain a position as a groundskeeper

QUALIFICATIONS & EXPERIENCE

- **Experience as a groundskeeper**
  - Mowed, trimmed, edged lawn
  - Pruned, shaped, trimmed bushes and shrubs
  - Planted and fertilized bushes, shrubs and flowers
  - Trimmed and pruned trees
  - Used fertilizers and pest treatment
  - Weeded and mulched
  - Did snow removal

- **Skills**
  - Can operate various mowers, trimmers, prunes and snow removal equipment
  - Have driver's license and can operate truck-mounted plows

- **Strengths**
  - Love the outdoors
  - Understand plants and what makes them thrive
  - Work well with others
  - Very dependable

EMPLOYMENT HISTORY

1988 - Present Grounds Maintenance - DC Department of Corrections, Lorton, VA
1986 - 1988 Grounds Maintenance - Superb Lawncare, Washington, DC

EDUCATION

Lorton Adult School - Equivalency certificate, 1998
Greenfield High School - Completed 10th grade, 1986

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SAMPLE RESUME

LINDA K. DAVENPORT
3316 Seventeenth Street SE
Washington, DC 20303
(202) 555-1896

JOB OBJECTIVE: To obtain a position as a secretary

QUALIFICATIONS & EXPERIENCE

• **Experience as a secretary**
- Typed letters, memos, reports and policies, for groups as large as 15 people
- Maintained paper and computer files
- Answered phones, directed calls, and took messages
- Maintained correspondence logs
- Created presentation vu-graphs and slides

• **Skills**
- Proficient with all aspect of Microsoft Word, Microsoft PowerPoint, and Microsoft Access
- Type 80 words per minute
- Proficient with other equipment, including slide production, facsimile and reproduction machines

• **Strengths**
- Excellent oral and written communications skills
- Friendly manner and positive attitude
- Industrious and dependable
- Extremely organized and can handle multiple tasks simultaneously

EMPLOYMENT HISTORY

1992 - Present Secretary to Warden - DC Department of Corrections, Lorton, VA
1989 - 1992 Secretary - Bell Atlantic, Washington, DC

EDUCATION

Strayer University - Classes in computer skills and office management 1988-1989
Upshur High School - Graduated 1987

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What Kind of Job Should You Be Seeking?

- Your objective should be obtaining sustained, stable, legal employment.

- If you are able to obtain this objective, you greatly increase the probability that you will succeed on the outside and keep from returning to prison.

- In addition, having a sustained, stable, legal job will give you a sense of accomplishment; you will feel proud, and your self-esteem will be gratified by your successes and the positive feedback which you receive at work.

- By surrounding yourself with people who have a positive outlook on life, and who do not use drugs or alcohol, you will minimize the chances of falling back into your old patterns of drugs and/or crime which lead to self-destruction.

The best jobs are those which:

Are Well Matched to Your Skills and Desires

- If you like to be with people, you will not be happy working in a warehouse moving stuff around, with little contact with other people. Instead, apply for a job as an airline ticket agent or a ramp agent.

- If you enjoy tinkering with or fixing cars, then you should look for a job at an automotive dealership.

- If you are an expert at store security *(and how to get around it)*, you should look for a job with the stores as a security or risk management person. Turn your crime into an asset by using your knowledge to work on behalf of the store to prevent losses.

Play to Your Strengths

- You may have the kind of outgoing and sociable personality which would make you a wonderful salesperson. Look for jobs selling big ticket items *(cars, stereos, appliances)* and which pays you a commission.

- You may have leadership skills where people respect you, and look to you to provide advice and direction. If so, you may be an excellent supervisor. Apply for supervisory jobs or take an entry level job and plan to become a supervisor as soon as you can.

- You may be extremely articulate and have an outgoing and personable nature. If so, you would be well suited for customer service representative positions. There are two kinds:

    - By telephone (*for example, when a customer calls the cable company to request HBO, the person he or she speaks with is a customer service representative*); or

    - In person (*for example, you could be a ticket agent for an airline at National Airport, or a host/hostess at a restaurant in a local hotel, or a front desk clerk at a hotel*).

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Pay a Living Wage

- There is no sense in taking a job which pays you less than you need to support yourself and your family. There are many jobs available, even for people with no vocational training which pay twice the minimum wage.

- Before even starting your job search, you need to identify the absolute minimum hourly wage which you can accept and still support yourself. Do not forget to include in your considerations the cost of having the job such as:

    - Clothes (*if uniforms are not provided*)
    - Metrorail and/or Metrobus Farecards (*this can be as much as $10 per day*)
    - The cost of lunches at work (*if meals are not provided*)
    - The cost of taxes and social security which will be deducted from your wages automatically by your employer each payday
    - The cost of any employee benefits for which you have to pay a portion (*or all*)

- It is smart to prepare a budget so that you will anticipate all the costs which you may incur. Many costs are incurred over which you have very little control; other costs are discretionary.

- You may want to use the "Budget Worksheet" at the end of this chapter to assist you in your planning.

Provide Personal and Professional Growth and Development

- Most employers look to their current employees when a vacancy occurs for a more responsible *(and better paying)* position. Prepare yourself mentally to be one of those considered!

- Many employers offer specific vocational training and/or leadership training. These training courses cost a great deal of money. As a result, they often select participants based upon the work habits and characteristics which the employees have demonstrated since being on the job. For example, a supervisor may say to himself/herself: "Sharon has been here six months and has done a terrific job. She is eager to get ahead, and wants to learn as much as I will teach her so that she can improve her skills. I want her to stay with our company because she is such a pleasant and productive employee. I think I will send her to a computer course for three days so that she can learn the new database software."

- It is important, therefore, that you look for a job with a company which has:

    - Positions with more responsibility than the one for which you are applying so that you can aspire to be promoted
    - Ongoing training and development so that you may improve your skills (*at their expense!*) and therefore you will become a more valued employee

- Of course, none of these great things will just be *given* to you; you have to earn them.

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Are Located Along Readily Accessible Public Transportation Routes

- Few recently released ex-offenders have their own car. Some halfway houses will not let you use your own car, even if you have one.

- It is important that you choose a job which you can get to by public transportation days, evenings, nights, weekends, and holidays. See **Pages 7-8** for more information on getting necessary details about Metrorail and Metrobus routes and maps.

Do not Require an Extensive or Expensive Wardrobe

- Some jobs require that you dress in a very fashionable manner, which can be very costly. For example, if you become a salesperson of clothing, you may be expected to dress in the same style of clothing, shoes, and accessories as that which you sell. Unless the store gives you a huge discount or lends you clothing to fit their style, this type of job would not be good for you to accept right out of prison.

- Such an extensive wardrobe also carries an increased cost of dry cleaning, laundry, etc.

- Also, many of these types of sales jobs do not pay on commission and you might be an excellent salesperson.

Provide Some Employee Benefits

- Employee benefits which are explained more fully on **Pages 208-211**, can be an important contribution to your standard or style of living.

- Each individual had different needs, and some employee benefits are highly desired by some people but not others.

- Remember to ask your potential employer in the application and/or interview process what their benefits are, and what proportion of the cost, if any, you have to pay.

- Study the information in the following section thoroughly so that you will be familiar with the benefits. However, what is more important is for you to be able to decide which ones are the most important to you.

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JOBS THAT REQUIRE NO VOCATIONAL TRAINING

Potential Jobs Depending Upon Your Skill Level

If You Have No Vocational Training

- Even if you have no vocational training, you can still get more than a minimum wage job, and one that includes benefits and job security. (Beware, though, that hotel and hospital jobs are less likely to be given to ex-offenders.) Here are some examples:

Type of Job	Potential Employers Category
Maintenance, janitorial or custodial *(sometimes called environmental engineering)* Examples of duties: Washing and waxing floors, cleaning restrooms, emptying trash, polishing, sweeping, vacuuming	Hotels Hospitals Shopping centers Car Dealers Restaurants Airlines Federal Government Metro The Smithsonian
Housekeeping Examples of duties: Making beds, distributing clean towels and sheets	Hotels Hospitals
Porter *(sometimes called laborer)* Examples of duties: Doing errands, carrying, transporting things from one place to another, miscellaneous tasks as assigned	Shopping Centers Stores Hospitals National Zoo Federal Government The Smithsonian
Laundry and Dry Cleaning Examples of duties: Operating commercial washing machines, dryers; folding and pressing clothes	Commercial Cleaners Hotels Hospital
Warehouse Examples of duties: Stock shelves with inventory, move products from one location to another, maintain records of how many of each type of products are in the warehouse at all times	Stores

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JOBS THAT REQUIRE NO VOCATIONAL TRAINING

Type of Job	Potential Employers Category
Stocking Clerk Examples of duties: Obtain products from storage (or boxes) and put them out in the customer area, maintain the neat appearance of the items on display.	Grocery Stores Stores
Food Service Worker/Dietary Aide Examples of duties: Assemble food selections for patient trays, transport trays filled with food to nursing units and distribute them to patients; pick up trays when the meal is over and return them to the kitchen.	Hospitals Nursing Homes
Grounds Maintenance Examples of duties: Mowing lawns, trimming bushes, applying fertilizer and weedkiller, snow removal	Hotels Hospitals National Park Service National Airports National Zoo Federal Government The Smithsonian Landscaping Companies
New and Used Car Preparation Examples of duties: Cleaning inside and outside of cars, "detailing" cars, bringing cars to the customer after service work has been done *Note:* These jobs can often lead to being trained as a mechanic, which can be very high paying.	Car Dealers
Quick Copy/Reproduction Machine Operator Examples of duties: Operate reproduction machines (for example, Xerox machines) to make copies of customer documents.	Quick Copy Shops Printing Companies

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JOBS THAT REQUIRE NO VOCATIONAL TRAINING

Type of Job	Potential Employers Category
Bell Person Examples of duties: Escort guests to room, bring guests' luggage to room upon check-in, bring departing guests' luggage to entrance upon checkout, load luggage in the car and/or taxi, bring dry cleaning from hotel laundry to guests' room	Hotels
Kitchen Utility Worker Examples of duties: Wash pots, pans and dishes; clean up kitchen area behind cooks; get needed items from storage (for example, a 50-pound bag of potatoes) and bring it to the kitchen work area. *Note:* This position can often lead to a higher-paying position as a food preparation worker (the person who slices tomatoes, chops onions, etc. for later use by the cooks).	Hotels Hospitals Restaurants
Trucker's Helper Examples of duties: Ride on delivery trucks with the driver; assist the driver to unload and deliver materials (especially hardware of building supply stores, furniture stores, and lumberyards)	Stores Newspapers Package Delivery
Doorman Examples of duties: Stand at the hotel entrance, greet people upon arrival, open doors for people exiting cars and/or taxis, hold an umbrella over people during rain, calls taxi or valet for departing guests	Hotels
Banquet Set-up Examples of duties: Set-up tables and chairs in banquet rooms and meeting rooms; take down and put away tables and chairs after banquets or meetings	Hotels

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JOBS THAT REQUIRE NO VOCATIONAL TRAINING

Type of Job	Potential Employers Category
Barback Examples of duties: Assist the bartenders by obtaining clean glasses from the kitchen and storing them at the bar; obtaining new bottles of liquor from the supply room and bringing them to the bar; obtaining new kegs of beer from the supply room and bringing them to the bar; carrying away and disposing of empty bottles and kegs; taking used glasses to the kitchen to be washed.	Hotels Restaurants
Transporter Examples of duties: Bring patients in wheelchairs and/or gurneys from their rooms to other areas of the hospital for testing, therapy, etc.; return patients to their rooms at the end of their scheduled activity	Hospitals
Garage Attendant and Cashier Examples of duties: Take parking stubs from departing guests, calculate the amount of parking fees, take guests' money and make change	Hospitals Hotels Parking Lots
Cabin Cleaner/Equipment Service Technician Examples of duties: Clean airplane cabins after flight: remove trash, vacuum seats and floors, scrub restrooms; clean outside of aircraft and ramp area	Airlines
Baggage/Cargo Handler Examples of duties: Load baggage and cargo on and off airplanes Note: This position may require a driver's license so the employee can operate the vehicle which transports baggage and cargo from the terminal to the airplane	Airlines

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JOBS THAT REQUIRE NO VOCATIONAL TRAINING

Type of Job	Potential Employers Category
Special Events Worker Examples of duties: Load and unload trucks; set-up and breakdown exhibits and equipment for special events	Universities Sports Arenas
Loading Dock Worker Examples of duties: Load and unload trucks	Stores Universities Hospitals Hotels

If You Have Vocational Training

- If you have vocational training, such as a bricklayer, a butcher, an upholsterer, secretary, a computer repair technician, a painter, etc. you already have ideas where to work. It will impress a potential employer if he or she thinks that you spent time in prison in job training programs, or had the foresight to do so while in high school.

Other Possibilities

- Periodically, large Washington employers offer training programs for complex jobs. In 1995, for example, Giant Foods was recruiting people to be part of their meat cutter training program, and *The Washington Post* was recruiting people to be part of their press operator training program.

- These possibilities should be sought and pursued with vigor and speed. They have many applicants and few available slots to be filled.

- The advantages of accepting this type of opportunity are numerous:

    - If you do well at the first step, you will be able to advance to a higher-paying job.

    - You will have learned a trade which will increase your chances of finding employment at a later date with other employers.

    - Many of these programs offer entry into union apprenticeship programs and pay union scale.

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Hospitals and Hotels

- When you call hospitals and hotels, the recorded message can be very long and it lists many, many jobs in which you are not interested.

- Here is a listing of the jobs for which you may be qualified, depending upon whether or not you have vocational training *(like keyboard or computer skills, etc.*).

- Some of these jobs require higher literacy levels (*ability to read and write*) than others.

- Some of these jobs require people with excellent communications skills—good diction, very friendly and outgoing, and a warm smile.

Hospital Jobs, Entry Level

(*Jobs ~~lined through~~ are less likely to be given to ex-offenders*)

No Vocational Training & Limited Literacy Levels

- Food Service Worker/Dietary Aide
- Garage Attendant and Cashier
- Grounds Maintenance
- Housekeeping
- Kitchen Utility Worker
- Laundry
- Maintenance, janitorial or custodial (*sometimes called environmental engineering*)
- Porter (*sometimes called laborer*)
- Transporter

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HOSPITAL JOBS, ENTRY LEVEL

Vocational Training; Literacy, Oral Communication & Interpersonal Skills
(*Jobs ~~lined through~~ are less likely to be given to ex-offenders*)

Type of Job	Examples of Duties
Accounting/Billing/ Records	Enter information into a computer; respond to questions by retrieving information
Admitting	Prepare records when patients enter the hospital; obtain insurance and payment information; assigns patients to rooms
Clerk	Type, file, make photocopies, send and receive faxes; work with billing records, supply invoices, and/or personnel records; may work on medical/surgical unit or administrative areas throughout hospital
Cook	Prepare food for patients, staff, and visitors
Receptionist	Greet visitors and staff; answer phones; clerical support (*see clerk*)
Switchboard Operator/ PBX Operator	Answer telephone calls to hospital; forward calls to patients or hospital employees; answer calls from patients' rooms and direct them to the appropriate party

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Hotel Jobs, Entry Level

No Vocational Training & Limited Literacy Levels
(*Job ~~lined through~~ are less likely to be given to ex-offenders*)

- Banquet Set-up
- Barback
- Bell person
- Doorman
- Garage Attendant and Cashier
- Grounds Maintenance
- ~~Housekeeping~~
- Kitchen Utility Worker
- Laundry and Dry Cleaning
- Maintenance, janitorial or custodial (*sometimes called environmental engineer*)
- Porter (*sometimes called laborer*)

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HOTEL JOBS, ENTRY LEVEL

Hotel Jobs, Entry Level
(*Jobs ~~lined through~~ are less likely to be given to ex-offenders*)

Vocational Training; Literacy, Oral Communication & Interpersonal Skills

Type of Job	Examples of Duties
~~Bartender~~	Prepare mixed drinks; serve wine, beer and other beverages to guests; prepare drinks for wait staff to deliver to guests; keep bar area clean and tidy
Busser	Clear tables in the dining and bar/lounge areas; take dirty dishes, glassware and linen to appropriate place; put clean linen, dishes and glassware on the tables; fill guests' water glasses; respond to guests' requests
Clerk	Type, file, make photocopies, send and receive faxes; work with billing records, supply invoices, and/or personnel records
Cook	Prepare food for hotel restaurants or room service
Fitness Assistant	Assist guests using health club and/or fitness equipment; assure guests' safety; show guests proper use of equipment; obtain towels or water for guests' comfort
Lifeguard	Serve as a lifeguard at a hotel pool; miscellaneous duties
Room Service Order Taker	Answer guest's calls to room service; write-up their orders from the Room Service menu; give orders to the cook
Switchboard Operator/ PBX	**Operator**
Answer telephone calls to hotel; forward calls to	guests or hotel employees; answer calls from guests' rooms and direct them to the appropriate party
~~Wait Person~~	Serve food and beverages to guests; take orders for food and beverages and turn them into the chef or bartender; deliver food and beverages to guests

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How to Determine if Job Vacancies Exist

- You need a touch tone telephone, a desk or table, a chair, paper (*or spiral binder*), and pens or pencils in order to hunt for a job.

- Plan to spend *hours* as soon as you are released calling the numbers listed in the next section to determine what job vacancies exist.

- If a potential employer does not have any vacancies in which you are interested this week, call again next week. Try not to get discouraged.

- Most employers with a 24-hour recorded Job Hotline update the recording weekly—some every Friday, some every Monday. Listen carefully and write down the effective date of the recording. Therefore, you will know when to call again, and you will not have to listen to the same recording more than once.

- The reason you need a touch tone telephone is because most of the companies make you press "1" if you want to listen to one type of job, "2" if you want to listen to a second type of job, "3" if you want to listen to a third type of job, etc. Without a touch tone phone, you can't use most of the Job Hotlines.

- The reason you need a desk (*and a chair!*) is because some of the recordings go on forever! For example, is you are calling a hospital to find out about housekeeping, janitorial, laundry, or kitchen utility jobs, you may have to listen first to all the nursing and administrative jobs which are vacant! In some cases, this may take 10 or 15 minutes for each call.

- You can make calls to the 24-hour Job Hotlines anytime day or night. It would be the best use of your time to make the calls on off hours (*late at night or before 5:00 AM*) and then you can make the arrangements to go apply for the vacancies during regular business hours.

- Some of the Job Hotlines ask you to enter your SSN, and ask you to answer "yes" or "no" to a series of questions. You enter the information by pressing numbers on the telephone keypad. If your answers are acceptable to them, the recording will give you further information about arranging for an interview.

- The reason you should keep a permanent record of the calls you make is that you will be able to compare what vacancies are available each week. If you call a certain employer and write down the address, for example, you only need to do it once, the first time you call. Each week you call thereafter, you do not need to write it down, but can refer back to what you wrote in your previous week's research.

- Note that many employers do drug tests on job applicants, and perform random drug tests on employees in order to ensure that they maintain a drug-free workplace.

- In general, you want to listen for jobs which on these recordings are called:

    - Wage grade jobs in the federal government
    - Hourly jobs
    - Non-management jobs
    - Bargaining Positions by non-government employers

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- Of course, not every business has a 24-hour Job Hotline recording. Some businesses have a main number; if no other directions are listed in the following chart, you should ask to speak with Human Resources or Employment. Tell the receptionist that you are interested in job vacancies, and are seeking employment, and he or she will connect you to the person responsible for hiring.

- Note that there are three different types of jobs available:

    - Full Time jobs—generally 37.5 or 40 hours per week; usually have some employee benefits, like health insurance, paid vacations, or sick leave
    - Part Time jobs—generally less than 32 hours per week; usually have no employee benefits

    - Temporary or Seasonal—Can be full time or part time; job only lasts for a specific period of time, such as hiring during the Christmas holiday season. Two examples would be: stocking clerks in department stores or drivers' helpers on delivery trucks.

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POTENTIAL EMPLOYERS IN THE WASHINGTON, DC AREA

Potential Employers in the Washington, DC Metropolitan Area and How to Contact Them

- We have only included major employers, or those which have job hotline numbers.
- All these employers are located on readily accessible, major public transportation routes.
- The days on which applications may be accepted, as well as the hours, are subject to change. Please call to verify the current information when you begin to look for a job.

Potential Employer Category	Employer Name	How/When Applications Are Accepted:	Job Hotline Number
Airlines	American Airlines Personnel Department P.O. Box 619040 MD 4146 DFW Airport, TX 75261-9040	Write and request an application; enclose a self-addressed, and stamped envelop (SASE)	
Airlines	Northwest Airlines 5101 Northwest Drive MS A1410 Saint Paul, MN 55111-3034	Find out if there are any vacancies by calling; if there are, request for an application, specifying the JOB TITLE and JOB POSTING NUMBER. Enclose a SASE with two first-class stamps	(612) 726-3600 Hint: Call at night or on weekends when the rates are cheapest . . .
Train	Amtrak		1-800-AMTRAK2
Apartment Buildings	Crawford Edgewood Property Managers 1443 Pennsylvania Avenue, SE Washington, DC 20003 *Note: This company manages over a dozen apartment buildings in DC*	Monday - Friday 9:00 AM - 5:00 PM	(202) 547-4300 (Main number)

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POTENTIAL EMPLOYERS IN THE WASHINGTON, DC AREA

Potential Employer Category	Employer Name	How/When Applications Are Accepted:	Job Hotline Number
Car Dealers	Courtesy Jeep Eagle 755 Rockville Pike Rockville, MD 20852		(301) 424-1700 (Main number; ask for the Service Manager)
Car Dealers	Passport BMW Nissan 5000 Auth Way Marlow Heights, MS 20746		(301) 423-8400 (Main number; ask for the Service Manager
Car Dealers	Passport Chrysler Landmark 5990 Duke Street Alexandria, VA 22304		(703) 751-4000 (Main number; ask for the Service Manager)
Car Dealers	Passport Pontiac Buick Mazda 5001 Auth Way Marlow Heights, MD 20746		(301) 423-2200 (Main number; ask for the Service Manager)
Car Dealers	Sheehy Ford and Kia of Springfield 6727 Loisdale Road Springfield, VA 22150 *Note: About a half mile walk from the Springfield Metro Station*		(703) 922-7900 (Main number; ask for the Service Manager)
Commercial Cleaners	Mom's Laundry P.O. Box 11732 Washington, DC 20008	Mail your resume to the Director of operations; you will be called for an interview	(202) 686-1300 (Main number)

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POTENTIAL EMPLOYERS IN THE WASHINGTON, DC AREA

Potential Employer Category	Employer Name	How/When Applications Are Accepted:	Job Hotline Number
Federal Government	USA Jobs by Phone (all federal government jobs) *Note: Ask for Wage Grade positions*		(202) 606-2700
Federal Government	National Park Service *Note: Ask for Wage Grade positions*		(202) 619-7256
Federal Government	Government Printing Office (GPO) *Note: Ask for Wage Grade positions*	Monday - Friday 7:30 AM - 4:00 PM	(202) 512-1198 (Human Resources)
Federal Government	General Services Administration (GSA) *Note: Ask for Wage Grade positions*	Monday - Friday 8:15 AM - 4:45 PM	(202) 708-5300 (Human Resources)
Hospitals	Children's Hospital Department of Human Resources 111 Michigan Avenue, NW Room 300 Washington, DC 20010 *(In the West Addition, 1st floor)* *Note: Listen for Clerical and Service positions*	Monday - Friday 8:30 AM - 5:00 PM	(202) 884-2060
Hospitals	George Washington University Hospital Human Resources Department 901- 23rd Street, NW Main Floor (Lobby), Room G309 Washington, DC 20037	Monday - Friday 8:30AM - 5:00 PM	(202) 994-4222
Hospitals	Georgetown University Medical Center 3800 Reservoir Road, NW 3rd Floor Washington, DC 20007 *Note: Listen for non-nursing, clerical support and administrative positions*	Monday - Friday 8:00 AM - 5:00 PM	(202) 784-2683

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POTENTIAL EMPLOYERS IN THE WASHINGTON, DC AREA

Potential Employer Category	Employer Name	How/When Applications Are Accepted:	Job Hotline Number
Hospitals	Hadley Memorial Hospital 4601 Martin Luther King Jr. Avenue, SE Washington, DC	Monday and Wednesday 1:00 PM - 4:00 PM	(202) 574-5726
Hospitals	Hospital for Sick Children 1731 Bunker Hill Road, NE Washington, DC 20017 *Note: Listen for non-clinical positions*		(202) 832-4400 (Main number; ask to be connected to the recorded Job Hotline)
Hospitals	Howard University Hospital Employment Office 2041 Georgia Avenue, NW Rm 2038 Washington, DC 20060	Monday - Friday 9:00 AM - 3:00 PM	Expect a brief interview when you fill out the application (202) 865-3675
Hospitals	Medlink Hospital at Capitol Hill & Capitol Hill Nursing Center 700 Constitution Avenue Washington, DC 20002	Monday - Friday 9:00 AM - 5:00 PM	(202) 546-5700 (Main number; ask for extension 2254 and they will connect you to the recorded Job Hotline)
Hospitals	Columbia Pentagon City Hospital 2455 Army Navy Drive Arlington, VA 22206 *Note: This is a short bus ride from the Pentagon Metro station*	Tuesday - Friday 9:00 AM - 3:30 PM	(703) 558-6090 (This recording covers several Virginia hospitals; press the number for Columbia Pentagon City Hospital)

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POTENTIAL EMPLOYERS IN THE WASHINGTON, DC AREA

Potential Employer Category	Employer Name	How/When Applications Are Accepted:	Job Hotline Number
Hospitals	National Rehabilitation Hospital 102 Irving Street, NW Washington, DC 20010	Monday - Friday 8:30 AM - 5:00 PM	(202) 877-1700
Hospitals	Providence Hospital 1150 Varnum Street, NE Washington, DC 20017	Request an application to be mailed to you; complete it and mail it back; you will called for an interview	(202) 269-7923
Hospitals	Sibley Memorial Hospital 5255 Loughboro Road, NW Washington, DC 20016 *Note: This may be difficult to get to if you rely on public transportation*	Monday - Friday 8:00 AM - 4:00 PM	(202) 364-8665
Hospitals	Washington Hospital Center 110 Irving Street, NW #EB1017 Washington, DC 20010	Monday, Tuesday, and Wednesday 9:00 AM - 4:30 PM	(202) 877-7451
Hotels	Capitol Hilton 1001 16th Street, NW Washington, DC 20036	Tuesday, Wednesday and Thursday 9:00 AM - Noon	(202) 639-5745
Hotels	Courtyard by Marriot Crystal City 2899 Jefferson Davis Hwy. (Rt.1) Arlington, VA 22202		(703) 549-3434 (Main number)
Hotels	Doubletree Hotel National Airport 300 Army Navy Drive Arlington, VA		(703) 416-4100 (Main number)

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POTENTIAL EMPLOYERS IN THE WASHINGTON, DC AREA

Potential Employer Category	Employer Name	How/When Applications Are Accepted:	Job Hotline Number
Hotels	Doyle Washington Hotel 1500 New Hampshire Avenue, NW Washington, DC 20036		(202) 483-6000
Hotels	Four Seasons Hotel 2800 Pennsylvania Avenue, NW Washington, DC 20007	Monday - Wednesday 1:00 PM - 5:00 PM	(202) 342-0444 (Main number)
Hotels	Westin Hotel 2350 "M" Street, NW Washington, DC 20037	Monday, Tuesday, & Wednesday 1:00 PM - 4:00 PM	(202) 955-4448
Hotels	Grand Hyatt Washington 1000 "H" Street, NW Washington, DC 20001	Pick up an application at Security, complete and return it to Security	(202) 637-4946
Hotels	Holiday Inn Washington National Airport 1489 Jefferson Davis Hwy. (Rt. 1) Arlington, VA 22202	Apply anytime at the Front Desk; applications are held and reviewed when vacancies occur	(703) 416-1600 (Main number)
Hotels	Hotel Washington 515 15th Street, NW Washington, DC 20004		(202) 638-5900 (Main number)
Hotels	Hyatt Arlington 1325 Wilson Boulevard Arlington, VA 22209		(202) 574-9288

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POTENTIAL EMPLOYERS IN THE WASHINGTON, DC AREA

Potential Employer Category	Employer Name	How/When Applications Are Accepted:	Job Hotline Number
Hotels	Hyatt Regency Crystal City 2799 Jefferson Davis Hwy. (Rt. 1) Arlington, VA 22202	Monday and Wednesday 9:00 AM - 12 Noon Tuesday 2:30 PM - 5:30 PM	(703) 418-7222
Hotels	Hyatt Regency Washington on Capitol Hill 400 New Jersey Avenue, NW Washington, DC 20001	Monday - Friday 9:00 AM - 5:00 PM	(202) 942-1586
Hotels	Park Hyatt Washington 1201- 24th Street, NW Washington, DC 20037	Monday - Friday 9:00 AM - 11:00AM	(202) 574-9288
Hotels	Marriott Key Bridge 1401 Lee Hwy. Arlington, VA		(703) 524-6400
Hotels	Loews L'Enfant Plaza Hotel 480 L'Enfant Plaza East, SW Washington, DC 20024	Tuesday - Friday 9:30 AM - 12:00 Noon	(202) 484-1000 (Main number; ask to be connected to the Job Hotline)
Hotels	Madison Hotel 1155 15th Street, NW Washington, DC 20005	Go to the Security Office to pick up an application; complete and return it to the Security Monday - Friday 8:00 AM - 4:00 PM	(202) 862-1600

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POTENTIAL EMPLOYERS IN THE WASHINGTON, DC AREA

Potential Employer Category	Employer Name	How/When Applications Are Accepted:	Job Hotline Number
Hotels	J. W. Marriott 1331 Pennsylvania Avenue, NW Washington, DC 20004 *Note: They will show you a screening interview when you apply*	Monday and Friday: By Appointment Tuesday 10:00 AM - 2:00 PM Thursday 3:00 - 5:00 PM	(202) 393-2000
Hotels	Marriott Metro Center 775 12th Street, NW Washington, DC 20005	The recording will ask you a series of questions to determine if you are qualified; if so, you will be given a number to call to make an appointment	(888) 462-7746
Hotels	Washington Marriott (Washington West End Marriott) 1221- 22nd Street, NW Washington, DC 20037	Monday: 9:00 AM - 12:00 Noon For Walk-In; Tuesday and Wednesday: By Appointment	(202) 872-1500 (Main number; ask to be connected to the Job Hotline)
Hotels	Omni Shoreham Hotel 2500 Calvert Street, NW Washington, DC 20008	Monday - Wednesday 9:00 AM - 12:00 Noon	(202) 756-5154
Hotels	Ritz Carlton Hotel Pentagon City 120 South Hayes Street Arlington, VA 22202	Tuesday and Wednesday 10:00 AM - 2:00 PM	(703) 412-2735

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POTENTIAL EMPLOYERS IN THE WASHINGTON, DC AREA

Potential Employer Category	Employer Name	How/When Applications Are Accepted:	Job Hotline Number
Hotels	Carlton Hotel 923 -16th Street, NW Washington, DC 20006	Monday and Wednesday 9:00 - 11:00 AM	(202) 879-6923
Hotels	Sheraton Crystal City Hotel 1800 Jefferson Davis Hwy. (Rt.1) Arlington, VA 22202		(703) 486-1111 (Main number)
Hotels	Marriott Wardman Park Hotel 2660 Woodley Road, NW Washington, DC 20008	Monday and Tuesday 9:00 AM - 5:00 PM	(202) 328-5617
Hotels	National Airport Hilton Hotel 2399 Jefferson Davis Hwy. (Rt. 1) Arlington, VA 22202		(703) 418-6800 (Main number)
Hotels	Renaissance Mayflower Hotel 1127 Connecticut Avenue, NW Washington, DC 20036	Monday 10:00 AM - 12:00 Noon Tuesday: 10:00 AM - 1:00 PM Wednesday 9:00 - 11:00 AM	(202) 861-5627
Hotels	Washington Hilton and Towers 1919 Connecticut Avenue, NW Washington, DC 20009	Monday - Wednesday 9:00 AM - 12:00 Noon	(202) 797-5818
Hotels	Watergate Hotel 2650 Virginia Avenue, NW Washington, DC 20037	Monday - Thursday 2:00 - 5:00 PM	(202) 298-4420

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POTENTIAL EMPLOYERS IN THE WASHINGTON, DC AREA

Potential Employer Category	Employer Name	How/When Applications Are Accepted:	Job Hotline Number
Hotels	Willard Intercontinental Hotel 1401 Pennsylvania Avenue, NW Washington, DC 20004	Wednesday and Thursday 2:00 - 4:00 PM	(202) 637-7445
Hotels	Wyndham Bristol Hotel 2430 Pennsylvania Avenue, NW Washington, DC 20037	Tuesday 4:00 - 6:00 PM Thursday 8:30 - 10:30 AM	(202) 955-3855
Metro			(202) 962-6262
National Airport	Metropolitan Washington Airport Authority 1-Aviation Circle Washington, DC www.mwaa.com	Monday - Friday 8:00 AM - 5:00 PM	(703) 417-8366 *Note: Baggage handler jobs are listed under "airlines"*
Newspapers	The Washington Post 1150 15th Street, NW Washington, DC 20071 *Note: Press "2" for employment information*		(202) 334-5350
Newspapers	The Washington Times Human Resources Department 3400 New York Avenue, NE Washington, DC 20002		(202) 636-4700

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POTENTIAL EMPLOYERS IN THE WASHINGTON, DC AREA

Potential Employer Category	Employer Name	How/When Applications Are Accepted:	Job Hotline Number
Nursing	Nursing Enterprises, Inc. 814 Varnum Street, NE, Suite 254 Washington, DC	$25 Weekly stipend while in training Free training Employment guaranteed upon completion of the program	(202) 832-0100 (202) 832-0203 fax POC: Sharon Thomas
Package Delivery Services	DHL Worldwide Express Apply at: 1776 "I" Street, NW (18th and "I"Street) Washington, DC 20006	Monday. - Friday 10:00 AM - 7:00 PM Go to this office to complete an application	(800) 225-5345 (Main number)
The Opportunity Center	2204 Martin Luther King Avenue, SE Washington, DC 20020	Monday - Friday 10:00 AM - 4:00 PM Saturday 10:00 AM - 2:00 PM	(202) 610-4002
Package Delivery Services	FedEx Federal Express Recruitment Services P.O. Box 868 Greenbelt, MD 20768-0868	Mail a letter of interest and SASE; they will call you regarding an application	(202) 832-9001
Package Delivery Service	RPS (Roadway Package Systems) 5470 Lafayette Place Hyattsville, MD 20781	Go to their terminal in Hyattsville to apply	(800) 762-3725 (Main number)
Package Delivery Services	UPS (United Parcel Service) *Note: Location in Alexandria is close to Van Dorn*		

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POTENTIAL EMPLOYERS IN THE WASHINGTON, DC AREA

Potential Employer Category	Employer Name	How/When Applications Are Accepted:	Job Hotline Number
Postal Service			(202) 636-1537
Smithsonian Institute	Human Resources Office 955 L'Enfant Plaza SW #2100 Washington, DC 20560 *Note: Listen to:* *3—Trades & Labor* *5—Secretarial & Clerical*	Monday - Friday 9:00 AM - 5:00 PM	(202) 287-3102
Stores	Giant Employment Center 12015-F Rockville Pike Rockville, MD 20852	Monday - Friday 9:00 AM - 5:00 PM	(301) 341-4382
Stores	Safeway *Note: Go first to the Safeway store where you want to work and ask the manager if there are any vacancies; fill out an application there*		
Universities	American University 4400 Massachusetts Avenue, NW *Note: Ogden does all custodial work and Marriott does the food service*	Press "5" for Skilled Craft and Service Maintenance positions	(202) 885-2639
Universities	Catholic University of America Office of Personnel Service 620 Michigan Avenue, NE Washington, DC 20064	Monday - Friday 9:00 AM - 5:00 PM	(202) 319-5263

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POTENTIAL EMPLOYERS IN THE WASHINGTON, DC AREA

Potential Employer Category	Employer Name	How/When Applications Are Accepted:	Job Hotline Number
Universities	Gallaudet University 800 Florida Avenue, NE Washington, DC 20002		(202) 651-5358
Universities	George Washington University Human Resources Office 2033 K Street, NW, Room #220 Washington, DC 20052	Monday - Friday 8:30 AM - 5:00 PM Go to the Personnel Office and check the book for job vacancy announcements	(202) 994-9600 (Personnel)
Universities	Howard University 400 Bryant Street, NW Washington, DC 20060		(202) 806-7711
Universities	University of the District of Columbia Human Resources Office 4250 Connecticut Avenue, NW #3002 Washington, DC 20008	Monday - Friday 8:30 AM - 5:00 PM Their office has job vacancy listings from other government agencies and private businesses	(202) 274-5020 Human Resources
Universities	Georgetown University Healy Hall, Ground Floor, #G18 37th & "O" Streets, NW Washington, DC 20057 *Note: Take the G2 bus from Dupont Circle; it is marked Georgetown University*	Monday - Friday 8:30 AM - 5:00 PM Press "2" for Administrative Support & Clerical; Press "7" for Maintenance, Trades, Landscaping and Postal	(202) 687-2900

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POTENTIAL EMPLOYERS IN THE WASHINGTON, DC AREA

Potential Employer Category	Employer Name	How/When Applications Are Accepted:	Job Hotline Number
Utilities	Verizon (Various locations in DC, MD, VA)		(800) 678-4809
Utilities	District Cablevision 900 Michigan Avenue, NE Washington, DC 20017		(202) 832-2001 Press "7" for the Job Hotline
Utilities	Potomac Electric Company (PEPCO) 1900 Pennsylvania Avenue, NW Washington, DC 20068	Press "4" for part-time; Press "5" for Temporary	(202) 721-5050
Utilities	Washington Gas Staffing Office 6801 Industrial Road Springfield, VA 22151		(703) 750-5814

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DC Department of Employment Services (DOES) One Stop Career Centers

• What is the One-Stop Career Center delivery system?
The District's One-Stop Career Centers are part of a national system that has combined local employment and training programs into one easily accessible center. Instead of going to several different locations to find a job, enroll in training, or apply for compensation benefits, a customer can receive several employment-related services by making just one stop.

• What types of services are offered at the One-Stop Career Centers?
All One-Stop Centers provide the following core services:

Youth Employment Training	Internet-Based Job Search Workshops
Dislocated Worker Training	Job Search Assistance
Labor Market Information	Job Placement
Individual Career Counseling	Welfare-to-Work

• Do the centers offer other specific training and services?
Yes. In addition to the core services, the CVS South Capitol One-Stop Career Center offers the CVS/pharmacy apprenticeship program. This partnership allows DOES and CVS to train a large pool of employees through a state-of-the-art facility. The newest center, Franklin Street One-Stop Career Center, is accessible to persons with disabilities and features the latest state-of-the-art equipment. The new temporary Downtown Unemployment Assistance Center offers walk-in unemployment assistance and related services.

• Can anyone use the centers?
All one-stop career centers are open to District of Columbia employers or residents who are at least 14 years of age, regardless of their income. Use of the centers for both job seekers and employers is completely free.

• Can services be accessed online?
Yes. You may access general information about the agency's services at the following web site:
http://does.ci.washington.dc.us/main.shtm

• Where are the centers located?

CVS/pharmacy South Capitol
One-Stop Career Center
4049 South Capitol Street, SW
(202) 645-4000 Fax: (202) 645-0223
Monday - Friday, 8:00 AM - 3:30 PM

Franklin Street One-Stop Career Center
1500 Franklin Street, NE
(202) 576-3050
Monday - Friday, 8:00AM - 3:30PM

Information Technology Satellite
401 "M" Street, SW, Suite One
(202) 727-0124 Fax: (202) 727-0217
Monday - Friday, 8:00 AM - 3:30 PM

Judiciary Square One-Stop Satellite
Career Center
441 4th Street, NW, First Floor
(202) 727-9726 Fax: (202) 727-1334
Monday - Friday, 8:00 AM - 3:30 PM

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Naylor Road One-Stop Career Center
2626 Naylor Road, SE
(202) 645-3535 Fax: (202) 645-5246
Monday - Friday, 8:00 AM - 3:30 PM

Business Improvement Center (BID)
Satellite One-Stop Career Center
945 "G" Street, NW
(202) 724-4541 Fax: (202) 724-8815
Monday - Friday, 8:00 AM - 3:30 PM

- For more information about the centers, please call (202) 724-7000.

What To Do If You Have Problems Finding a Job

- Occasionally, someone will have a problem finding a job, even after a long search (*for example, after applying to 30 employers in an eight-week period*).

- This problem might be because there are not many jobs available, or you are applying for the wrong jobs, or you are not presenting yourself in the best possible light, or they just do not want *you.* If the latter is true, it could be because:

    - You do not have the skills the employers are looking for.

    - Your criminal record makes you undesirable as an employee.

    - Your speech is not sufficiently articulate to work with customers.

- Another alternative is to visit an agency which assists people to find jobs. Some of the agencies are listed in the charts on pages 185-197.

- Call these agencies before going to their offices. That way, you can explain your situation and they can tell you over the phone whether they can assist you. Do not squander your Metrorail/Metrobus farecard or walk a long way, only to discover that, for some reason, they cannot assist! Work smarter, not harder!

- These organizations provide a wide variety of services. Some organizations perform more than others. Here is a summary of what services these organizations may perform:

    - Interview—They will interview you to find out about your education, vocational training, jobs skills, work history, and what it is you enjoy doing. They will also ask you about your needs, such as how much money you need to earn in order to support yourself and your family.

    - Assess—They will test you in order to determine what your reading and math levels are. Some tests also include reasoning ability, vocabulary, problem-solving, and general intelligence testing.

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The purpose of these tests is for the organization to determine your skills and abilities so that they can predict how well you would perform on various jobs. Many employers do pre-employment testing as well. That is because they've determined that people who perform well on their tests also perform well on the particular jobs for which they are hired.

- Recommend—They will recommend which types of jobs are well suited for your particular skills and abilities, and would be a good match with what you like to do.

- Coach—They will prepare you for the job search, job application, and job interview process by giving you guidance with one (*or all*) of the following issues:

    - How to fill in an application
    - How to prepare a resume
    - What to wear when you apply for a job
    - What to say when you apply and during an interview
    - What types of questions will be asked during an interview and how you should answer them
    - How to present yourself: how to walk, how to shake hands, how to act, how to talk
    - How to search for a job through job hotlines and newspapers

  The coaching may be one-on-one, or it may be in classroom, workshops, or seminar

- Create Resume—They will assist you with creating a resume, giving you guidance on what should be included, what to emphasize, how it should look, etc.

- Type and Print Resume—They will type and print copies for you to give to potential employers.

- Identify Vacancies—They will show you a book which includes job vacancy announcements; you must review them to determine which ones appeal to you, then write the information down so you can go to each prospective employer to apply. Alternatively, they may make photocopies for you of the job vacancy announcements which interest you.

- Provide a Desk and Telephone for Calling Job Hotlines—They will allow you to use their desks and telephones to call job hotlines. Some may also provide you with pencils and paper to write down information about the vacancies which appeal to you.

- Arrange Interviews—They will call prospective employers on your behalf and make an appointment for you to apply for a vacancy which they've identified.

- Provide Clothing—They will provide you clothing which is suitable for a job search and interview; alternatively, they may direct you to an organization where you can get clothing for free, or to a thrift store where you can purchase it for minimal cost.

- Provide Tokens—They will provide you with tokens or Metrorail fare so that you can go to prospective employers and apply for jobs.

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- Follow-up—They will meet with you regularly (*for example, weekly*) after you start your job. The purpose of these meetings is to help you adjust to the world of work (*if it is new to you*) and to assist you with adapting to the culture of the workplace. You will be able to talk over and find solutions to things which you may not understand about your boss, you job, or the expectations your boss has about your job performance. In addition, they will assist you in resolving personal problems which might arise, such as how to open a checking account, getting back and forth to work, finding child care, obtaining appropriate clothing, etc.

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GROUPS WHICH WILL HELP YOU FIND A JOB

Agency	Services Available
Community Family Life Services Employment Office 504 Third Street, NW, #104 Washington, DC 20001 (202) 347-1577 Monday - Friday 10:00 AM - 12:30 PM Monday, Tuesday, Wednesday and Friday 1:30 PM - 4:00 PM Date Information Obtained: 07/10/01	• Conducts job readiness workshops, has job leads and employer contacts, provides career planning resource, gives employment counseling for registered participants • Assists clients who register with transportation assistance during the job search and until the first paycheck, as well as clothing and shoes for interviews • Offers case management to assist clients with goal planning. Provides ongoing assistance for 90 days after a client has obtained employment • Offers mentoring program for six months for appropriate candidates to ensure clients make a successful transition to the workplace. Clients who successfully complete the six-month program receive a $250 award • Has a resource center with telephones, desks, fax machines, computers for resume preparation, copiers, job vacancy listings, etc. Clients may also use Community Family Life Services' address and telephone number with prospective employers • To be eligible for assistance, you must be 18 years old or older, a resident of the Washington metropolitan area, and have six months of clean time • No appointment is necessary for initial registration. To complete the registration, you must attend the 1-1/2 hour Job Preparation seminar which is held every Wednesday. It covers issues such as interviewing techniques, what to wear, how to apply, etc. **Not wheelchair accessible, but accommodations can be made**

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GROUPS WHICH WILL HELP YOU FIND A JOB

Agency	Services Available
America Workforce Hotline 1-877-872-5627	• Assists in job searches
Peoples Involvement Corporation 1100 First Street, NW Washington, DC 20001 (202) 797-3910 Monday - Friday 10:00 AM - 2:00 PM Date Information Obtained: 7/10/01	• Has a counselor who will interview you and assess what jobs would be most suitable based upon your skills and interests. Assists in job searches. Counsels for job readiness, interviewing skills, etc. Works with employers to identify jobs; has a list of job vacancies. • No referral required • Call or stop by to make an appointment with the Employment Specialist. She'll tell you what information you will need to bring with you *(e.g., proof of residency, photo ID).* • **Wheelchair accessible**
EFEC (Efforts From Ex-Convicts) 1329 Ninth Street , NW Washington, DC 20001 (202) 483-3872 Monday - Friday 8:00 AM - 12:00 Noon Date Information Obtained: 7/10/01	• Has a counselor who will interview you and assess what job would be most suitable based upon your skills and interests. Assists in job search by calling various businesses to find vacancies. • Call first for an appointment for an interview. • **Wheelchair accessible**

A.S.P.I.R.E., Inc.
654 "H" Street, NE
Washington, DC 20002
(202) 546-4335
 	
Date information obtained 02/25/02
	• Free computer and technology training is available if you meet one of these criteria:
	  • You must have a high school diploma
	  • You have a G.E.D.
	  • Are unemployed
	  • Are underemployed

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GROUPS WHICH WILL HELP YOU FIND A JOB

Agency	Services Available
Center City Community Corporation 128 "M" Street, NW Washington, DC 20001 (202) 789-0446 Monday - Friday 10:00 AM - 2:00 PM Date Information Obtained: 07/10/01	• Has a counselor who will interview you and assess what job would be most suitable based upon your skills and interests. Assists in job search. Counsels for job readiness, interviewing skills, etc. •Call first for an appointment for an interview. **Not wheelchair accessible, but a staff member will assist you; the office is on the first floor, and there is a four-inch step.**
All State Career 2200 Broening Hwy. Baltimore, Maryland 21224 (410) 631-1818, ext. 225 POC: Tony Marra Date information obtained 02/25/02	Training is offered to become a professional truck driver. • Average starting salary is $33,500/year • Government financial aid is available • Job placement assistance is available • Fringe benefits (i.e. medical, dental, 401K) • Job security in a growing industry • Train for CDL-A or CDL-B commercial licenses
Ethiopian Community Development Council 2437 15th Street, NW Washington, DC 20009 (202) 483-0780 Date information obtained 02/25/02	• The program's mission is to provide comprehensive, culturally sensitive and linguistically appropriate employment services that promote self-sufficiency for refugees residing DC. Services offered for employers and candidates: • Job development and placement services • Case management services • Free services for both the employer and potential employee • Pre-employment orientation • Pre-screening of candidates • Employees on short notice • On-the job orientation services

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GROUPS WHICH WILL HELP YOU FIND A JOB

Agency	Services Available

The Perry School Community Service Center
128 "M" Street, NW
Washington, DC
(202) 312-7149
 	
Date information obtained 02/25/02
	• Program offers seminars designed to help clients maximize their potential.
	• Program offers specialized training in:
	  • GED Preparation
	  • Building Maintenance
	  • Childcare Development
	  • Certified Nursing Assistant
	  • Professional Skills
	  • Legal Secretary Classes

The Coalition for the Homeless
1234 Massachusetts Avenue, NW
Suite C-1015
Washington, DC 20005
Phone: (202) 347-8870
Fax: (202) 347-7279
 	
Date information obtained 02/25/02
	• The program features a job search and placement program to provide comprehensive services to assist homeless individuals (veterans or non-veterans) back into the workforce. These activities will consist of stabilization, substance abuse education, job readiness activities, job search, job placement, work experience and skills development.
	• Its job search and placement staff include:
	  • Employment Coordinator/Supervisor
	  • Employment Development Specialist
	  • Substance abuse counselors
	  • Job coaches
	  • Outreach coordinator
	  • Social workers

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GROUPS WHICH WILL HELP YOU FIND A JOB

Agency	Services Available
Jobs for Homeless People **First Location** 425 Second Street, NW Washington, DC 20001 (202) 329-5242 **Second Location** 1526 Pennsylvania Avenue, SE Washington, DC (202) 544-5300 Date Information Obtained: 07/10/01	• Serves homeless and low-income people. • Provides a full range of services; interviewing and assessment, coaching, resume preparation, identification of vacant jobs, and follow-up support for one year after placement. Arranges provisions for suitable clothing. Provide tokens for job searches. • Has successfully placed many ex-offenders. • You must attend the orientation held each week. You do not need to call first or make an appointment. You will need to come back the next day for testing and to meet with a case manager. Bring photo ID, birth certificate, social security card, and I-9 Form *(if an immigrant).* If you do not have all of the documentation requested, come anyway and they will help you obtain it. • You must be clean for 60 days to be assisted in finding a job. If you have not been clean for 60 days, but would like to be, come to the orientation anyway and talk with the certified addictions counselor on staff. She will help you in your recovery. • The Employment Specialist speaks Spanish. **Not wheelchair accessible, but if you call the office beforehand, help will be provided.**

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GROUPS WHICH WILL HELP YOU FIND A JOB

Agency	Services Available
Jubilee Jobs **First Location** 2712 Ontario Road, NW Washington, DC 20009 (202) 667-7390 Not wheelchair accessible **Second Location** Perry School Community Center 128 "M" Street, NW Washington, DC (202) 312-7147 **Wheelchair accessible**	• Assists clients with preparing to be employed, counsels people on most suitable jobs, and arranges interviews. • Provides ongoing support to clients for up to a year after the client becomes employed. • Assists employed clients to progress to a better job. • Has special counselor for ex-offenders *(who is an ex-offender himself).* • Call to find out when the next orientation will be offered; attend the orientation. • Make an appointment to meet with a counselor after the one hour orientation.
Project Empowerment Welfare to Work Program (202) 698-5599 Date information obtained: 02/25/02	• Job Placement Assistance • Transportation Assistance • Free day care • Occupational skills training • Counseling • Clothing assistance (business) • Subsidized employment *(Receive pay while you train)*
Change, Inc. 1413 Park Road, NW Washington, DC 20010 (202) 387-3728 Monday - Friday 9:00 AM - 5:30 PM Date Information Obtained: 07/10/01	• Assesses your skills and desires to determine what jobs would be most suitable. • Helps prepare resumes. • Has job vacancy announcements and contacts with employer. • Assists in job search. • Provides transportation assistance after you obtain a job until your first paycheck *(when funds are available).* • Works with residents of Wards One and Four. • No appointment is required **Wheelchair accessible**

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GROUPS WHICH WILL HELP YOU FIND A JOB

Agency	Services Available

The Greater Washington Urban League's Technology Resource Center
6017 Chillum Place, NE
2nd Floor
Washington, DC 20011
(202) 291-1230
 	
GWUL/AT&T Digital Campus
2021 MLK, Jr. Avenue, SE
Washington, DC 20020
(202) 610-9956
Email: trc@primanet.com
 	
GWUL/Brookland Manor
Power Up Technology Center
2411 14th Street, NE, First Florr
Washington, DC 20018
(202) 526-8000
Email: trc@primanet.com
	• The program provides work readiness workshops on:
	  • The Resume and the Internet
	  • Job Search and the Web
	  • The Interview
	  • Communication
	  • Conflict Resolution
	  • Financial Planning and Employment

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GROUPS WHICH WILL HELP YOU FIND A JOB

Agency	Services Available
Davis Memorial Goodwill Industries 2200 South Dakota Avenue, NE Washington, DC 20018 (202) 636-4225 Monday - Friday 9:00 AM - 5:00 PM Date Information: 7/25/01	• Provides job placement assistance to persons who have barriers to employment, including ex-offenders. • You must first attend the orientation session which is held each Tuesday at 9:00 AM and Thursday at 1:00 PM. No appointment is necessary. The orientation takes four hours, then you must make an appointment with Employment Services. • You will be scheduled to attend a one week class regarding job readiness. The class is held Monday through Friday, 9:00 AM to 4:00 PM. It addresses issues such as completing an application, preparing a resume, jobs for which you may be suited, personal hygiene, employer expectations; etc. After this, you will be assigned to a placement specialist who will assist you. • They have vacancy announcements, the newspaper employment section, and computers you can use to find prospective jobs. They have desks and phones you can use to call employers, a computer you can use to prepare your resume, and fax machines you can use to fax your resumes. • You must be 17 years old or older and bring a photo ID, proper Immigration and Naturalization forms *(if applicable),* and your SS card or birth certificate.

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GROUPS WHICH WILL HELP YOU FIND A JOB

Agency	Services Available
School for Tomorrow 810 Fifth Street, NW Washington, DC 20001 Monday - Thursday 9:30 AM - 9:30 PM Friday 9:00 AM - 5:00 PM Date Information Obtained: 07/19/01	• Operates WorkNET, a comprehensive career and life-planning training course. • The course includes an assessment of your skills and dreams, and helps you identify the best possible jobs. • Assists you in finding a job upon completion of the course. They have many contacts with employers. Assists with resume preparation, obtaining appropriate job clothing and/or tools, medical/dental care, and all other issues which might be a barrier to employment. • Provides follow-up assistance and mentoring for one year after you obtain a job. • There is a $50 registration fee. There are no other costs. No one is turned away because of lack of ability to pay. No stipends are paid. • This is a 40-hour class, held two afternoons a week, for 10 weeks. Each class is two hours. • There is a maximum of eight people in each class, so you can get individual attention. • The class is offered once every 2-1/2 months. • Anyone is eligible to enroll. • To enroll, call the director and request an interview. **Not wheelchair accessible**

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GROUPS WHICH WILL HELP YOU FIND A JOB

Agency	Services Available
Conquest Offender Reintegration Ministries P.O. Box 73873 Washington, DC 20056-3873 (202) 723-2014 www.conquesthouse.org Monday - Friday 9:00 AM - 1:00 PM Date Information Obtained: 07/16/01	• Supplies mentoring for ex-offenders • Provides assistance with resume preparation • Provides transportation funding for job interviews and job searches • Provides job counseling • Provides clothing for job interviews • Provides emergency food • Assists with finding permanent housing • Provides counseling • Provides case management by locating and securing resources in the community to meet any other needs **Not wheelchair accessible, but will help anyone who makes an appointment**
Strive DC 1108 Third Street, SE Washington, DC 20003 (202) 484-1264 www.strivedc.org Monday - Friday 9:00 AM - 5:00 PM Date Information Obtained: 02/13/02	• Open to all persons 18 years of age or older • Offers three week employment training program • Provides up to two years subsequent assistance in acquiring and maintaining a job • Program has 80 percent placement and 80 percent retention rate • Applicants must complete an application to enroll

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GROUPS WHICH WILL HELP YOU FIND A JOB

Agency	Services Available
Samaritan Ministry of Greater Washington **First Location** 1516 Hamilton Street, NW Washington, DC 20011 (202) 722-2280 **Second Location** 2451 Ainger Place, SE Washington, DC 20032 (202) 889-7702 **Third Location** 2924 Columbia Pike Arlington, VA 22202 (703) 271-0938 Monday - Friday 9:00 AM - 1:00 PM Date Information Obtained: 07/10/01	• Operates the Next Step Program • Holds job readiness workshops regarding resumes, interviews, how to get a job, follow-up, handling the stress of employment • Provides telephones and space from which you may make calls to potential employers • Assists with resume preparation • Assesses your skills • Job vacancy listing is available • Call for an appointment for an initial interview **Wheelchair accessible** **No Spanish speaking staff**
Allen Community Outreach Center 2443 Ainger Place, SE Washington, DC 20020 (202) 889-5607 Monday - Friday 9:00 AM - 5:00 PM. Date Information Obtained: 07/10/01	• Has vacancy announcements from various agencies and organizations. You are welcome to come look through their book to see if there are any job vacancies that interest you. • Must make an appointment to see the job counselor on site and must bring a resume. **Not wheelchair accessible**

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GROUPS WHICH WILL HELP YOU FIND A JOB

Agency	Services Available
America Works 825 15th Street, NW, 4th Floor Washington, DC 20005 (202) 737-9812 Monday - Friday 8:30 AM - 5:00 PM Date Information Obtained: 08/09/01	• America Works is an employment company that assists DC residents find full-time unsubsidized employment.
Shaw Comprehensive Job Training Academy 1718 7th Street, NW Washington, DC 20001 (202) 234-9005 (202) 234-9010 fax	• The mission of the Academy is to provide quality services and link participants to career training and placement that leads to independence and self-sufficiency. • To qualify for the program, individuals must be receiving TANF (cash assistance), are no longer eligible to receive TANF, are non-custodial parents and unable to make child support payments, custodial parents with income below poverty level, or youth aging out of the foster care system. • A Self-Sufficiency Specialist will assist the Academy participants with choosing the most suitable occupation. • Trainers assist Academy participants with resume and application preparation, interview techniques, job leads and follow-up procedures. • The Job Developer establishes partnerships with diverse employment partners. • Provide support groups and assistance for up to six months following job placement to secure job retention.

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GROUPS WHICH WILL HELP YOU FIND A JOB

Agency	Services Available
Jobs Partnership 625 Park Road, NW Washington, DC 20010 (301) 926-4654	• Jobs Partnership is a Christian ministry that mentors and trains unemployed adults in Biblical principles and career-changing/job-hunting skills. • Pastors and lay leaders train and provide support to persons who are chronically unemployed or underemployed. • Participants are encouraged to accept a relationship with Jesus Christ and to serve God and other people in the workplace. • Within each poverty-stricken neighborhood, a cluster of churches combine their efforts to serve the poor. • Several churches within the cluster rotate serving as the host church for job preparation classes in the neighborhood. • Resources to support the classes and participants are drawn from the greater metropolitan area. For example, churches outside the neighborhood contribute vital human resources. • Pastors and executives from the greater metropolitan area serve as instructors. • Lay leaders with workplace experience advise participants one-to-one as they make life-changing decisions to choose a vocation, obtain employment and

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How Applying for a Job Works . . .

- Many employers place their vacancies in the newspaper "Want Ads," especially in the Sunday edition.

- Many other employers have recorded "Job Lines" which you may call 24 hours a day. The Job Lines list the vacancies as of that date and provide instructions on how to apply.

- Most employers will accept applications ONLY for jobs that are vacant. Other employers will accept applications even though they do not have any current vacancies. It is important to know which is which. Otherwise, you will make a trip to an employer, thinking that you will be able to complete an application, and you will be turned away —a wasted trip.

- Most employers have specific days and specific hours during which they accept applications. It is important to know how the Human Resource department of the employer you are interested in works. For example, one employer will accept applications only on Monday and Wednesday, 9:00 AM and 12 Noon. If you arrive, for example, on Thursday, or at 4:00 PM on Monday or Wednesday, you will be turned away—another wasted trip.

- Some employers request that you send (*or fax, or hand deliver*) a resume before you complete an application. A resume gives you a better chance to stress your strengths and skills. The following section gives you complete directions on how to put together a resume.

- When you visit a prospective employer to complete an application, be prepared to be interviewed at the same time. This means that you should:

    - Be rested, refreshed, and alert (*do not "stop by" on the way back from three other places, looking tired, worn out, and sweaty…*).

    - Dress appropriately for the job for which you are applying (*even if you have to borrow clothes*). Many jobs have uniforms, so you do not need to wear your "interview clothes" every day you go to work!

    - Look confident without looking arrogant. Hold your head high. Know that you have a lot to offer. Look the person in the eye. Introduce yourself with a firm handshake. When you leave, extend your hand to the person you have been talking with, shake his/her hand, and thank him/her for considering you for the position.

- After you have submitted the application, wait several weeks to see if they contact you. If they have not, call the employer and ask if they've made a decision. If they say that they have, and that you weren't selected, thank them for considering you. Ask whether they would consider you for another position if one becomes vacant. That way you will know whether or not you should go back to apply at that company at a different time.

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The Job Interview: How to Impress Them and Get Hired

Get Clothes Suitable for Interviews

- The old saying "the clothes make the man" is very true, especially in applying for a job. Potential employers will judge you on their first impression, which is generally made in the first two seconds of their meeting you or seeing you.

- The best plan is to wear a suit and tie if you are a man, and a dress if you are a woman, no matter what type of job you are applying for.

- If you do not have a suit ant tie/dress, borrow one or buy a nice outfit from a thrift store, such as The Salvation Army.

- If you are a man and you can't get a suit and tie, then wear a nice pair of slacks (*not jeans or sweats*), with a long sleeve dress shirt and tie, and dress shoes *(not sneakers)*.

- Why is this so important? Let us be realistic. As an ex-offender you know that you have a number of handicaps in obtaining a job. A lot of that employer-uneasiness can be overcome if you present yourself well, and if you have a neat, attractive appearance.

- One example of a success story: A new resident of a halfway house obtained a suit, dress shirt, tie, and eyeglasses. Several staff members at the halfway house told him he looked like an attorney. People in turn treated him as if he deserved the respect of an attorney. Several potential employers complimented him on his outfit, and thanked him for respecting them enough to dress for the occasion. The best part? The next time he saw his attorney, the attorney said, "You look just like an attorney!" So this advice works . . .

Behave Suitably for Interviews

- The standards of behavior in the companies where you will be seeking a job are very different from the standards of behavior in the prison community or perhaps the community where you resided before going to prison.

- The way you carry yourself, your posture, the way you present yourself are all important.

- Remember to stand up straight, shoulders back, and give the potential employer a firm hand shake. Also, introduce yourself, and give lots of eye contact.

- Answer all questions honestly and directly. If you delay, or seem distracted, or ramble, the potential employer will count you out, because he or she will assume that you will behave that way on the job, and therefore not be a good employee.

Preparing for Possible Interview Questions

- The best preparation for the job interview is to understand that there are certain answers which the interviewer wants to hear. If you know beforehand the points that you want to get across, it will be easier to use those answers to the questions you will be asked. Here is what they want to hear:

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- You are reliable; you will be there on time every single day.
- You want to be there.
- You are willing to learn and work hard.
- You will gladly accept the starting hourly wage.
- You want to stay with the company for at least five years. (This may not be true, but you want to give this impression.)

- Attitude counts more than experience! If you were doing the hiring, would you rather hire a person who has eight years experience and a bad attitude, or a person with no experience who is eager to learn and wants to do the job well?

- As long as you express to the interviewer that you are friendly, well motivated, and eager to learn, you will have an excellent chance of getting hired.

- Here are the specific questions you may be asked, and some answers that will work well:

  - **Why did you apply for this job?**
    Hint: Say something nice about the company, or how much you like the type of work in the job for which you are applying.
    Example: "Your company has so many opportunities. I hope to learn the (*position applied for*) area and eventually become a valued employee so I can be considered for positions in your company with more responsibility."

  - **What do you know about this particular job?**
    Hint: Read the job description. Call Human Resources ahead of time and ask that it be mailed to you.
    Example: "I know that this job involves (*name some major tasks, e.g., detailing cars*). I really like doing that, and am very good at it. I'm looking forward to doing it full time and advancing my skills so I can become a more valuable employee."

  - **What do you know about this particular company?**
    Hint: Another opportunity to say something nice about the company. Do not make this up; talk first to people who know something about the company. You wouldn't want to say something which wasn't true —that would look bad, and could cost you the job.
    Example: "Your company is known for treating its people well, and for providing opportunities for people who work hard and do well. I'm interested in working for a company where I can stay, show my abilities, and progress to positions of more responsibility."

  - **Why are you choosing this career?**
    Hint: Tell them how this job fits in with what you are good at and what you enjoy doing.
    Example: "The reason I'm applying for the groundskeeper position is that I love to work outdoors and have a

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talent for growing things. Therefore the groundskeeper job combines what I love to do with what I'm good at—which would make me a very good employee!"

- **Why should I hire you?**
  Hint: You have to be confident. Give the interviewer a reason (*or more than one*!) to hire you! After all, if *you* can't give a good reason why they should hire you, them you probably *will not* be hired.
  Example: "You should hire me because I'm dependable, hard working, and I work well with others. I will show you that you can rely upon me to get the job done well, and on time."

- **How would you describe yourself?**
  Hint: Stress the positive. Give examples.
  Example: "I love people and go out of my way to help them. It makes me feel good to bring a smile to someone's face. I know that the smiles I give to some people might be the only smiles they will get that day."

- **What would you like to tell me about yourself?**
  Hint: Here is a good time to say that you have been in prison, it made you grow-up and become more self-aware, and you want to turn your life around. It is also a good time to reiterate that you have experience.
  Example: "You may be hesitant to hire me because I'm an ex-offender. I can understand that. But I ask you to please consider that it was a long time ago when my crime occurred, and many years have passed during which I've been reformed and away from that lifestyle. Prison was a good thing because it made me examine the direction in which my life was headed, and decided to change. I'm hard working, learn new things fast, am eager to do a good job, and get along well with other people. I think I would make a good employee."

- **What are your strengths?**
  Hint: Be honest. This is a good time to brag about yourself. Be sure to relate your strengths to the job for which you are applying.
  Example: "I'm hard working, learn new things fast, am eager to do a good job, and get along well with other people. I really enjoy doing (*whatever the job is, e.g., car detailing, cooking*). I look forward to going to work because I enjoy being with people and helping them."

- **What are your major weaknesses?**
  Hint: This is a difficult question. If possible, try to take one of your strengths and make it sound like a weakness.
  Example: "Some people say I work too hard, that I should slow down a bit so I do not make the other employees doing this work look bad. But I just can't do that. I'm being paid to do the best that I can, and that is what I'm going to do."

- **What do you like doing best?**
  Hint: Use this question to let the interviewer know about your other strengths. Take the things you like to do best and translate them into how that demonstrates that you will succeed on the job.
  Example: "My favorite pastime is to tinker with car engines. I can take apart an engine, find what's wrong, and fix it almost every time. All my friends bring their cars to me because they know I will do a good job. I love trying to figure out why things do not work the way they should. It makes me feel great to fix something that other people couldn't."

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- **What are your interests outside of work?**
  Hint: The interviewer is trying to find out if you are well rounded. Try to mention things that show skills that are valuable at work.
  Example: "My main interest is children. I spend as much time with my three as I can. I'm also a Sunday School teacher at my church. I teach one class of three year olds every Sunday."

- **What type of work do you like to do least?**
  Hint: If there is something you really do not like, please tell them. It would be horrible to get hired for a job only to find that you are required to do something you hate.
  Example: "I'm afraid of heights. I wouldn't want to do any work which would require me to climb ladders or go onto the roof of the building."

- **What accomplishments are you most proud of?**
  Hint: This is a good time to reiterate that you turned your life around because of having been incarcerated. This shows your determination and motivation.
  Example: "I'm most proud of how I turned my life around after being sent to prison. It is like I got a second chance, and I was determined to use it well. I got my GED in prison, and now I will be able to get a better job and support myself and my family."

- **What was your worse mistake?**
  Hint: This is another good opportunity to show that you are a different person than the individual who was sent to prison. No matter what your mistake was, you must tell the interviewer what you learned from it.
  Example: "My worse mistake was hanging out with the wrong crowd when I was a teenager. That lead me to criminal activity. I know now that I have to be careful about who I hang out with. As my grandmother used to say, "If you lie down with dogs, you get fleas."

- **What would you change in your past life?**
  Hint: This is another good time to let the interviewer know that you have reformed, and how.
  Example: "If I had to go back and live my life over, I would never have used drugs. At first, I thought it was something I could control. Then I found out that the drugs controlled me. The addiction caused me to do a lot of stupid things that I wish now that I hadn't. I'm glad that I went to prison because there I got the substance abuse treatment that I needed. I've been clean now for six years."

- **What courses did you like best in school?**
  Hint: If you can, tailor the answer to the type of job you are applying for.
  Example: "I especially liked art, because I'm good at it and it is something I do as a hobby. I like designing posters and displays. I printed several murals which are still there. That is why I think I'd do well as a sales associate in women's fashions, because I have a good eye for color."

- **What did you like best about your last job?**
  Hint: Be honest. Perhaps it was the people with whom you worked. Maybe you liked the benefits or pay. Remember, your answer will say a lot about *you.*
  Example: "I liked the teamwork. It was great working with people who had such a cooperative attitude. We were all focused on making our clients satisfied. Everyone pitched in and did whatever it took to meet the clients' needs."

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- **Why did you leave your last job?**
  Hint: Try to put a positive spin on your answer.
  Example: "I didn't like the fact that there were no opportunities for advancement. I'm interested in advancing to positions of more responsibility and higher pay."

- **Why did you leave your last job?**
  Hint: Again, do not be negative. Whatever the reasons for your leaving your last job (*or wanting to leave the one you have now*), you need to express them in a positive way. Do not say bad things about your last employer.
  Example: "My last job was part time, and I'd like to work full time. In order to support my family, I need to work a 40-hour week, and I'm interested in overtime as well."

- **Why were you fired?**
  Hint: Use this as an opportunity to show something you have learned. Do not defend yourself. Let the interviewer know that it will never happen again!
  Example: "I was fired because I didn't come to work one day and I didn't call in and let my supervisor know. I recognize that my action was irresponsible, and I put them in a difficult position because it caused them to be shorthanded that day. I've learned from my mistake and it will never happen again."

- **How does your education/experience relate to this job?**
  Hint: Make it work-related again. It is another opportunity to explain how you have been reformed as a result of your incarceration. Let the interviewer know that you can start out being productive immediately after being hired.
  Example: "While I was in prison, I worked as the secretary to the Associate Warden. I'm proficient with office procedures. If you hire me as a secretary, I can be productive immediately.

- **What are your short-term goals?**
  Hint: Give the interviewer a goal or two which relates to the job you are seeking.
  Example: "I'm interested in learning new skills. (Name skills that are related to the job.) I'm hoping that, if I'm hired by your company, I will be able to learn how to perform the responsibilities for other positions as well."

- **How do you plan to reach them?**
  Hint: Make it work-related again. It is another opportunity to let them know you are willing to work hard in order to do well.
  Example: "I want to be an important part of your work force, and I'm ready to work hard to show you that you can rely upon me to be fast, accurate and dependable."

- **What salary do you expect?**
  Hint: Always let them ask. Leave money discussions for the end. Remember, what's really important is getting the initial job. Once you are working for that company, you will be eligible for regular raises. As you demonstrate that you are a dependable employee, you will be considered for other jobs which have more responsibilities and more pay. Generally, if you have no experience, you should expect to start at the lower part of the pay range. For example, a specific job might pay from $ 7.00 to $ 8.00 per hour to start. If you have no experience, expect to start at $ 7.00. If you have experience, expect to start at $ 7.50. If you have

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experience and are very good at what you do, ask for $ 8.00.
Example: "I realize that I do not have any direct experience as a garage attendant, but I'm confident that I can do a good job. I'm happy to take $ 7.00 per hour, and I look forward to showing you that you can rely upon me to be fast, accurate and dependable."

How to Handle Telling Your Potential Employer the Truth About Your Incarceration

- It is important that you tell the truth about your incarceration.

- Most applications ask whether or not you have been convicted of a felony. Some qualify it by asking if the felony was within the last five years.

- The application form usually provides a place to explain the situation.

- Some application forms ask you to sign in order to grant permission for them to do a police background check on you in order to verify what you have told them. If you have lied on the application form, you will *not* be hired, even if everything else about you made you a desirable potential employee.

- In the explanation section, please tell them:

    - What the crime was
    - How long ago it happened
    - If there were any justifiable reasons (*for example: "I was on drugs at the time and my judgement was impaired," or "I was depressed and not on my medication, and my judgement was impaired"*)
    - That you are a different person now as a result of your rehabilitation and/or the length of time which has elapsed since the crime was committed. This is a good place to include information about:

        - Any substance abuse treatment you received while incarcerated
        - Any mental health counseling and/or therapy you received while incarcerated
        - What volunteer activities you have taken part in while incarcerated (*for example: worked in the prison library, taught other inmates to read*)
        - What prison industry or other job(s) you had while incarcerated, and for how long. This is *very* important because it shows that you have self-discipline and persistence in order to maintain the job. In addition, if your supervisors in those jobs wrote evaluations of your performance, you can tell your employer how well you were rated (*for example: "on a scale of 35 points, I received a 35 in the last six of my eight quarterly evaluations"*).

- Read the application very carefully before you answer. For example:

    - Many applications ask whether you have been convicted of a felony; if you have been convicted of a misdemeanor, you do not need to put it down.

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- Some applications ask if you have been convicted of a crime within the last seven years (*or five years, or some other period of time*); if your conviction was before that time, you do not need to write it down.

- Your police record only lists convictions in DC within the last 10 years; if your conviction was before that time, it will not appear.

- The point here is that, while you do not want to lie about your past, the wording on the application may permit you to *not* list your prior conviction(s).

When the Interview is Over

- When the interview is over, and you are ready to leave, look them in the eye, thank the interview by name, ask for a business card, and give the interviewer a firm handshake. Most people goof up this part. Unless the interviewer gives you a date by which he or she will call you, tell him/her that you will call in three or four days to check the status of your application. Keep the business card, write on the back of the card the date and the job for which you applied, and call when you say you will.

- Write a "thank you" note. If you do, you have done more than many job-seekers. That shows the interviewer that you are more than serious and better motivated than most other applicants for the same job. It keeps your name on the interviewer's mind when he or she has several applications on his/her desk. It also gives you another chance to sell yourself.

    - The note has to be neat and free of spelling and grammar mistakes. Practice on plain paper until it is right and has no errors.

    - Using the format on **page 206**, write your note on a simple note card or "thank you" card with matching envelope.

    - Use the interviewer's full name and title when addressing the envelope. It is on the business card you asked for!

    - Mail it no later than the morning after the interview!

    - Here is a sample "thank you" note:

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January 30, 2002

Dear Ms. Smith:

Thank you for taking the time to meet with me today to discuss the groundskeeper position. I enjoyed talking with you and I look forward to the possibility of working with your company. As I mentioned, I enjoy working outdoors and have a "green thumb." I welcome the chance to work extra shifts if available, and I'm happy to fill in on short notice.

I will call your office on Thursday to learn the status of my application.

Thank you again,

John Jones

How Employers Will Consider Your Incarceration in Their Decision as to Whether to Hire You

- An employer would more likely prefer to hire someone who has never been incarcerated rather than an ex-offender.
- It is your job to prove to potential employers that you are the correct person for their vacant job.
- The potential employer will consider how long ago the crime was committed, and whether you have shown that you have been rehabilitated. This is where the letters of recommendation are extremely important.
- If all other things make you a desirable potential employee, the employer may be willing to take a chance on hiring you. But make no mistake—he or she is taking a chance. Once you are hired, you need to work extra hard to prove that you are twice as competent as the employees who are not ex-offenders.
- It is important that the potential employer know for what crime(s) you were incarcerated. This will help him/her to place you in an appropriate job which does not cause undue pressure on you and/or put excessive risk to the employer and its customers. For example:
    - If you committed a robbery, the employer will probably not place you in a position where you would handle money.
    - If you committed a rape or sex crime, the employer will definitely NOT place you in a position where you would be alone with females or children (*like as an installer or repair technician who enters peoples' homes*).
    - If you have committed a murder, you have got to prove to the employer that you are truly rehabilitated.

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- It is important to remember that being an ex-offender does not automatically rule you out from being hired. You must have confidence that you will find a job suitable to your skills and desires.

- Large companies are often more or less willing to hire ex-offenders, but some small companies feel that they have a religious directive to help their fellow man, including those who were once in prison.

- Employers who hire ex-offenders pay less federal tax than they would pay if they hired someone who is not an ex-offender. The program is called Work Opportunity Tax Credit.

What an Employer Expects From You After You are Hired

- Go to work every day that you are assigned to work

- Be on time for work (*including when you come back from breaks and lunch*).

- If you are going to be late, are sick, or cannot go to work, call your supervisor as soon as your shift starts (*or earlier*) and explain the situation that has caused you to be unable to come to work. This courtesy will enable the employer to try to find someone else to cover for you.

- Be industrious; do more than is asked of you; volunteer for additional work.

- Volunteer for overtime; aside from making you look like an eager employee, it will increase your take-home pay (*most employers pay time-and-a-half for overtime hours*).

- Be pleasant, courteous, and cooperative with everyone with whom you come in contact.

- DO NOT USE DRUGS OR ALCOHOL**;** many employers insist on a substance-free workplace, and routinely test their employees.

- If you do not understand what your supervisor is asking you to do, ask him/her immediately for clarification. This is far better than assuming something, having your assumption turn out to be incorrect, and having to do the task all over again. This wastes the employer's time and money, and may cause other problems if other organizations were depending upon your completing a task by a certain time.

- If you have a problem of any kind at work, talk to your supervisor and ask him/her for recommendations on how to deal with it. Your supervisor will appreciate the fact that you are trying hard to succeed and demonstrate appropriate behavior.

- Dress appropriately. For females, do not wear revealing clothes, such as bare midriff tops or see-through attire. Both males and females should avoid wearing tee-shirts, jeans and sneakers (*unless you work in a job suited for it, such as construction or grounds keeping*). You do not need to wear a different outfit every day of the month; just make sure that what you wear is clean and pressed.

- When you do not know something, say "I do not know." When you make a mistake, say "I'm sorry." And when you are asked to do something, say "I will try."

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Employee Benefits: What They Are, and Why They are Important

- Employee benefits are things which employees receive which are not part of their "take home" wages, but nevertheless make it more financially attractive to work for that company.

- Employee benefits are a form of compensation.

- The more employee benefits an employer provides, the more attractive the company should look as a prospective employer.

- Sometimes companies which have *good* benefits have lower wages—but that is not always bad. Such a job may be very attractive to you, depending upon your personal and/or family situation. For example, an employer may pay for medical and dental insurance. This might well be more important to you than receiving an additional 50¢ an hour in your pay (*which, after all, is only $20 more per week*). This should be part of your decision-making when you are attempting to decide for which of several employers to work.

- Here are some typical employee benefits:

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DESCRIPTION OF BENEFITS

Benefits	Description
Vacation	A period of time when you do not need to report to work, and the employer will pay you. Generally, employers start new people off with one week of vacation in the first year. For each year you work there, you gain more vacation days, so it is good to work for the same employer for a long time rather than switch employers. Some employers let you take vacation one day at a time, while others insist you take vacations in weekly increments.
Sick Pay and Disability Leave	This is when an employer will pay you for a day during which you did not work because you were ill. Like vacation, the number of days for which the employer is willing to pay you will increase as you have been on the job longer. For example, one employer will pay someone who has 25 years of service for one year of illness before separating them from the payroll.
Medical Insurance	This is when an employer lets you participate in their medical plan. Medical plans differ greatly. The two most common plans are: • An insurance plan in which you pay a percentage of all your medical costs *(for example, 20 percent)* and the insurance company will pay the rest *(for example, 80 percent).* Usually a deductible must be satisfied, which means that you have to pay all the costs for the first several hundred dollars, and after that the insurance company will pay their percentage. • A health maintenance organization (HMO), where you must use specific medical practitioners, and pay only a small fee for (or co-pay) each visit *(for example, $5).* Some employers offer you an option as to which of the two plans you may choose. Usually, one is more attractive than the other as a result of your family's particular needs.

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DESCRIPTION OF BENEFITS

Benefits	Description
Dental Insurance	This is when the employer allows you to participate in its dental insurance plan. Typically, this coverage will pay for all preventive dentistry (for example, having your teeth cleaned twice a year), and will pay some fixed amount for all other dental work (like fillings, x-rays, crowns, or orthodontia).
Uniforms	Employer-provided uniforms are great in that they will save you money—you do not have to buy as many clothes, or wash as often! (You still have to wash your uniform.)
Profit Sharing	This means that when the company makes a profit, they share a portion of it with all of the employees. It is like a "bonus" for good performance.
Savings Plans	Many employers offer a 401K plan which allows you to save money and defer paying taxes on that money until much later—when you withdraw it, which is usually not before age 59. The good thing is that it allows you to accumulate money for retirement, and the interest accrues on a tax-deferred basis, so your money grows faster. Another excellent feature is that many employers contribute to it on your behalf. For example, one employer contributes 60 cents for each $1 the employee contributes. This is a great return on your money!
Pension	Many *(not all)* employers put away money on behalf of all employees in order to provide a pension for their employees when they retire. Each company has different rules of eligibility—an employee must work a certain number of years and be a certain age. For example, if you work 25 years and are 60 years old, you may be eligible for a pension from that company. The longer you work for the company, the larger your pension will be. In some companies, if you retire after 25 years of work and are 60 years old, your pension might be as much as 50 percent of your pre-retirement wages.

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DESCRIPTION OF BENEFITS

Benefits	Description
Tuition Assistance	Many companies want to encourage their employees to improve their skills and knowledge. These companies will pay a portion *(sometimes all)* of the cost attending an approved course outside of work hours. These courses are typically connected in some way with the job, and reimbursement is dependent upon the grade which the employee gets. Many people decide to work for an employer long enough to obtain a college degree, at the employer's expense.
Stock Purchase	A few companies allow employees to purchase stock in the company *(that is, become owners).* In some cases the stock is sold to employees at a reduced price.
Metrochek	This is a program offered by more than 1,500 employers. The employer will give you $65 per month of Metrorail fare. You can use it for Metrorail or exchange it for bus tokens. Ask your supervisor, or the Human Resources Office, or even your credit union if your employer participates. This is like getting another $65 a month in tax-free salary *(which equates to about 37 cents per hour in additional wages)!*

- Remember. You should always ask a prospective employer what benefits he or she offers, and whether or not the employer pays the total cost of them. (Some employers share the cost of these benefits with their employees, particularly new employees. Find out if that is true in each situation. Assume nothing. Ask everything.)

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What to do with Your First Paycheck

- Of course, when you get your first paycheck, you need to cash it so you can pay bills and have money to get back and forth to work.

- You do not need to use a check cashing store. In fact, you shouldn't use them because they charge too much! Besides, if you convert your paycheck to cash, you will need to purchase money orders to pay bills such as rent.

- A more economical and convenient easy way to handle the first paycheck (and all the others which you will earn) is to open a checking account at a local bank.

- With a checking account, you deposit your check and write checks to pay your bills. You may deposit your paychecks 24 hours a day, seven days a week, at an ATM (Automated Teller Machine) at the bank locations. When you need cash, you can use the ATMs to withdraw funds from your account—but try not to withdraw too often, because ATMs charge withdrawal fees.

- Because you can use ATMs, the only time you need to go inside the bank is to open your account.

- It is best if you open the checking account before you get your first paycheck. This is because the bank is only open during certain hours (*although some are open during evenings and on Saturdays*), and it may not be convenient for you to open your account immediately after you get your first paycheck. For example:

    - If your employer gives you your paycheck after your lunch hour, you probably will not be allowed to leave work and go to the bank to open your account.

      That would mean that you would have to go to the bank that evening or the next Saturday.

    - If your employer gives you your paycheck before your lunch break, and you go to the bank during your lunch hour to open your account, you may not be able go to the bank, open your account, and get back before your lunch break is over. That would mean that you would be late for work, which is very bad (*and may even get you fired*).

- Some banks will allow you to open a checking account with any amount of money—meaning there is no minimum amount to open the account, and no minimum balance you must maintain. So you will be able to open the account before you start work and get your first paycheck.

- To open a checking account, you will need a photo ID. The bank will give you a few checks to use until your personalized checks are mailed to you. They will also give you a card to use at the ATMs.

- Of course, you will need to pay for your personalized checks (*about $13 for a box of 200; the cost depends on how fancy you want the checks to be*).

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- Banks charge fees. In general, they have several types of accounts. Each person has individual needs, so one type of account could work well for one person and not well at all for another. Sometimes banks charge a monthly fee for having the account, and sometimes they charge a fee for each check you write. The bank fees will cost you less than the fees charged by check cashing stores.

- "Direct Deposit" is when your employer sends your wages directly to the bank. You have immediate access to the funds. Your employer gives you the paycheck stub so you have a record of your wages and deductions, but no paycheck is attached. Direct Deposit is a wonderful service, because it saves you from having to go to the bank each payday to deposit your check. Your wages arrive immediately. You will only need to go to the ATM to withdraw cash. At some banks, people who use Direct Deposit are not charged any fee for their checking account, so it is a good deal in addition to being convenient.

- With all checking accounts, you need to do some work. You need to record each check in your checkbook register, and subtract it from your previous balance. You will also need to record each deposit and add it to your balance, that way you will always know how much money you have in the account. At the end of each month, the bank will send you a statement of your account. It will include a list of all deposits and checks which have cleared. You will need to follow the simple instructions to balance your checkbook register with the bank statement. If you do this faithfully each month, you will always have accurate records.

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BUDGET WORKSHEET

Item	Description	Estimated Monthly Amount Needed
Car, Insurance		
Car, License & Registration		
Car, Operating Costs	Includes gas, oil, tires, maintenance & repair	
Car, Personal Property Tax	Virginia residents only	
Car, Purchase	Car payment or lease payment	
Child Care or Child Support		
Clothing	Include shoes. If you wear uniforms, this could be lower than otherwise.	
Commuting, Food	Lunches at work *(you save money and eat better if you bring a bag lunch from home . . .)*	
Commuting, Transportation	Metrorail and/or bus fare, or gas fare.	
Food	Include toiletries and cleaning supplies.	

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BUDGET WORKSHEET

Item	Description	Estimated Monthly Amount Needed
Income Tax, Federal	Multiply your gross wage (before taxes) by .15 (15 percent) (single, no dependents)	
Income Tax, State or DC	Multiply your gross wage by .10 (10 percent) (single, no dependents)	
Insurance, Dental	Perhaps your employer will pay some or all of this cost	
Insurance, Life	Perhaps your employer will pay some or all of this cost	
Insurance, Medical	Perhaps your employer will pay some or all of this cost	
Lodging	Rent or Mortgage	
Medical & Dental	Costs not paid by insurance	
Other Expenses	Anything else not listed, such as a church tithe	
Personal Hygiene	Washing clothes, dry cleaner, haircuts	

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BUDGET WORKSHEET

Item	Description	Estimated Monthly Amount Needed
Saving, General	For a "rainy day" such as when the washing machine breaks down, or the refrigerator needs to be replaced, or you need a security deposit and three months rent in advance in order to move to a different apartment	
Savings, Retirement	This is the account that you shouldn't withdraw from ever until you retire. Accumulating money in this account will allow you to retire at some point (after all, no one wants to work until they die….)	
Social Security (OASDI)	Multiply your gross wage by .0625	
Social Security Medical Tax (Medicare)	Multiply your gross wage by .0145	
Grand Total Monthly Expenses	LINE A	
Required Weekly Rate of Pay	LINE B (Source: Line A divided by 4.35)	
Required Hourly Rate of Pay	LINE C (Source: Line B divided by 40)	

For Example, if
your Grand Total Monthly Expenses is $1,200, then
your Required Weekly Wages would be $ 276, and
your Required Hourly Rate of Pay would be $6.90

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- In DC, you can get free medical, dental, and mental health care at clinics operated by the DC government. You do not have to be a Medicaid or DC Medical Charities participant.

- You may, however, be eligible for Medicaid or DC Medical Charities. To learn more about those programs, see the descriptions on **Pages 109-111** of this book.

- We have tried to identify additional places where they provide health care for free, or on a sliding scale. Sliding scale means that you pay according to how much income (earned wages or benefits, such as SSI) you have. If you have no income, then you would pay nothing to the provider who charged on a sliding scale.

- The medical housing programs included in this chapter are for men only. Medical housing programs specifically for women are included in Chapter 12.

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MEDICAL CLINICS

If you have a life-threatening emergency, call 911 or go to a hospital emergency room.
The medical clinics we have listed are not equipped to handle emergencies.

Agency	Hours	Services	Requirements
SOME **(So Others Might Eat)** 60 "O" Street, NW Washington, DC 20001 (202) 797-8806, ext. 1043 Date Information Obtained: 07/13/01 **Wheelchair Accessible**	New Patients: Monday - Friday 8:00 AM - 11:00 AM Call for an appointment	- All medical care, including exams, prescriptions, X-rays, lab tests - Includes treatment for ongoing conditions, such as high blood pressure, diabetes, HIV/AIDS and substance abuse	- You must be homeless. - You must not be receiving medical care from any other agency. - No referral or ID required. - Cost is based on a sliding scale.
My Brother's Keeper 1612 New Jersey Avenue, NW Washington, DC 20001 (202) 518-6670 phone (202) 518-6118 fax (877) 453-3737 toll free	Call for hours and an appointment	- HIV counseling and testing - Case management - HIV/AIDS staff consultation and training - HIV/AIDS education and risk reduction - Toll free access	This is a non-profit community-based organization formed by a group of concerned health care professionals to address the growing need for culturally sensitive and specific general health care and specialized transitional housing for currently incarcerated and recently-released inmate populations in the DC area.

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MEDICAL CLINICS

Agency	Hours	Services	Requirements
Bread for the City and Zacchaeus Free Clinic 1525 Seventh Street, NW Washington, DC 20001 (202) 265-2400 Date Information Obtained: 07/13/01 **Wheelchair accessible** **Spanish-speaking staff**	9:00 AM - 5:00 PM Monday - Friday Some evening hours and Saturday hours **For Job Physicals** Call Friday at 9:00 AM and you will be scheduled for the following Wednesday afternoon or evening **Prenatal Clinic** Call anytime for an appointment and tell them you are pregnant **Medical Clinic** (Adults & Children) New Patients Call Monday, Tuesday, Wednesday, or Thursday, at 9:00 AM; the first two callers will get an appointment (generally for the same week) **Existing Patients:** Call between 9:00 AM - 5:00 PM for an appointment	**For Job Physicals** Exam, lab, and completion of paperwork required by prospective employer. **For Children** Immunizations, school & sports physicals, well-child visits, and care of sick children. **Prenatal Care** Exams, blood work, testing, nutrition counseling, education, finding a hospital for delivery, and applying for Medicaid. **Adult Medical Care:** Exams, lab, medications, treatment of illness and ongoing conditions, such as high blood pressure, TB, HIV/AIDS, and diabetes. No dental or eye care.	- Must be a DC resident. - These is no cost. - You are not eligible if you have health insurance or Medicaid. - You must bring a photo ID. - On the visit, you will be asked for other information, such as residency, income, family size, etc. - To use the Prenatal Clinic, you must already have proof of your pregnancy tests. are done at: **Northwest Pregnancy Center** 2702 Ontario Rd, NW Wash., DC (202) 483-7008 (call for hours) **Capitol Hill Pregnancy Center** 713 Maryland Avenue, NE, (202) 546-1018 (call an appointment)

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MEDICAL CLINICS

Agency	Hours	Services	Requirements
Community of Hope 1417 Belmont Street, NW Washington, DC 20009 (202) 232-9022 Date Information obtained: 07/13/01 **Wheelchair accessible**	Monday and Wednesday 9:00 AM - 4:00 PM Tuesdays 10:00 AM - 6:00 PM Thursdays 1:00 - 8:00 PM Fridays 9:00 AM - 12 Noon Walk-ins accepted at 9:00 AM - 1:00 PM, but they prefer you call for an appointment	- Adult and child medical care, including exams, prescriptions, lab tests. - Prescription medications, when available, are given out in a pharmacy at the clinic. - Includes treatment for ongoing conditions, such as high blood pressure, diabetes, HIV/AIDS, substance abuse. - Prenatal care - Job physicals	- Cost is based upon a sliding scale. - No one is turned away because of lack of ability to pay.

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MEDICAL CLINICS

Agency	Hours	Services	Requirements
Washington Free Clinic 1525 Newton Street , NW Washington, DC 20010 (202) 667-1106 Date Information Obtained: 07/13/01 **Spanish-speaking staff** **Not wheelchair accessible**	**HIV Testing and Counseling** Monday 6:30 - 9:30 PM appt. required **Primary Medical Care, Job Physicals, Reproductive Health** Tuesday and Thursday 7:00 - 10:00 PM appt. required **Pregnancy Testing** Tuesday and Thursday 7 - 10:00 PM Wednesday 11:00 AM - 6:00 PM appt. or walk in **Prenatal Care** Wednesday 4:00 - 9:00 PM Friday 9:00 AM - 1:00 PM appt. required	- All medical care, exams, prescriptions, X-rays and lab tests. - Includes treatment for HIV/AIDS - They do not offer pediatric care; only well baby care for the first year.	- You must be uninsured. - You must not be a recipient of Medicaid. - Donations are accepted to cover the costs. - They serve primarily people who live in ZIP Codes 20009 - 20011. - Limited appointments are available due to the lack of resources

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MEDICAL CLINICS

Agency	Hours	Services	Requirements
National Association of People with AIDS 1413 "K" Street, NW 7th Floor Washington, DC 20005 (202) 898-0435 (202) 898-0414 fax www.napwa.org	9:00 AM - 5:30 PM Monday - Friday	- Provides technical assistance - Offers leadership skill workshops - Provides an information referral office - Convenes an HIV/AIDS conference annually	- No cost or specific requirements - Length of program varies depending on the program.

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PRESCRIPTION EYEGLASSES

Agency	Hours	Services	Requirements
Prevention of Blindness Society of the Metropolitan Area 2216 Rhode Island Avenue, NE, Washington, DC 20018 (202) 234-1010 Date Information Obtained: 07/13/01 **Not wheelchair accessible due to a small step; however, a staff member will assist**	**By appointment** Tuesday and Thursday 9:30 AM - 1:00 PM **Walk-in** Wednesday 9 - 11:00 AM	- Will provide glasses (lenses and frames) to low-income and/or homeless people who need them. - Assists both adults and children. - Costs are as follows: **With An Appointment** $20 if you have Medical Assistance, Medicaid, Medicare or $35 if you have private insurance or a private HMO **Walk-in** - $38 for single vision lenses, or $50 for bifocal lenses. - If people lack the money to pay, a donation can be accepted or payment may be waived. - No one is refused service due to lack of ability to pay.	- You must be low income and/or homeless. - You must have already seen an eye doctor and have a prescription.

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PUBLIC BENEFIT CORPORATION MEDICAL AND DENTAL CLINICS

What is Provided?

- The Health and Hospitals Public Benefit Corporation of the DC government operates eight medical and dental clinics, called Community Health Centers, and one specialty clinic, called Health Services For Children With Special Needs (HSCSN).

- The clinics provide adult medical care (internal medicine), pediatric care for children and youths, podiatry, obstetrics and gynecology, eye examinations, and dental care.

- The primary care provider will refer you to any specialty care which you may require, whether it is offered at one of these eight clinics at DC General Hospital, or by another health care provider.

- People wishing to have substance abuse treatment will be referred to appropriate providers.

- The staff will prescribe medications as appropriate, and a pharmacy is available at several locations so that patients can get the prescriptions filled if they are not covered by insurance, Medicaid, or DC Medical Charities.

- People who are insured may get their prescriptions filled at any pharmacy which participates in their plan.

    - People who are covered by Medicaid must get their prescriptions filled at various retail pharmacies.

    - People who are covered by DC Medical Charities must get their prescriptions filled at the pharmacy in the clinic at which they were seen. These facilities include DC General Hospital, the Neighborhood Service Centers (*listed on **Pages 112, 144, 146, 229***) and Greater Southeast Hospital.

- Although eye examinations are preformed at the clinics, prescriptions for glasses must be filled elsewhere.

- The staff at the Adams Morgan and Walker Jones clinics (*listed on **page 225***) speak Spanish. The clinics are all wheelchair accessible except for the Hunt clinic.

- **If you have a life-threatening emergency, call 911 or go to a hospital emergency room.**

Eligibility

- You must be a resident of Washington, DC.

- There is no income criterion. Anyone may use the clinic, regardless of his/her income.

- You may use these clinics even if you are not eligible for Medicaid or DC Medical Charities.

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PUBLIC BENEFIT CORPORATION MEDICAL AND DENTAL CLINICS

Cost

- The clinics accept people who have insurance, Medicaid, DC Medical Charities, and people who pay for the services themselves, as well as people who are not covered by any of these plans and have no income.

- Even if you cannot pay, the clinics will see you.

Locations

- Appointments are preferred, but walk-ins are accepted.

- All clinics are open Monday through Friday, 8:15 AM to 4:45 PM. Three clinics have extended their hours to include evenings and Saturdays; the extended hours are listed in the following chart.

Location	Extended Hours	Phone Number (202)	Special Features
Walker-Jones 1100 First Street, NW Washington, DC 20001	Tuesday & Thursday 7:30 AM - 7:30 PM Saturday 9:00 AM - 1:00 PM	724-4973 815-4487 (Pharmacy)	Spanish speaking staff; Dental; Pharmacy
Health Services For Children With Special Needs 1900 Massachusetts Avenue, SE Building #10 Washington, DC 20003		675-5214	
Adams Morgan 2250 Champlain Street, NW Washington, DC 20009		673-4509	Spanish speaking staff; Dental
Woodridge 2146 24th Place, NE Washington, DC 20018		541-3819	
Benning Heights 4650 Benning Road, SE Washington, DC 20019		645-4161	Dental

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PUBLIC BENEFIT CORPORATION MEDICAL AND DENTAL CLINICS

Location	Extended Hours	Phone Number (202)	Special Features
Hunt Place 4130 Hunt Place, NE Washington, DC 20019		727-0527 (Women) 727-0522 (children)	Pharmacy, Dental
Anacostia 1328 "W" Street, SE Washington, DC 20020	Tuesday and Thursday 8:15 AM - 8:45 PM Saturday 9:00 AM - 1:00 PM	645-4132	Pharmacy, Dental
Southwest 850 Delaware Avenue, SW Washington, DC 20024		727-3611 727-3617	Pharmacy, Dental
Congress Heights 3720 Martin Luther King Jr. Avenue, SE Washington, DC 20032	Wednesday 8:15 AM - 8:45 PM Saturday 9:00 AM - 1:00 PM	645-0400	Pharmacy, Dental

Identification and Other Verification Required

- Proof of DC address, like a bill or letter addressed to you in the past 30 days, or a driver's license or non-driver's ID
- If you have no proof of a DC address, ask your parole officer for a referral.
- If you do not have the necessary documentation, go anyway.

Waiting Time Between Making an Appointment and the Appointment

- Generally, appointments are scheduled for one to four weeks following your call to request an appointment.
- If your case is urgent (*for example, you need a pre-employment physical in order to start a new job*), tell the person scheduling the appointment and every effort will be made to meet your needs.

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PUBLIC BENEFIT CORPORATION MEDICAL AND DENTAL CLINICS

Limitations or Restrictions for Ex-Offenders

- There are presently no restrictions placed upon ex-offenders. If you have questions, please contact one of the clinics listed.

MENTAL HEALTH CENTERS

What is Provided?

- The DC Commission on Mental Health Services operates several community mental health centers (clinics) for people who have a mental disability or who are having mental health problems.

- Services include intake screening; outpatient clinic and intensive day treatment; case management (*i.e., assisting people to meet their other needs, such as applying for SSI*); outreach (i.e., home visits); and referrals to other health care providers.

- Substance abusers who are primarily mentally ill (*i.e., dually diagnosed*) are treated at the centers for both diagnoses.

- The centers are not able to treat sex offenders.

- The staff will prescribe medications as appropriate, and a pharmacy is available at several of the locations so that patients can get the prescriptions filled.

- If required, hospitalization is offered.

- The staff at the Multi-Cultural Services Center speaks English, Spanish, French, Portuguese, Hindu, Vietnamese, Amharic, Oromo, and Polish. The center is designed to assist people who speak English as a second language. The staff can translate up to 100 languages.

- The clinics are all wheelchair accessible.

Eligibility

- You must be a DC resident.

- There is no income criterion. Anyone may use the clinic, regardless of his/her income.

- You do not need to have a referral from a medical clinic or a primary care physician. If you think you are having a problem, feel free to call for an appointment or walk into one of the centers.

- You may use these clinics even if you are not eligible for Medicaid or DC Medical Charities.

Cost

- Cost is on a sliding scale basis.

- The centers accept people who have insurance, Medicaid, DC Medical charities, and people who pay for the services themselves, as well as people who are not covered by any of these plans and have no income.

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MENTAL HEALTH CENTERS

Locations

- Appointments are available, but walk-ins are accepted.
- All clinics are open Monday through Friday, 8:15 AM - 4:45 PM. In addition, Thursday evenings hours are extended until 7:45 PM.
- The Comprehensive Psychiatric Emergency Program is open 24 hours a day, seven days a week.

Location	Phone Number (202)	Population Served
Comprehensive Psychiatric Emergency Program 1905 "E" Street SE, Building #14 Washington, DC 20003 *(On grounds of DC General Hospital; behind the main building)*	673-9308 For admissions: 673-4319	Adults, Children & Youth
Central Intake Division **Child/Youth Intake** 1905 "E" Street SE, Building #14 Washington, DC 20003 *(On grounds of DC General Hospital; behind the main building)*	673-9040	Children & Youth (18 and under)
Region III/IV Community Mental Health Center (South Center) 1905 "E" Street SE, Building #25 Washington, DC 20003 *(On grounds of DC General Hospital; behind the main building)*	673-9000	Adults Only Pharmacist on-site
"P" Street Clinic 3246 "P" Street, NW Washington, DC 20007	282-0027	Adults Only
Multi-Cultural Services Division 1536 "U" Street, NW Washington, DC 20009	673-2058	Adults, Children and Youth for whom English is a second language
Region I/II Community Mental Health Center (North Center) 1125 Spring Road, NW Washington, DC 20010	576-7254	Adults only Pharmacy on-site

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MENTAL HEALTH CENTERS

Location	Phone Number (202)	Population Served
Region III/IV Community Mental Health Center 2700 Martin Luther King Jr. Avenue, SE Allison Building Washington, DC 20032 *(On the grounds of St. Elizabeth's Hospital)*	373-7083	Adults only Pharmacy on-site

Identification and Other Verification Required

- Proof of DC address, like a bill or letter addressed to you in the past 30 days, or a driver's license of non-driver's ID
- Proof of total income, like a check stub, Medicaid or TANF ID, or Food Stamps ID
- If you do not have the necessary documentation, go anyway.

Waiting Time Between Making an Appointment and the Appointment

- Generally, appointments are scheduled within three to five days following the call to request an appointment. Emergencies and crisis situations can be handled immediately. Call (202) 679-9319 for adults, or (202) 673-9040 for children and youth.

Limitations or Restrictions for Ex-Offenders

There are presently no restrictions placed upon ex-offenders.

If You Have Questions

- Call one of the clinics. If you are having a psychiatric emergency, please call the 24-hour Crisis Hotline, (202) 561-7000, or go directly to the Comprehensive Psychiatric Emergency program located on the grounds of DC General Hospital, Building #14.
- The building is behind the hospital, and has a sign on it which says "Comprehensive Psychiatric Emergency Program" or "CPEP."
- If you see a sign which says "Emergency Psychiatric Response Division" or "EPRD," you are in the right place, so go in anyway. It is just that the old sign should be corrected.

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MEDICAL HOUSING

Christ House
1717 Columbia Road, NW
Washington, DC 20009
For intake, call the Nursing Staff
(202) 328-1100
Information as of 07/18/01

Description: Christ House is a 32-bed medical facility for the homeless offering 24-hour nursing care to people who are ill and homeless.

Arrangement: Patients generally come here directly from a hospital or from an outreach clinic for the homeless.

- This is a house which includes a medical infirmary.
- Twenty-four hour nursing care is provided.
- Men will be helped to find appropriate housing upon discharge.

Cost: Men who have income (*such as SSI or VA Disability*) are expected to pay from $3 to $5 per day.

- Men who have no income are not turned away.

Requirements: You must have a referral from the physician who is treating you.

Services: A registered nurse is on duty at all times.

- Each resident is offered the assistance he requires in meeting his health care needs.
- Two social workers are on staff to assist the residents in obtaining other programs which they might need and be eligible for, such as substance abuse treatment.

Length of Stay: The length of stay varies, depending upon the needs of the resident.

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MEDICAL HOUSING

Joseph's House
c/o Jubilee Housing
2482 Ontario Road, NW
Washington, DC 20009
(202) 265-7174
Information as of 07/20/01

Description: The house offers a home and community for 11 homeless men with AIDS who are unable to live independently.

Arrangements:

- This is home for men who have AIDS and need assistance in living.
- Care will be provided as long as needed, including the provision of hospice care if necessary.
- Men whose medical condition improves will be helped to find new housing but may return to Joseph's house if necessary.

Cost: A monthly contribution of $200 or half of one's monthly income (*whichever is less*) is required.

Requirements: This program serves only men.

- You must have a referral from your physician, case manager or parole officer.
- You must have a physical examination and documentation that you are free from active TB.
- Thirty days of documented sobriety is required for admission, and residents must agree to frequent (*at least twice weekly*) urine screening and breathalyzer tests.

Services: A registered nurse is either on duty or on call at all times.

- Personal care aides are always on duty.
- Each resident is offered the assistance he needs in meeting his health care needs.

Length of Stay: The length of stay varies, depending upon the need and desires of the resident. Continued sobriety is required.

Other Information: There is an interview for applicants. Your physician, case manager or parole officer should make the initial inquiry.

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For The Women: Programs Exclusively For You

- Being a female ex-offender can be significantly more challenging than being a male ex-offender. After all, women have to cope with the possibility of pregnancy while making the transition to the outside world. And if a woman has children, she needs to get them back from the family or friends with whom they were staying while she was incarcerated. Not easy while she is trying to get a place to live, a job, etc. It is a little like constructing a 747 while you are in flight…

- It seems as if most children live with their mothers, not their fathers, and not enough fathers pay child support. Thus, more challenges for the female ex-offender.

- Unfortunately, there are not many shelters where a woman with children is accepted. We have tried to identify those which do. The following housing options accept both men and women:

Housing Units

Name of units	**Occupancy**	**Type housing**
Jubilee Housing	Family Housing	apartments
The Salvation Army Transitional Housing for Families	Family Housing	apartments
Mary House	Family Housing	apartments
Families Forward	Family Housing	apartments
Thea Bowman House	Family Housing	apartments
SOME Townhouses	Family Housing	apartments
Shalom House	Permanent Housing	SROs (Single Room Occupancy)
Jeremiah House	Permanent Housing	SROs (Single Room Occupancy)
Anna Cooper House	Permanent Housing	SROs (Single Room Occupancy)
Oxford House	Group homes for people in recovery	

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- In addition to the rehabilitation programs specifically for women included in this chapter, the following programs, included in Chapter Seven, accept both men and women:

- Haven
- Holy Comforter - St. Cyprian Community Action Group
- The Salvation Army Harbor Lights Center
- Maya Angelou House (women only)
- Samaritan Inns, Inc.

- If you are a mother and are having a difficult time finding a place to live, you may want to visit a social worker immediately following your release. If you can call before your release to make an appointment, it would be even better. These organizations will assist you to find housing, apply for government benefits, reunite you with your children, and assist you to become self-sufficient. Two excellent social services agencies are listed on **pages 235 and 236.**

- Once you decide where you are going to live, your next step should be to visit the government agencies to apply for whatever government assistance to which you may be entitled. Chapter Eight has detailed descriptions of each of the major programs.

- If you lack job skills and have no place to stay, you might want to consider one of the rehabilitation programs. Many of these programs will assist you to secure training, job skills, housing, and whatever else it is that you need in order to be self-sufficient at the end of the program. Several help you reunite with your children. They can be a wonderfully supportive transition back to the outside world.

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SOCIAL SERVICE AGENCIES

Bread for The City and Zacchaeus Free Clinic
Jane Addams Social Work Program
1525 Seventh Street, NW
Washington, DC 20001
(202) 332-0440
Information as of 07/13/01

Hours: For walk-ins: Monday, Wednesday and Friday, 1:30 PM to 3:00 PM
- Appointments are taken for Tuesday and Thursday.

Appointment Required:
- No, but it is advisable if you need to have a case manager.

Requirements: You must be a resident of DC. Try to bring as much documentation as you can so that they can determine if you will meet the income and expense guidelines for government programs.
- Bring papers about your income, for example, check stubs and letters from government agencies.
- Bring any bills you must pay, for example, rent, utilities, medical bills.
- If you are disabled or sick, bring the names of your doctors, clinics and medicines.
- Bring any letters or forms you have received from government agencies.

Services: Helps people apply for benefits like food stamps, Medicaid, SSI.
- Helps people find jobs, counseling, alcohol and drug programs, emergency assistance, housing, and help in solving other problems.
- The facility is wheelchair accessible.
- Spanish speaking staff are available.

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SOCIAL SERVICE AGENCIES

So Others Might Eat (SOME)
Social Services Program
60 "O" Street, NW
Washington, DC 20001
(202) 797-8806
Information available as of 07/13/01

Hours: Monday through Friday, 8:00 AM to 4:00 PM

Appointment Required:

- No appointments are required.
- Clients are seen on a first-come-first-served basis.

Requirements:

- You must be a DC resident.
- You must be homeless or at risk of becoming homeless.
- It is preferable if you have some form of ID, but they will help you even if you have no ID.

Services: Helps people find clean and sober shelter.

- Helps people apply for benefits like food stamps, Medicaid, SSI.
- Helps people with forms and other paperwork (*e.g., getting a birth certificate, SS card, non-driver's ID*).
- Provides referrals for medical/dental care, housing, jobs training, literacy or GED tutoring, emergency services, or other appropriate programs or services.
- Helps people obtain substance abuse treatment.
- Clients may use their telephones for outgoing local calls.
- The facility is wheelchair accessible.
- Spanish-speaking staff are available.

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HIV/AIDS SERVICES FOR WOMEN

The Women's Collective
1611 Connecticut Avenue, NW
Suite 2C
Washington, DC 20009
(202) 483-7330
Information as of 08/14/01

Description: The Woman's Collective is a strong peer-based case management, advocacy, support, and education organization run by women infected and affected by HIV/AIDS.

Requirements: The Women's Collective is committed to working with all women who are living with or are at risk for HIV/AIDS.

Services: This organization offers a wide range of case management services that include assisting women in accessing respite care, child care, housing, food, and transportation services for themselves and their families.

- The Women's Collective hosts *Women Helping Women to Survive,* a mentoring program for women living with or at risk for HIV/AIDS.
- The staff conducts an information hotline and a regular conference call for isolated women.
- The Women's Collective sponsors a coffee house support group twice a month for women living with HIV/AIDS and their children.
- Other support groups are held at the Women's Collective, including groups for young women, lesbians, and partners of women living with HIV/AIDS.
- The Women's Collective publishes *Sisters in the Struggle,* a newsletter distributed across the metropolitan area to women living with or at risk for HIV/AIDS.

Other Information:

- The Women's Collective is an excellent advocate for women with HIV/AIDS who are having a hard time with a landlord-tenant dispute, accessing public benefits, or have any other social or health needs.

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WOMEN'S DAY SHELTERS

Bethany Women's Center
1333 "N" Street, NW
Washington, DC 20005
(202) 939-2060
Information as of 07/19/01

Description: This is a day shelter for homeless women.

- It is open from 7:30 AM to 4:00 PM, Monday through Friday.
- Saturdays, Sundays and holidays, 9:00 AM through 4:00 PM
- Children are not allowed.

Arrangement: Showers and laundry facilities are available. Breakfast is served from 8:00 AM to 9:00 AM.

- Lunch is served from 12:00 Noon to 1:00 PM.
- Staff do not speak Spanish.
- Facility is wheelchair accessible.

Cost: There is no charge.

Requirements:

- You must be 18 years of age or older. Just come by. No referral is required.

Services: Individual counseling is available as well as group classes and activities, such as arts and crafts, aerobics, and bingo.

- NA/AA meetings are conducted three times a week.
- The staff will assist participants apply for all the government programs to which they are entitled such as food stamps, TANF, vocational training, etc.
- The case managers will assess the needs of each participant, and will refer her to other organizations which can meet her needs (*for example, for medical care, clothing, substance abuse treatment, or permanent housing*).
- Women may use the telephones for making and receiving local calls, and for receiving messages.
- You may come as often as you like.
- Bethany is a community of love and healing. It is a comfortable and caring place to spend time.

Operated by: "N" Street Village, Inc.

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WOMEN'S DAY SHELTERS

Rachael's Women's Center
1222 -11th Street, NW
Washington, DC 20001
(202) 682-1005
Information as of 07/18/01

Description: This is a day shelter for women who are homeless. It is open from:

- 7:00 AM to 4:00 PM Monday, Wednesday, Thursday, Friday
- 7:00 AM to 3:00 PM Tuesday
- 9:00 AM to 3:00 PM Saturdays
- Children are allowed, but this is not a family program.

Arrangement: Showers and laundry facilities are available by appointment.

- Breakfast is served at 7:15 AM.
- Lunch is served at noon.
- Several staff have a working knowledge of Spanish.
- The facility is not wheelchair accessible.

Cost: There is no charge.

Requirements: You must be 18 years of age or older.

- Just come by; no referral is required.

Services: Individual counseling is available, as well as group classes and activities, such as arts and crafts and bingo.

- NA meetings are conducted every day from 10:00 AM to 11:00 AM.
- The staff will assist participants in applying for all the government programs to which they are entitled, such as Medicaid, food stamps, TANF, vocational training, etc.
- The case managers will assess the needs of each participant and will refer her to other organizations which can meet her various needs (*for example, for medical care, mental health care, clothing, substance abuse treatment, or permanent housing*).
- The staff will assist participants in finding employment.
- Women may use the telephones for making and receiving local calls, and for receiving messages that are business related.
- They may also use Rachael's Women's Center as a mailing address.
- You may come as often as you like.

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WOMEN'S MEDICAL HOUSING

Miriam's House
P. 0. Box 73618
Washington, DC 20056
(202) 797-7797 (Message Service)
Information as of 07/30/01

Description: This is a residence for homeless women with AIDS, with and without children.

- A maximum of three children, aged 12 and under, may stay with their mothers.
- The objective is to provide loving, supported living arrangements so that the residents can have as normal a family life as possible under difficult circumstances.
- The house can accommodate 20 people (*mothers and children*).

Arrangement: Each resident has a private room.

- Their children share an adjoining room which is connected.
- Women are responsible for preparing their own meals.
- Staff provide whatever level of support each individual requires. For example, if someone is unable to prepare meals, it will be done for her.
- A nurse and personal care aide are always available.
- Medical care is obtained in the community; if ill, residents go to a hospital.
- Miriam's House is not a nursing home but will serve as a hospice when someone is in the end-stage of AIDS.
- The staff do not speak Spanish, but have experience with non-English speakers.
- The facility is entirely handicap accessible, including kitchen and baths.

Cost: Women who have income are expected to pay 30 percent of their gross income in a program fee.

- The program does not pay for medical or hospital care; each woman makes her own arrangements.

Requirements: You must have a medical diagnosis of AIDS (*not HIV positive, but AIDS*).

- You must be 18 years old or older.
- You must have at least 10-14 days of clean time (*30 days is preferred*) and be willing to work on an AA/NA program.
- A referral is required; a referral from your parole officer or case manager (*if you are still incarcerated*) would be acceptable.
- They will consider accepting you directly from prison, but they would prefer it if you have been in the community for at least 30 days. That would give you enough time to find a case manager and apply for public benefits, such as Medicaid.
- To apply, call the Program Director by calling, (202) 797-7797, and leaving a message.

Services: The staff will refer participants to resources in the community as necessary, such as day programs, therapy, substance abuse treatment and GED training.

- Some clothing is provided if needed.
- Each woman is unique and has individual needs.
- The staff will provide support to meet those needs; more for some, less for others.

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WOMEN'S REHABILITATION PROGRAMS

Length of Stay:

- You may stay as long as you need supported living arrangements, including hospice.

Fulton House of Hope
512 "I" Street, NW
Washington, DC 20001
(202) 842-1731
Information as of 07/20/01

Description: This is a substance abuse program only for women addicted to crack.

Arrangement: The haven has beds for 18 women. The program has four phases.

Cost: There is no charge.

Requirements: An interview with the Director is required. A strong desire to change your life is a prerequisite. No referral is required.

Service: Room and board are provided.

- Shower facilities and washers and dryers are available.
- Religious devotions and chapel are optional, but encouraged, as the drug treatment program has a strong spiritual component.

Length of Stay:

- This is a six to 12-month program, depending upon the progress shown by each individual.

Operated by: Gospel Rescue Ministries of Washington, DC, Inc.

Other Information:

- This is a God-centered facility which does not allow smoking, drinking, swearing, profanity, or sexual activities between the residents, or between the residents and participants in its other programs.
- It has a comfortable and peaceful atmosphere.

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WOMEN'S REHABILITATION PROGRAMS

Hannah House, Inc. HERS Program
612 "M" Street, NW
Washington, DC 20001
(202) 289-4840
Information as of 07/18/01

Description: This is a six-month residential, rehabilitation program for 15 homeless women, many of whom are in recovery from substance abuse.

- Children are not allowed.
- The objective is to reinforce the women's recovery and provide life and job skills so that the participants will be further along the road to self-sufficiency.

Arrangement: The participants live dormitory-style.

- Breakfast and lunch are provided.
- The participants cook their own meals (*food is provided*) and share the chores of maintaining the house.
- During the first 30 days of residency, participants are required to perform 40 hours of volunteer work.
- Participants who are in recovery are expected to attend NA/AA daily.
- The staff does not speak Spanish.
- The facility is not wheelchair accessible.

Cost: There is no charge for this program.

- Once a participant is employed, she is expected to pay a resident participation fee of 20 percent of her gross income; There is a maximum of $72 per month.
- Participants who are employed put 20 percent of their gross income in a savings account; this money accumulates during their stay, and will be used to pay the first month's rent and security deposit on permanent housing when they graduate from the program.

Requirements: You must have 30 days of clean time.

- A referral is required. A referral from your parole officer, social worker or case manager (if you are still incarcerated) would be acceptable.
- An interview is required.
- Call to apply.
- Hannah House will interview you in prison if you wish to reside here immediately upon your release.
- You may apply at any time, since there is turnover as women complete the program.

Services: The staff will assist you in your efforts to remain sober and free from substance abuse, find employment, find housing, and become independent.

- The staff will assist you to obtain necessary documentation, such as SS card and birth certificate.
- Participants will be assisted to find a job or enroll in vocational training.
- Tokens are provided during the job search or training period.
- The staff will assist participants in applying for all the government programs to which they are entitled, such as WIC, food stamps, TANF, vocational training, etc.

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WOMEN'S REHABILITATION PROGRAMS

- Educational groups and classes such as parenting and self-esteem are offered as well.

Length of Time: This is a six-month program.

Hannah House, Inc. THEIRS Program
612 "M" Street , NW
Washington, DC 20001
(202) 289-4840
Information as of 07/18/01

Description: This is a 12-month residential, reunification program for five homeless mothers with no more than three children who are between the ages of three and 12;
- Many of the women are in recovery from substance abuse.

The objectives are to:
- Reunite mothers with their children
- Reinforce the women's recovery
- Provide life skills and job skills so that the women will be further along the road to self-sufficiency

Arrangement: The participants live in private rooms.
- There are "singles," in which the mother and children reside together and "doubles," where the mother and children reside in two separate rooms.
- The ages and gender of the children determine which arrangement is appropriate.
- During the first 60 days, the children do not reside with the mother, but they may visit.
- Breakfast and lunch are provided.
- The participants cook their own meals (*food is provided*) and share the chores of maintaining the house.
- During the first 30 days of residency, participants are required to perform 40 hours of volunteer work, such as community service.
- Participants who are in recovery are expected to attend NA daily.
- The mothers are expected to make their own arrangements for day care.
- The cost of day care may be covered under TANF; Hannah House will pay for day care if a participant is not eligible for TANF.
- The staff does not speak Spanish.
- The facility is not wheelchair accessible.

Cost: There is no charge for this program.
- Once a participant is employed, she is expected to pay a resident participation fee of 20 percent of her gross income;
- There is a maximum of $100 per month.

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WOMEN'S REHABILITATION PROGRAMS

- Participants who are employed put 20 percent of their gross income in a savings account; this money accumulates during their stay, and will be used to pay the first month's rent and security deposit on permanent housing when they graduate from the program.

Requirements: You must have 30 days of clean time.

- You must be residing in a shelter to be eligible for this program, and be apart from your children.
- A referral is required; A referral from your parole officer would be acceptable.
- An interview is required.
- Call to apply.
- You may apply at any time, since there is turnover as women complete the program.

Services:

- The staff will assist you in your efforts to remain sober and free from substance abuse, find employment, find housing, and become independent.
- The staff will assist you to obtain necessary documentation, such as SS card and birth certificate.
- Participants will be assisted to find a job or enroll in vocational training. Tokens are provided during the job search or training period.
- The staff will assist participants with applying for all the government programs to which they are entitled, such as WIC, food stamps, TANF, vocational training, etc.
- Educational groups and classes such as parenting and self-esteem are offered as well.

Length of Stay:

- This is a 12-month program.

Harriet Tubman House
1333 "N" Street, NW, #506
Washington, DC 20005
(202) 232-6167
Information as of 07/25/01

Description: This is a three- to four-month residential, pre-substance abuse treatment program for nine homeless women.

- It is part of a continuum of care which includes substance abuse treatment and post-treatment transitional, supported living at Sarah House.

Arrangement: The participants share a room with one other woman. Meals are provided. The staff does not speak Spanish. The facility is wheelchair accessible.

WOMEN'S REHABILITATION PROGRAMS

Cost: There is no charge for this program.

Requirements: You must attend three NA/AA meetings held at the Luther Place Chapel, which is located nearby at 1226 Vermont Avenue, NW.

- The meetings are held each Monday at 2:30 PM, each Thursday at 4:00 PM, and each Saturday at 11:00 AM.
- The staff will sign your meeting slips.
- Following these meetings, you must be interviewed by the substance abuse staff and the director.
- You do not need to call first.

Services: Participants are expected to attend NA/AA meetings daily.

- In addition, there is a wellness center where women may take aerobics classes, weight management, nutrition classes, etc.
- There are ongoing groups and a certified substance abuse counselor.
- Emphasis is placed on spirituality.

Length of Stay:

- This is a three- to four-month program.
- Each woman is different.
- When a participant is ready, she will be sent to the next phase—the substance abuse treatment.
- Following successful completion of that phase, women reside at Sarah House, a transitional living home for women who have completed substance abuse treatment.
- Some women go directly from Harriet Tubman House to Sarah House.
- Sarah House is a six- to nine-month program which offers vocational rehabilitation, GED classes, and job search assistance.
- The program at Sarah House is tailored to meet the needs of each individual.
- At Sarah House, children are not allowed to reside with their mothers, but may visit.
- Sarah House will assist participants with reuniting with their children.

Operated by: "N" Street Village, Inc.

Other Information:

- Sarah House does not accept applicants from any other substance abuse treatment program.
- If you are interested in Sarah House, you must first apply to Harriet Tubman House.

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WOMEN'S REHABILITATION PROGRAMS

Mount Carmel House for Women
471 "C" Place, NW
Washington, DC 20001
(202) 289-6315
Information as of 07/25/01

Description: This is a six-month residential, rehabilitation program for 21 homeless women, many of whom are in recovery from substance abuse.

- Children may not stay with their mothers.
- The objective is to reinforce the women's recovery and provide life skills and job skills so that the participants will be further along the road to self-sufficiency.

Arrangement: The participants live dormitory-style.

- All meals are provided.
- The staff does not speak Spanish.
- The facility is not wheelchair accessible.

Cost: There is no charge for this program.

- Once a participant is employed, she is expected to pay a service fee of 20 percent of her gross income.

Requirements: You must be drug-free and sober.

- A referral is required from the agency which provided your substance abuse treatment.
- Alternatively, a referral from your parole officer would be acceptable.
- Call and ask to speak to the case manager to apply.
- You may apply at any time, since there is turnover as women complete the program.

Services: The staff will assist you in your efforts to remain sober and free from substance abuse, find employment, find housing, and become independent.

- Individual and group counseling is provided.
- Participants will be assisted to find a job or enroll in vocational training.
- Tokens are provided during the job search or training period.
- The staff will help participants apply for all the government programs to which they are entitled, such as WIC, food stamps, TANF, vocational training, etc.

Length of Stay:

- The average stay is six months; each individual is unique, however, and the staff may extend the stay if necessary.

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WOMEN'S REHABILITATION PROGRAMS

Harvest House
150 Rhode Island Avenue, NE
Washington, DC 20002
For intake, call: Barbara Moore, (202) 526-4195
Information as of 07/13/01

Description: This is a 120-day, residential rehabilitation program for 12 homeless women who are recovering substance abusers.

Arrangement: Two people share a bedroom.

- The rooms are completely furnished.
- You do not need to provide anything.
- The bathrooms, kitchen, living room, and recreation area are shared.
- All meals are provided.
- There are laundry facilities on premises.
- The program consists of drug education, relapse prevention workshops, and job preparation groups.
- After six weeks, you must begin to search for a job.
- The staff will assist you in your job search, including providing you with clothing and transportation assistance.
- Participants share in assigned household chores.
- You must attend 12-Step meetings.
- Visitation is permitted by significant others and family members, including children.
- No overnight visitation.
- Not wheelchair accessible.
- The staff do not speak Spanish.

Cost: There is no cost until you are employed.

- Once you are employed, you must contribute 30 percent of your net salary (*i.e., after taxes*) as a program fee, which covers the costs of your room, board, and support services.
- You are expected to open a bank account so that you will have enough money when the program is over to obtain housing.

Requirements: You must be homeless.

- You must be able to work full time.
- You must be in recovery, be clean for 30 days, and successfully complete a substance abuse treatment program (*for drugs and/or alcohol*) prior to applying.
- You must have a referral from your case manager or counselor at the substance abuse treatment facility which you attend.
- The case manager or counselor must verify that you have 30 days clean time and that you have completed a substance abuse treatment program.
- You may be dismissed from the program if you test positive for illicit substances and alcohol once entered into the program.

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WOMEN'S REHABILITATION PROGRAMS

- Harvest House does not take women directly from incarceration.
- You must first enter a drug/alcohol treatment program.
- It works best if you come here directly from treatment.

Services: Complete services are available, including substance abuse counseling, money management, and employment preparation.
- Medical and dental care are available through the main SOME facility.

Length of Stay:
- This is a 120-day program.

Other Information:
- There are two interviews for applicants.
- The appointment for the initial interview must be made by your case manager or counselor.
- This program seeks individuals who are highly motivated, sincere in their desire to change and remain drug free, and who are able to deal with the demanding structure of the program.

New Endeavors by Women (NEW)
611 "N" Street, NW
Washington, DC 20001
(202) 682-5825
Information as of 07/19/01

Description: NEW is a residential transition program for 38 homeless women.
- There is no provision for accommodating children.
- The objective is to provide the participants an opportunity to get their lives in order so that they can become self-sufficient.

Arrangement: The participants live in private sleeping rooms; the walls are partitions, so that they enclose the private space but do not go up to the ceiling.
- All meals are provided.
- Participants share the chores of maintaining the facility and preparing the meals.
- The staff does not speak Spanish.
- The facility is wheelchair accessible.

Cost: There is no charge for this program. Once a participant is employed, she is required to save 75 percent of her net income to meet the expenses when she leaves NEW and obtains independent housing.

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WOMEN'S REHABILITATION PROGRAMS

Requirement: Women must be 21 years old or older.

- They must be drug-free and sober, and have 30 days of clean time and two clean urinalyses.
- A woman may not refer herself; the first contact requesting an interview must be made on her behalf, such as by a case manager or parole officer.
- The staff will interview a woman in prison if she wishes to reside here immediately upon her release.

Services: The staff helps women find jobs or enroll in vocational training.

- Tokens are provided during the job search or training period.
- The staff assists participants in applying for all the government programs to which they may be entitled, such as food stamps, SSI, Medicaid, vocational training, etc.
- Sessions to enhance independent living skills are offered.
- These may include sessions in parenting, self-esteem, or computer skills.
- The staff works with women who wish to be reunited with their children.

Length of Stay:

- Women may stay as long as they are seriously working the program.
- The average stay is four and a half months.
- A housing specialist works with women to find suitable housing once they complete the program.

Other Information:

- NEW operates a program called New Expectations for homeless, pregnant substance abusers.

St Martin's House for Women and Children
116 "T" Street, NE
Washington, DC 20002
(202) 526-3426
Information as of 07/18/01

Description: This is a six-month residential, rehabilitation program for 10 homeless women in recovery from substance abuse.

- Children five and under may stay with their mothers.
- The objective is to reinforce the women's recovery and provide life skills and job skills so that the participants will be further along the road to self-sufficiency.

Arrangement: The participants each have a private room for themselves and their children.

- All meals are provided.
- Individual and group counseling is provided, as well as group parenting classes.
- For those participants who take advantage of the GED classes, they will be referred to the headquarters and NA meetings are conducted in-house.

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WOMEN'S REHABILITATION PROGRAMS

- Participants will be assisted in finding a job or enrolling in vocational training. Tokens are provided during the job search or training period.
- Participants will be provided clothing through donations.
- The staff will assist participants apply for all the government programs to which they are entitled, such as WIC, food stamps, TANF, vocational training, etc.
- Participants are given assistance in enrolling their children in day care, the cost of which is paid for through Department of Human Services (DHS) vouchers.
- In the evenings, when the women are in counseling, groups, or classes at the facility, supervised activities are provided for the children.
- The staff does not speak Spanish.
- The facility is not wheelchair accessible.

Cost: There is no charge for this program.

- Once a participant is employed, she is expected to pay a service fee of 20 percent of her gross income, not to exceed $100 per month.

Requirements: You must be drug-free and sober.

- A referral is required from the agency which provided your substance abuse treatment. Alternatively, a referral from your case manager or parole officer would be acceptable.
- Call the Program Administrator to apply.
- You may apply at any time, since there is turnover as women complete the program.
- Children over five years of age may not stay with their mothers.

Services: The staff will assist you in your efforts to remain sober and free from substance abuse, find employment, find housing, and become independent.

Length of Stay: The average stay is six months; each individual is unique, however, and the staff may extend the stay if necessary.

Operated by: Catholic Charities of the Archdiocese of Washington

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WOMEN'S SHELTERS

Calvary Women's Shelter, Inc.
928 Fifth Street, NW
Washington, DC 20001
(202) 783-6631
Information as of 07/18/01

Description: This is a night shelter for 25 homeless women.
- It is open from 5:00 PM to 8:00 AM.
- Children are not allowed.

Arrangement: Women stay in dorm-style rooms.
- Showers and laundry facilities are available.
- Storage is available for the possessions of women who stay for more than one night.
- Dinner and breakfast are provided.
- The staff does not speak Spanish.
- The facility is not wheelchair accessible.

Cost: There is no charge.

Requirements: To apply, come to the shelter at 7:00 PM and register for a place. It may take up to two weeks to get a bed after you register.

Services: Individual therapy and/or counseling are available, as well as group classes in life skills, self esteem, anger management, job skills, and arts and crafts.
- NA/AA meetings are conducted in-house.
- The staff will assist participants apply for all the government programs to which they are entitled, such as food stamps, TANF, vocational training, etc.
- The case managers will assess the needs of each participant, and work with her to see that her needs (*for example, medical care or permanent housing*) can be met.
- Tokens are provided for job search, job training, and medical appointments.

Length of Stay:
- There is no limit to the length of stay.

Other Information:
- Day programs are provided by Rachael's Women's Center and Bethany Women's Center.
- Descriptions of these programs are included in this chapter.

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WOMEN'S SHELTERS

Luther Place Night Shelter
1226 Vermont Avenue, NW
Washington, DC 20005
(202) 387-3464
Information as of 07/19/01

Description: This is a night shelter for 31 homeless women.

- It is open from 4:00 PM to 7:30 AM.
- Children are not allowed.

Arrangement: Women stay in dorms.

- Showers are available.
- Dinner and a light breakfast are served.
- The staff does not speak Spanish.
- The facility is wheelchair accessible.

Cost: There is no charge.

Requirements: You must be 18 years old or older.

- To apply, you must go to Bethany Women's Center and ask for a place in the shelter. You will have an intake interview at Bethany.
- Bethany Women's Center is open from:

7:30 AM to 4:00 PM, Monday through Friday
9:00 AM. to 4:00 PM, Saturdays, Sundays and holidays.

- Bethany Women's Center is located at:

1333 "N" Street, NW
Washington, DC 20005
(202) 939-2060
Call before going.

Services: A psychiatrist is available. NA/AA meetings are held three times a week.

- The staff will assist participants apply for all the government programs to which they are entitled, such as food stamps. Medicaid. SSI (*if they are disabled*), vocational training, etc.
- The case managers will assess the needs of each participant, and work with her to see that her needs (*for example, medical care, substance abuse treatment, or permanent housing*) can be met.
- A limited amount of clothing is available

Length of Stay:

- There is no limit to your length of stay.

Operated by: "N" Street Village, Inc.

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WOMEN'S SHELTERS

Open Door Shelter for Women
1115 Fourth Street, NW
Washington, DC 20001
(202) 639-8093
Information as of 07/20/01

Description: This is a night shelter for 108 homeless women. It is open from 7:00 PM to 7:00 AM. Children are not allowed.

Arrangement: Women stay in trailers (*18 women in each trailer*).

- Showers are available.
- Dinner and breakfast are available in neighborhood food programs.
- The staff speaks Spanish.
- The facility is not wheelchair accessible.

Cost: There is no charge.

Requirements: You must be 18 years old or older.

- You must have an ID; it does not need to be a photo ID.
- To apply, come directly to the shelter.

Services: The staff will assist participants apply for all the government programs to which they are entitled, such as food stamps, TANF, vocational training, etc.

- The case managers will assess the needs of each participant, and work with her to see that her needs (*for example, medical care, substance abuse treatment, or permanent housing*) can be met.
- Clothing is provided, when available.

Length of Stay:

- The length of stay differs for each person; it varies based upon individual needs.

Operated by: New Hope Ministries

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WOMEN'S SHELTERS

My Sister's Place
P. O. Box 29396
Washington, DC 20017
For Intake, call Hotline: (202) 529-3991
Information as of 07/25/01

Description: This is an emergency shelter for women who are in immediate danger due to domestic violence.

- Women over 18 years of age (*with or without their children*) may stay at the shelter for as long as necessary.
- Twenty-four people (*total women and children*) can be accommodated.

Arrangement: This is a first-come, first-served program.

- You must call the Hotline to be considered for admission.
- The program provides a safe place to stay and assistance in improving and/or resolving your situation.
- The staff will assist participants apply for all the government programs to which they are entitled, such as WIC, food stamps, TANF, vocational training, etc.
- The staff will help you find safe housing.
- If you need a job, the staff will help you prepare a resume and identify job vacancies, and will provide coaching regarding suitable jobs.
- The residents of the house share in cooking and cleaning chores.
- The location of the house is secret to protect the women and children who are staying there.
- Some staff speak Spanish.
- The house is wheelchair accessible.

Cost: There is no charge for this program.

Requirements:

- You must be in a dangerous domestic violence situation.

Services: The staff will assist you to identify your needs and goals, and will then either provide the required assistance or refer you to organizations which can do so.

- Support groups are available.
- There are also several children's programs such as arts and crafts, play therapy, circle-time talks and tutoring.
- In addition, through the sponsorship of volunteers, field trips are arranged.
- A child psychologist is also available when requested.

Length of Stay:

- The length of stay differs for each person; it varies based upon individual needs.
- There is no pre-set limit.

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EXPECTANT MOTHERS' HOME

Mary House
4303 13th Street, NE
Washington, DC 20017
Director: Sharon Murphy
(202) 635-9025
Information as of 07/30/01

Description: This is a shelter for homeless pregnant women.
- If the expectant mother has other children, the children may stay with her.
- Special arrangements can be made if the children are four or older.

Arrangement: The expectant women and their children share a room.
- The program provides the room, all meals, and clothing for the mother, the baby, and the other children.
- The cost of medical care and transportation to and from doctor's visits is paid by Mary House.
- After the birth of the baby, the family may move to a transitional family housing apartment operated by Mary House, and live there for up to two years.
- The staff speaks Spanish.
- There are several buildings, some are wheelchair accessible.

Cost: There is no charge for the shelter for expectant mothers.

Requirements: You must be at least 17 years old.
- You must have a referral from a case manager.
- They will accept a referral from your parole officer.
- The initial contact should be made by the person making the referral; please ask him/her to contact Mary House to discuss your situation and possible vacancies so that Mary House can determine whether you would be a suitable candidate.

Services: Full case management social services are provided.
- If you need services not provided by Mary House, the staff will refer you to organizations which can meet your needs.

Length of Stay:
- Women may stay throughout their pregnancy.

Other Information:
- If the woman wishes to place her child up for adoption, Mary House will refer her to an agency which will make the arrangements.
- Families with young children may be considered for the transitional apartments operated by Mary House.
- See Chapter Three for a description of the transitional family housing.

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EXPECTANT MOTHERS' HOME

Mother Teresa's Infant Home
Missionaries of Charity
5649 Western Avenue, NW
Washington, DC 20015
(202) 237-6633
Information as of 07/19/01

Description: This is a home for babies who are awaiting adoption, and also a shelter for up to four pregnant women who wish to give their babies up for adoption.

- If the expectant mother has another child, the child may stay with her, unless it is a boy age five or older.

Arrangement: The expectant women and their children share a room.

- The Sisters provide the room, all meals, and clothing for the participants, the baby, and the other children.
- In addition, the Sisters pay for medical care and transportation to and from doctor's visits.
- The participants are responsible for obtaining housing after the birth of the baby.
- The facility is not wheelchair accessible.

Cost: There is no charge.

Requirements: To apply, call and ask to speak with any of the Sisters to find out if space is available.

- Woman must be 18 years or older to apply.

Services: No social services are provided.

Length of Stay:

- Women may stay throughout their pregnancy; they leave immediately after the birth of the baby.

Other Information:

- The Sisters will arrange for the baby's adoption through Catholic Charities of the Archdiocese of Washington.

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EXPECTANT MOTHERS' HOME

Missionaries of Charity
3310 Wheeler Road, SE
Washington, DC 20032
(202) 562-6890
Information as of 07/18/01

Description: This is a shelter for 11 homeless pregnant women.

- Children ages five and under may stay with their mothers.
- If you have a child older than two, speak with one of the Sisters to see if special arrangements can be made to accommodate you.

Arrangement: Women stay in dorm-style rooms.

- The Sisters provide the room, all meals, and clothing for the participants, the baby, and the other children.
- The participants are responsible for securing and paying for their own medical care, transportation to and from doctor's visits, and obtaining housing after the birth of the baby.
- The staff speaks Spanish.
- The facility is not wheelchair accessible.

Cost: There is no charge.

Requirements: To apply, call Monday, Tuesday, Wednesday and Friday between 8:00 AM - 12:00 Noon and ask to speak with any of the Sisters to find out if space is available.

Services: No social services are provided. No admissions Thursdays.

Length of Stay:

- Women may stay throughout their pregnancy and until six weeks after the birth of the baby.

Other Information:

- If a participant does not wish to keep her baby, the Sisters will arrange for the baby's adoption through Catholic Charities of the Archdiocese of Washington.

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WOMEN'S RESOURCE CENTER

Our Place, DC
1236 Pennsylvania Avenue, SE
Washington, DC 20003
(202) 548-2400
Information as of 08/14/01

Description: This is a resource center that provides a safe, caring environment for women from Washington, DC, that are in the criminal justice system, and their families.

- The mission of Our Place, DC is to provide women who have in the criminal justice system the support and resources they need to resettle in the community, reunite with their families, and find decent housing and jobs.

Arrangement: Our Place, DC offers a support center during the week that is located near the Potomac Avenue Metro station.

- At the center, staff are able to assist women returning to the community from prison and jail with connections to transitional housing, substance abuse treatment, clothing, tokens for transportation, and money to obtain identification.
- At the center, women are connected with legal services, health services, and counseling services provided by Our Place, DC staff.

Requirements: Any woman from Washington, DC, that is or has been a part of the criminal justice system is welcome at Our Place, DC.

Services: The staff will provide as much support as possible to help you transition back into the community.

- There is a clothing boutique located in the basement for women who need clothing or household items.
- Staff will assist women in finding transitional housing or substance abuse treatment options, as well as help in searching for permanent housing.
- The Legal Services Clinic provides legal services for women in the criminal justice system and their families.
- Counseling services are available in a variety of forms.
- A regular support group for formerly incarcerated women is held every Thursday night where women meet and share their experiences.
- A clinical social worker and pastoral counseling graduate student provide individual counseling to women after they have been released from prison and jail, as well as when they are in the DC Jail.
- Our legal services clinic is open to service women and their families.
- A staff member provides health care services through Community of Hope, a local health care provider.
- A regular Children's Program for the children of incarcerated mothers provides recreational services and therapeutic care for children and respite for caretakers.

Other Services:

- Our Place, DC conducts a supports group at the DC Jail and pre-release programs at federal correctional institutions where women from Washington, DC, are incarcerated.

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WOMEN'S RESOURCE CENTER

- A quarterly newsletter titled *Finding Our Place* is distributed to all DC women who are incarcerated.
- An HIV/AIDS prevention program trains and employs peer educated women who conduct regular educational sessions throughout the community.

VOCATIONAL TRAINING

NONTRADITIONAL EMPLOYMENT OF WOMEN (NEW) AT THE YWCA OF THE NATIONAL CAPITOL AREA
624 Ninth Street, NW, 2nd Floor
Washington, DC 20001
(202)626-0700, ext. 18
Information as of 08/14/01

Description: The YWCA provides nontraditional, pre-vocational training and pre-enrollment academic preparation for women in the Washington, DC area. Fifteen to 20 women are a part of each eight-week session.

- The program offers opportunities to receive various forms of vocational certification focusing on jobs that are high-wage, in-demand occupations traditionally dominated by men.

Cost: There is no cost for this program.

Requirements: This program is for low-income, unemployed, underemployed and homeless women.

- Women must have a sixth grade education level.

Length of class:

- This is an eight-week program.
- The first four weeks of class introduces women to nontraditional occupations, tools, unions and apprenticeships, and basic academic skills as they relate to construction and industry.
- In addition, the first four weeks include life skills training, computer skills, workplace etiquette and preparation for the DC driver's license.
- The second four weeks are devoted to more advanced material, utilizing skills learned in the first class.
- This part of the programs provides industrial certifications and job search and placement services.
- The YWCA is connected with organizations that will provide various jobs for students receiving a commercial drivers' license, as well as entry-level jobs through the DC Department of Public Works in highway construction and maintenance.

Class Schedule:

- The classes meet for eight weeks from 9:00 AM to 5:00 PM, Monday through Friday (*but double check*).

Other Services Provided:

- NEW provides a pre-enrollment educational program of academic instruction to bring students to a sixth grade level in order to participate in the program.
- This program is called Adult Basic Education, and provides half-day academic instruction.

To Apply: Call the number and extension listed above and ask when the next class will start, as well as when the next adult education class will start, if you are interested.

Operated By: The YWCA of the National Capitol Area

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VOCATIONAL TRAINING

Other Information:

- The agency anticipates graduating at least 80 percent of program participants into permanent jobs, apprenticeships, entry-level jobs, or further education.
- Graduates will receive Certificates of Completion.

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Vocational Training

- Unfortunately, few inmates are given meaningful vocational training while in prison. Some inmates may receive a 30-day training program in computer repair, for example—but of what use can it be if given four years before the inmate is released?

- Vocational training is often the difference between a job which pays a living wage as opposed to a minimum wage.

- If you have not had vocational training, you might want to think about one of the programs described in this chapter. Although it may be difficult to go to class and work, or go to class and support your family, consider it as a good investment. Once you complete the training, you will be much better able to provide for your family.

- If you were unable to support yourself and/or your family while in training, you might want to consider joining one of the rehabilitation programs described in Chapter Seven or Chapter Twelve and attend vocational training at the same time. After all, their primary objective is to assist individuals to become self-sufficient.

- We have identified some training programs that are free; and some that pay you a weekly stipend to cover your costs of getting back and forth to class.

- Some professions and/or occupations in the District of Columbia (DC) require licensing. Being an ex-offender does not disqualify you from obtaining a license. It does mean, however, that your application may not be granted automatically. Instead, if you indicate on your application that you were convicted, your application will be subjected to a "technical review" by the licensing board which handles that profession and/or occupation.

    - The board will assess the degree to which you appear to be rehabilitated, and the length of time it has been since your conviction. They may ask for references of your character or a letter of explanation from you.

    - The board may approve your application or they may require that you wait for some period of time before they grant the license (*one or more years*).

- Here are the professions and/or occupations which require licensing in DC (*in alphabetical order*):
    - Accountant
    - Acupuncturist
    - Appraiser
    - Architect
    - Barber
    - Boxer
    - Chiropractor
    - Cosmetologist
    - Dentist
    - Dietitian
    - Electrician
    - Funeral Director
    - Interior Designer
    - Licensed Practical Nurse (LPN)
    - Massage Therapist

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- Nursing Home Administrator
- Nutritionist
- Occupational Therapist
- Optometrist
- Pharmacist
- Other Operating Engineer
- Physical Therapist
- Physician
- Physician's Assistant (PA)
- Plumber
- Podiatrist
- Professional Counselor (including substance abuse counseling)
- Professional Engineer
- Professional Therapist
- Psychologist
- Real Estate Salesperson and Broker
- Refrigeration and Air-Conditioning Mechanic
- Registered Nurse (RN)
- Respiratory Care
- Social Worker
- Steam Engineer
- Veterinarian
- Wrestler

• There are other vocational training programs in DC, and we hope to include them in the next edition of this book.

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VOCATIONAL TRAINING

ARCH Training Center, Inc.
2427 Martin Luther King Jr. Avenue, SE
Washington, DC 20020
President & CEO: Duane Gautier
(202) 889-6344
Information as of 08/14/01

Youth Build

Description: This is a training program for the building trades: carpentry, electrical, plumbing, demolition, drywall and finishing carpentry.

- GED preparation is taught so that participants who complete the program have job skills and a GED.
- Participants learn all the building trades, then specialize in the one which interests them the most.
- There are 30 to 40 people in each class.
- The staff assists graduates in finding jobs.
- Ex-offenders and people on probation/parole are encouraged to apply.
- The facility is not wheelchair accessible.

Cost: There is no cost.

- Participants may earn up to $400 per month while learning a trade.

Length of Class:

- This is a 12- to 24-month program.

Class Schedule:

- Monday through Friday, from 7:30 AM to 4:00 PM.

Requirements:

- You must be between 16 and 24 years old.
- You must be a DC resident.
- You must be available during the training hours.
- You must have an eighth grade reading and math level; if not, you can be placed into a more intensive pre-GED program.
- If accepted, you will be required to perform community service of 60 to 80 hours throughout your training.

Frequency: There are four classes each year.

Other Services Provided:

- The program offers extensive support services, such as substance abuse counseling, assistance in finding day care and part time jobs, etc.
- In addition, there are opportunities for other learning experiences, such as field trips.
- There are classes in employability training, resume writing, and interviewing techniques.

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VOCATIONAL TRAINING

- The staff will assist you in finding employment following your graduation.
- They expect to place everyone who successfully completes the program.

To Apply: Call the main number and ask when the next class will start.

- If it is soon, you will be asked to come in and complete an application. Otherwise, they will mail an application to you.

Community Family Life Services
Third & Eats
500 Third Street, NW
Washington, DC 20001
To Apply, call Jeannine Sanford
(202)347-1577, ext. 331
Information as of 08/20/01

Culinary

Description: This is a training program in basic cooking.

- The program accepts people who have prior experience in the food industry as well as people with no prior experience.
- The staff places graduates in jobs with the food industry.
- The graduate who has had no previous experience in the food industry would be eligible for entry level jobs as prep cook, line cook, deli cook or grill cook in restaurants, hotels, hospitals, cafeterias, or caterers.
- These jobs pay approximately $6 to $9 per hour to start, but can progress to more responsible and higher paying positions.

Cost: There is no cost.

- Participants are given a stipend of $50 to $60 per week to cover their transportation costs to get back and forth to job training and related-work experiences.

Length of Class:

- This is a four month program.

Class Schedule:

- Monday through Friday, from 7:00 AM to 3:00 PM.
- Each Thursday afternoon there is a meeting at 3:30 PM on other topics, such as self-esteem and anger management.

Requirements: You must be 18 years old or older.

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VOCATIONAL TRAINING

- You must have six months clean time.
- You must not have any legal action pending against you (*i.e., no court dates.*)
- Although a high school diploma or GED is not required, you should be proficient in reading and math in order to follow the recipes.

Frequency: A new class starts every other month.

Other Services Provided:

- Uniform tops and hats are provided.
- Two meals are provided.
- The staff will find employment for you following your graduation.
- Placement depends upon your completion of all requirements as well as attitude, no relapsing, and other factors.
- There are field trips to various restaurants so the participants can observe kitchen activities.
- The staff is prepared to help participants with personal issues, such as finding safe, affordable housing, and finding clothing appropriate for the job.

To Apply: Call Jeannine Sanford.

- She will give you an orientation date, take your application, test your math skills, review your police clearance, check your references, and arrange an interview.
- The police clearance is so that she can place you in permanent employment after you graduate.
- A conviction will not disqualify you from participating in this training program.
- There are three interviews and a "tryout" before being accepted into the program.
- Your attitude and seriousness are given major consideration in the selection process.

Operated by: Community Family Life Services.

Other Information:

- Random drug tests will be given throughout the training period.

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VOCATIONAL TRAINING

Community Family Life Services
DejaNEW Thrift Store
Training Application Location:
7740 Old Georgetown Road 504 3rd Street NW
Bethesda, MD 20894 Washington, DC 20001
To apply, call (202) 347-1577, ext. 331
Information as of 08/09/01

Retail Sales

Description: This is a training program for three to five people in all aspects of becoming a Sales Associate, including operating the cash register, opening and closing the store, customer service, performing inventory, sorting items for sale, arranging displays, placing sales tags on items, store security, and cleaning the store.

- All training takes place at DejaNEW, the thrift store operated by Community Family Life Services.
- The program accepts people who have prior experience in retail sales as well as people with no prior experience.
- The staff places graduates in jobs with the retail industry.
- Entry-level jobs pay approximately $6 to $8 per hour to start, but can progress to more responsible and higher paying positions, such as store management, fashion merchandising, and buyer.
- Entry-level retail sales jobs are often part-time (*about 30 hours a week*), with flexible hours (*days or evenings, weekends*.)
- This schedule can be very attractive to someone who is a full-time student.

Cost: There is no cost.

- Participants are given a stipend of $70 per week to cover their transportation costs to get back and forth to job training, lunches, and other personal expenses.

Length of Class:

- This is a three month program.

Class Schedule:

- Classes are five days a week, between the hours of 10:00 AM. to 5:00 PM.
- You must be available to work weekends.
- The schedule is announced one month in advance so you can make necessary arrangements.

Requirements:- You must be 18 years old or older.

- You must have six months clean time, and not have any legal action pending against you (i.e., no court dates).
- Although a high school diploma or GED is not required, you should be proficient in reading and math.
- Excellent interpersonal skills, a warm smile, a friendly positive attitude are characteristics we are looking for on our team.

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VOCATIONAL TRAINING

- An interest in working with the public and in retail sales is a plus.
- This is a particularly good opportunity for individuals who are interested in fashion.

Frequency: A new class starts every two to three months.

Other Services Provided:

- The staff will find employment for you following your graduation.
- Placement depends upon your completion of all requirements as well as attitude, no relapsing, and other factors.
- The staff is prepared to help participants with personal issues, such as finding safe, affordable housing, finding child care, and finding clothing appropriate for the job.

To Apply: Call Jeannine Sanford.

- She will give you a date to come to a short (*one hour or less*) orientation seminar.
- After the seminar, she will take your application, test your math skills, review your police clearance, check your references, and arrange an interview.
- The police clearance is so that she can place you in permanent employment after you graduate.
- A conviction will not disqualify you from participating in this training program.
- There are three interviews and a "tryout" before being accepted into the program.
- Your attitude and seriousness are given major consideration in the selection process.

Operated by: Community Family Life Services.

Other Information:

- Random drug tests will be given throughout the training period. DejaNEW is now located only three blocks from the Bethesda Metro Station on the Red Line.

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VOCATIONAL TRAINING

Community Family Life Services

Training Location
4860 Fort Totten Drive NE
Washington, DC 20011

Application Location
504 Third Street NW
Washington, DC 20001

To apply, call (202) 347-1577, ext. 331
Information as of 08/08/01

Computer Repair

Description: This is a training program in computer repair, including installing upgrades, installing hardware, diagnosing problems, troubleshooting, identifying defective parts, and correcting problems.

- Training consists of classroom training in theory as well as hands-on training.
- At the end of the formal training, the students take the A+ test to obtain certification.
- The program accepts people who have prior experience in computer repair as well as people with no prior experience.
- The staff places graduates in jobs. These jobs pay approximately $10 to $15 per hour to start, but can quickly progress to more responsible and higher paying positions.

Cost: There is no cost.

- Participants are given a stipend of $50 per week to cover their transportation costs to get back and forth to job training.

Length of Class:

- This is a four -month program.

Class Schedule:

- Presently, the classes are held Monday, Tuesday, Wednesday and Friday, starting at 11:00 AM, for 25 hours a week, but this is subject to change.

Requirements: You must be 18 years old or older.

- You must have six months clean time.
- You must not have any legal action pending against you (*i.e., no court dates.*)
- A felony conviction within the past 10 years will disqualify you from participating in this training program.
- Although a high school diploma or GED is not required, you should be proficient in reading and math.

Frequency: A new class starts every four months.

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VOCATIONAL TRAINING

Other Services Provided:

- The staff will find employment for you following your graduation. Placement depends upon your completion of all requirements as well as attitude, no relapsing, and other factors.
- The staff is prepared to help participants with personal issues, such as finding safe, affordable housing, finding child care, and finding clothing appropriate for the job.

To Apply: The program director will give you an orientation date, take your application, test your reading comprehension and math skills, review your police clearance, check your references, and arrange an interview.

- The police clearance is so that she can place you in permanent employment after you graduate.
- There are three interviews.
- Your attitude and seriousness are given major consideration in the selection process.

Operated by: Community Family Life Services.

Other Information:

- This is an intensive training program which requires significant study time outside of the scheduled training.
- Random drug tests will be given throughout the training period.
- Computer repair technician is an excellent job for an individual who loves solving puzzles and fixing things.
- It is not unusual for experienced computer repair technicians to make $40,000 or more (much more) a year.

Davis Memorial Goodwill Industries (Goodwill)
2200 South Dakota Avenue, NE
Washington, DC 20018
CEO: David Becker
(202) 636-4225
Information as of 08/08/01

Building Maintenance Training

Description: This is a training program for women and men in custodial/janitorial work.

- There are 50 people in each class.
- Participants receive classroom and hands-on training in custodial and janitorial skills, including job safety and cleaning methodology (*both commercial and hospital.*)
- Instruction is given in employability training and accountability.
- The graduate would be eligible for custodial/janitorial jobs.
- These jobs pay approximately $11 per hour to start, but can progress to more responsible positions.

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VOCATIONAL TRAINING

- The facility is wheelchair accessible.
- The staff do not speak Spanish.

Cost: There is no training cost to the trainee.

- Some trainees are sponsored by other organizations, such as state rehabilitative services agencies.
- In such cases, the sponsoring organization pays the costs incurred by the trainees whom they sponsor.

Length of Class:

- This is a four week program.

Class Schedule:

- Monday through Friday, 9:00 AM to 4:00 PM.

Requirements: You must have a third-grade testing level.

- You must have a strong desire to gain job skills and become employed.
- You must provide a police clearance.

Frequency: Classes start every six weeks.

Other Services Provided:

- Job placement assistance is provided at the completion of the training.

To Apply: Testing is every Tuesday and Thursday at 9:00 AM and 1:00 PM. You do not need to call first or make an appointment, just arrive 30 minutes before the test begins.

- The test will take approximately two and a half (2½) hours.
- Children are not allowed. You must be interviewed by the instructor or counselor.

Operated by: Goodwill, Industries

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VOCATIONAL TRAINING

Davis Memorial Goodwill Industries (Goodwill)

Northern Virginia Center
10 S. Glebe Road
Arlington, VA 22204

Perry School
128 "M" Street, NW
Washington, DC 20001

CEO: David Becker
(202) 636-4225
Information as of 08/10/01

Basic Computer Applications

Description: This is a training program for women and men in the following basic computer applications programs: operating systems and graphic interface (*Windows*), word processing (*Microsoft Word*), presentation software (*Microsoft PowerPoint*), and databases (*Microsoft Access*)

- In addition, instruction is given in office practices and procedures, business math and English, and employability skills.
- There are up to 20 people in each class.
- Graduates would be eligible for jobs such as clerical or administrative.
- These jobs pay approximately $8 to $10 per hour to start, but can progress to more responsible positions.
- The facility is wheelchair accessible.
- The staff do not speak Spanish.

Cost: There is no training cost to the trainee.

- Some trainees are sponsored by organizations such as state rehabilitative services agencies.
- In such cases, the sponsoring organization pays the costs incurred by the trainees.

Length of Class:

- This is a two and a half (2½)month program.
- It consists of one month of classroom instruction and two weeks of internship in a major DC business.

Class Schedule:

- Day classes are held Monday through Friday, 9:00 AM to 4:00 PM.

Requirements:You must be 18 years old or older.

- You must have a seventh-grade testing level.

Frequency: Classes start every three months.

Other Services Provided:

- Job placement assistance is provided at the completion of the training.

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VOCATIONAL TRAINING

To Apply: Testing is every Tuesday and Thursday, 9:00 AM and 1:00 PM.

- You do not need to make an appointment; just arrive 30 minutes before the test begins.
- The test will take approximately two and a half (2½) hours.
- Children are not allowed.
- You must be interviewed by the instructor or counselor.

Operated by: Goodwill Industries

Dinner Program for Homeless Women
945 "G" Street, NW
Washington, DC 20001
Program Director: Kier Maxwell
(202) 737-9311
Information as of 07/18/01

Food Services Employment Training

Description: This is a training program for women and men in food service preparation.

- There are four people in each class.
- It is a hands-on program which prepares meals for the program.
- Participants also receive training in sanitizing.
- The graduate would be eligible for entry-level jobs such as a prep cook or line cook.
- Graduates typically obtain jobs in restaurants, hotels, hospitals, cafeterias, or with catering businesses (*not fast food operations*).
- These jobs pay approximately $6 to $9 per hour to start, but can progress quickly to more responsible and higher paying positions.
- The facility is wheelchair accessible.
- The staff do not speak Spanish.

Cost: There is no cost.

- After two weeks of successful participation, participants are given a stipend of $50 per week to cover their transportation costs to get back and forth to job training, as well as for other personal needs.

Length of Class:

- This is a two month program.

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Class Schedule:

- Sunday through Thursday, 2:30 AM to 7:30 PM.
- Participants who want lunch can start at 2:00 p.m.

Requirements: You must be 18 years old or older.

- All woman should be participating in the dinner program on a regular basis so the staff can get to know you.

Frequency: New trainees are accepted regularly throughout the year.

Other Services Provided:

- Aprons and hairnets are provided.
- Lunch and dinner are provided.
- There will soon be classes in computer skills so that participants can prepare their resumes.
- Case management is provided to assist participants with medical care, housing, etc., and to apply for government benefits for which they might be eligible.

To Apply: Contact Christine Moore.

- There is usually a waiting list, but it moves fast.

Operated by: The Dinner Program for Homeless Women

DC Central Kitchen
425 Second Street, NW
Washington, DC 20001
Director: Robert Egger
To Apply, call Tammy Williams
(202) 234-0707
Information as of 08/06/01

Culinary Arts

Description: This is a training program in culinary arts.

- There are 12 people in each class.
- It is a hands-on program which works with food that has been donated, and uses it to prepare meals for shelters, after school programs, and other community programs.
- Participants also receive training in sanitizing, to become certified food handlers.
- The staff assists graduates in finding jobs within the food industry.
- The program accepts people who have prior experience in the food industry, as well as people with no prior experience.

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VOCATIONAL TRAINING

- The graduate who has had no previous experience in the food industry would be eligible for entry-level jobs such as prep cook; graduates with some prior experience would be eligible for jobs such as first cook, second cook, or line cook.
- Graduates typically obtain jobs in restaurants, hotels, hospitals, cafeterias, or with catering businesses (*not fast food operations*).
- These jobs pay approximately $6 to $9 per hour to start, but can progress quickly to more responsible and higher paying positions.
- The facility is wheelchair accessible.

Cost: There is no cost.

- Participants are given a stipend of $50 per week to cover their transportation costs to get back and forth to job training, as well as for other personal needs.

Length of Class:

- This is a 12-week program.

Class Schedule:

- Monday through Friday, 8:30 AM to 3:30 PM, or 10:00 AM to 5:00 PM.

Requirements: You must be 18 years old or older.

- You must have 90 days clean time.
- You must be living in a homeless shelter or in transitional housing, or receive TANF.
- You must be available during the training hours.
- You must be highly motivated.
- Although a high school diploma or GED is not required, you should read at least a sixth-grade level.

Frequency: A new class starts every 13 weeks.

Other Services Provided:

- Uniform jackets, aprons, hairnets and hats are provided.
- Breakfast and lunch are provided.
- There are classes in employability training, resume writing, and interviewing techniques.
- The staff will assist you in finding employment following your graduation.
- They expect to place everyone who successfully completes the program.

To Apply: Call Tammy Williams, Employment Specialist, and request an appointment for completing an application and arranging an interview. She will tell you when the next class will start.

- A conviction will not disqualify you from participating in this training program.

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VOCATIONAL TRAINING

Efforts for Ex-Convicts (EFEC)
1329 Ninth Street, NW
Washington, DC 20001
Director: Rudy Yates
(202) 483-3872
Information as of 07/19/01

Computer Skills

Description: This is a training program for homeless, female ex-offenders.

- This is a residential program.
- Classes in computer skills are taught (*word processing, spreadsheet, data entry, customer service representative.*)
- In addition, life skills are taught in order to help the participants become self-sufficient.
- There are six women in each class.
- The staff assists graduates find jobs.
- The apartment building is not wheelchair accessible, and the classroom where the training will be conducted is not wheelchair accessible.

Cost: There is no cost. No stipend is paid.

Length of Class:

- This is a six month program.

Class Schedule:

- Monday through Friday.

Requirements: You must be an adult female ex-offender who is homeless.

- You must be clean from substance abuse.

Frequency: There are two groups trained each year.

Other Services Provided:

- The program offers life skills training.
- The staff will assist you in finding employment following your graduation.
- They expect to place everyone who successfully completes the program.

To Apply: Call or stop by to make an appointment with the Job Developer, Greg Ferrell.

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VOCATIONAL TRAINING

School for Tomorrow
www.grm.org
810 Fifth Street, NW
Washington, DC 20001
Director: Marjorie Edmonds-Lloyd
(202) 789-1810 x234
Information as of 07/20/01

Commercial Driver's License

Description: This is a one-on-one training program for the written part of the CDL test.

- Classes are in the classroom and not behind the wheel.
- 100 percent of our graduates pass the DC CDL exam.
- There are many excellent jobs available which require a CDL; these jobs pay around $10 per hour to start.
- The training facility is not wheelchair accessible.

Cost: There is a $25 registration fee.

Length of Class:

- This program is totally individualized: you can go as fast as you want, depending upon how well you read, how many hours you devote to studying, and how highly motivated you are.

Class Schedule:

- Classes are held on Tuesday evenings, 6:00 PM to 7:00 PM.
- Additional training aids are supplied for home study.

Requirements: A valid driver's license is required to register for this course.

- You must be 18 years old or older.
- Although a high school diploma or GED is not required, you should read at least on an eighth grade level in order to be able to succeed in the written test offered by the DC Motor Vehicle Bureau.

Frequency: You can enroll at any time.

- Instructions begin on Tuesdays at 6:00 PM.

To Apply: Call the number listed above, extension 210, and apply.

Operated by: Gospel Rescue Ministries of Washington, DC, Inc.

Other Information: You must make your own arrangements for taking the CDL test at the Department of Motor Vehicles, and for your behind-the-wheel practical experience.

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VOCATIONAL TRAINING

School for Tomorrow
www.grm.org
810 Fifth Street, NW
Washington, DC 20001
Director: Marjorie Edmonds-Lloyd
(202) 789-1810 x234
Information as of 07/20/01

Computer Training

Description: This is a series of classes in computer skills, starting from courses for PC beginners (*Windows One and Two*) through advanced skills such as Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint, Web page design and Internet surfing.

Cost: There is a $10 registration fee.

Length of Class:
- Each instructional period consists of 90 minutes of hands-on practice.

Class Schedule:
- Each class is held once per week for six continuous weeks.

Requirements: You must be 18 years old or older.

Frequency: You can only enroll during registration periods; please call ahead for the schedule.

Other Services Provided:
- If you need them, there are other classes available at the school in work readiness training, resume writing, and interviewing.

To Apply: Call the number listed above, extension 210, and apply.

Operated by: Gospel Rescue Ministries of Washington, DC, Inc.

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VOCATIONAL TRAINING

SOME (So Others Might Eat) Center for Employment Training
2815 "O" Street, SE
Washington, DC 20020
Director: James Beckwith
(202) 583-4655
To apply, call the support advisor at (202) 583-4657
Information as of 07/20/01

Certified Nurse Assistant

Description: This is a training program in the skills needed by people who wish to work as Certified Nurse Assistants (CNAs.)

- Certified nurse assistants provide care to people who are ill or elderly, generally with activities of daily living such as feeding, bathing, dressing, and toileting.
- Math and English needed to master each skill are learned as they relate to that skill.
- The staff will assist with placing graduates in full-time jobs with local businesses, such as with assisted living residences, which offer benefits.
- These jobs pay approximately $8 per hour to start, but can progress to more responsible and higher-paying positions.
- Graduates must become certified by the DC Occupational and Professional License Administration; graduates must pass an exam in order to win their certification.

Cost: There is no cost.

- No stipends are paid.
- Participants who need it are given assistance with their transportation costs (*i.e., tokens*).

Length of Class:

- The program length varies, based upon each individual's performance.
- On average, it takes four months to complete the program.
- Students do not graduate until they have a job.

Class Schedule:

- Monday through Friday, 8:00 AM to 3:00 PM.

Requirements: You must be a DC resident.

- You must be low income, or a recipient of TANF, or living in a homeless transitional program.
- You must be 18 years old or older.
- One cannot have barrier crimes.

Frequency: The classes are "open entry, open exit," which means that you can start at any time, and finish at any time.

- All classes are self-paced.

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VOCATIONAL TRAINING

Other Services Provided:

- There is training in human development or life skills, such as attitude, dress, body language, handling conflicts, attendance, and general employer expectations.
- The staff will assist you to manage your transportation or child care problems and in finding employment.

To Apply: Call the Support Advisor and make an appointment for an interview.

- He/she will tell you what documents you need to bring with you to the interview, such as a photo ID, SS card, proof of DC residency, and proof of income (*if you are a TANF recipient*).
- It will help greatly if you can supply the names of people who will give you a reference, such as a former employer, pastor or parole officer.

Other Information:

- You do not need to have a high school diploma or GED to enroll.
- There is a follow-up program for graduates in order to ensure and promote permanency.
- The facility is not wheelchair accessible.

SOME (So Others Might Eat) Center for Employment Training
2815 "O" Street, SE
Washington, DC 20020
Director: James Beckwith
(202) 583-4655
To apply, call the Support Advisor at (202) 583-4657
Information as of 07/20/01

Computer Office Skills

Description: This is a training program in computer skills needed by people who wish to work in clerical jobs, such as clerk-typist, data entry, secretary, clerk, receptionist, general administrative assistant, or customer service representative.

- Microsoft Office software is taught, which includes word processing, database, spreadsheet, and presentation graphics.
- Math and English needed to master each skill are learned as they relate to that skill.
- The staff assist graduates in finding full-time jobs with local businesses which offer benefits.
- These jobs pay approximately $8.50 per hour to start, but can progress to more responsible and higher paying positions.

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Cost: There is not cost.

- No stipends are paid.
- Participants are given assistance with their transportation cost (*i.e., tokens*) if necessary.

Length of Class:

- The program length varies, based upon each individual's performance.
- On average, it takes six months to complete the program.
- Students do not graduate until they have a job.

Class Schedule:

- Monday through Friday, 8:00 AM to 3:00 PM.

Requirements: You must be a DC resident.

- You must be low income, or a recipient of TANF, or living in a homeless transitional program.
- You must be 18 years old or older.

Frequency: The classes are "open entry, open exit", which means that you can start at any time, and finish at any time.

- All classes are self-paced.

Other Services Provided:

- There is training in human development or life skills, such as attitude, dress, body language, handling conflicts, attendance, and general employer expectations.
- The staff will assist you to manage your transportation or child care problems.
- The staff will assist you in finding employment.

To Apply: Call the support advisor and make an appointment for an interview.

- He/she will tell you what documents you need to bring with you to the interview, such as a photo ID, SS card, proof of DC residency, and proof of income (*if you are a TANF recipient*).
- It will help greatly if you can supply the names of people who will give you a reference, such as a former employer, pastor or parole officer.

Other Information:

- You do not need to have a high school diploma or GED to enroll.
- There is a follow-up program for graduates in order to ensure and promote permanency.
- The facility is not wheelchair accessible, but persons in a wheelchair can be accommodated.

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VOCATIONAL TRAINING

SOME (So Others Might Eat) Center for Employment Training
2815 O Street, SE
Washington, DC 20020
Director: James Beckwith
(202) 583-4655
To apply, call the support advisor at (202) 583-4657
Information as of 07/20/01

Building Maintenance & Repair

Description: This is a training program in the skills needed by people who wish to work in building maintenance and repair.

- Job skills taught include plumbing, electrical work, carpentry, drywall installation and finishing, painting, wallpapering, installation of tile, and installation of glass.
- Math and English needed to master each skill are learned as they relate to that skill.
- The staff will assist graduates in full time job placement with local businesses which offer benefits.
- Typical employers include hospitals, apartment buildings, hotels, and commercial buildings.
- These jobs pay approximately $9 to $10 per hour to start, but can progress to more responsible and higher paying positions.

Cost: There is no cost.

- No stipends are paid.
- Participants are given assistance with their transportation cost (*i.e., tokens*), if necessary.

Length of Class:

- The program length varies, based upon each individual's performance.
- On average, it takes six months to complete the program.
- Students do not graduate until they have a job.

Class Schedule:

- Monday through Friday, 8:00 AM to 3:00 PM

Requirements:- You must be a DC resident.

- You must be low income, or a recipient of TANF, or living in a homeless transitional program.
- You must be 18 years old or older.

Frequency: The classes are "open entry, open exit," which means that you can start at any time, and finish at any time.

- All classes are self-paced.

Other Services Provided:

- There is training in human development or life skills, such as attitude, dress, body language, handling conflicts, attendance, and general employer expectations.

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VOCATIONAL TRAINING

- The staff will assist you to manage your transportation or child care problems.
- The staff will assist you in finding employment.

To Apply: Call the support advisor and make an appointment for an interview.

- He/she will tell you what documents you need to bring with you to the interview, such as a photo ID, SS card, proof of DC residency, and proof of income (*if you are a TANF recipient*).
- It will help greatly if you can supply the names of people who will give you a reference, such as a former employer, pastor or parole officer.

Other Information:

- You do not need to have a high school diploma or GED to enroll.
- There is a followup program for graduates in order to ensure and promote permanency.
- The facility is not wheelchair accessible.

V. W. Associates
1313 New York Avenue, NW
(In the New York Avenue Presbyterian Church)
Washington, DC 20005
Director: Virginia Washington
(202) 638-1948 Fax (202)638-0417

Computer Skills

Description: This is a training program for 30 men and women in computer skills needed by people who wish to work in clerical jobs, such as clerk-typist, data entry, secretary, clerk, receptionist, general administrative assistant, or customer service representative.

- Microsoft Office software is taught, which includes word processing (*Microsoft Word*), database (*Microsoft Access*), spreadsheet (*Microsoft Excel*), and presentation graphics. (*Microsoft PowerPoint*), Corel Word Perfect 8, Typing Tutor and Introduction to the Internet.
- Math, English, attitude, self-esteem, job readiness, and employer expectations are taught as well.
- The staff will assist graduates in full-time employment with local businesses which offer benefits.
- These jobs pay approximately $9.50 per hour to start, but can progress to more responsible and higher paying positions.

Cost: There is no cost.

- A stipend of $200 per month is paid to assist participants with their transportation costs to get back and forth to training.

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VOCATIONAL TRAINING

Length of Class:

- This is a six month program.

Class Schedule:

- Monday through Friday, 9:00 AM to 4:00 PM.

Requirements: You must be a DC resident.

- You must be 22 years old or older.
- The program is designed for ex-offenders but will accept a few people who have never been incarcerated.
- You must have a high school diploma or GED.

Frequency: Classes are on-going.

Other Services Provided:

- There is training in human development or life skills, such as attitude, dress, body language, handling conflicts, attendance, and general employer expectations.
- The staff will place you in a full-time job after you successfully complete the training.

To Apply: Call Virginia Washington to make an appointment for an interview.

- When you apply, you must bring a photo ID, your birth certificate, and your SS card.
- If you are on probation or parole, you must bring evidence, such as your parole certificate.
- You will be given an aptitude test.
- Only people with a positive mental attitude who are serious about wanting to learn new skills should apply.
- In the application process, attitude counts more than anything else—just like it does in the workplace.

Operated by: The Department of Employment Services

Other Information:

- There is a 90 day follow-up program for graduates who have been placed in jobs in order to ensure and promote permanency.
- Comparable training programs are offered at colleges and technical training institutes at a cost of $6,000.
- The cost of this training is paid by the DC Department of Employment Services.
- People who are accepted for admission will be sent to the Department of Employment Services office before the training starts, in order to become certified.
- The facility is wheelchair accessible.

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VOCATIONAL TRAINING

V. W. Associates
1313 New York Avenue, NW
(*In the New York Avenue Presbyterian Church*)
Washington, DC 20005
Director: Virginia Washington
(202) 638-1948 Fax (202)638-0417
Information as of 08/07/01

Cable Installation and Maintenance

Description: This activity encompasses curricula that is designed to achieve the goal of providing marketable cable installation and maintenance skills to our participants.

- The objective is to base their cable installation and maintenance training on current and mid-term industry and residential requirements for the installation and maintenance of coax cable.
- The basic cable installation and maintenance training provides the participant a history of Communication Cable T.V., systems operation, government safety regulation (*both state and federal*), and all electrical characteristics and components.
- The hands-on activity will give the participant exact procedures in cable installation.
- Those skills, along with job-readiness training, assures that the participant will be ready to enter the targeted job market.

Cost: There is no cost. A stipend of $200.00 per month is paid to assist participants with their transportation costs to get back and forth to training.

Length of Class:

- This is a six month training program.

Class Schedule:

- Monday through Friday, 9:00 AM to 4:00 PM.

Requirements: You must be a DC resident.

- You must be 18 years old or older.
- The program is designed for hard-to-serve and the ex-offender population.
- You must have a high school diploma or GED.

Frequency: The classes are on-going.

Other Services Provided:

- There is training in human development of life skills, such as attitude, dress, body language, handling conflicts, attendance, and general employer expectations.
- The staff will place you in a full-time job after you successfully complete the training.

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VOCATIONAL TRAINING

To Apply: Call Virginia Washington and make an appointment for an interview. When you apply, you must bring a photo ID, your birth certificate, and your SS card.

- If you are on probation or parole, you must bring evidence, such as your parole certificate or any document from the courts with their letterhead. You will be given an aptitude test.
- Only people with a positive mental attitude who are serious about wanting to learn new skills should apply.
- In the application process, attitude counts more than anything else–just like it does in the workplace.

Operated By: The Department of Employment Services

Other Information:

- There is a one year follow-up program for graduates who have been placed in full-time employment in order to ensure and promote permanency.
- Comparable training programs are offered at colleges and technical training institutes at a cost of $8,000.
- The cost of this training is paid by the DC Department of Employment Services.
- People who are accepted for admission will be sent to the Department of Employment Services office before the training starts in order to become certified.
- The facility is wheelchair accessible.

JHP, Inc.
Jobs Have Priority, Inc.
1326 Pennsylvania Avenue, SE
Washington, DC 20003
(202) 393-7117 Phone
(202) 544-6600 Fax
Information as of 03/04/02

- This program helps participants seek, obtain and retain employent.

- Once employed, the program continues to help the participant in his/her search for housing.

- The participant must be residing in a shelter in Washington, DC, and be an ex-offender.

- The services are available at no cost.

- The program provides the following services:
  - Support services
  - Writing resumes and assisting in interview training
  - Providing assistance with transportation , clothing and food costs
  - Providing funds to help participants acquire a birth certificate, ID, and a SS card.

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- If you are one of the people who do not know how to read (*or to read well*), or who lacks a high school diploma or GED, you know how very difficult it is to get a job. Please recognize that you are not alone; there are many people in your situation. Luckily, there are lots of folks who want to help.

Literacy Training

- If you decide to enroll in literacy training, that is great! We have identified several organizations which will work with you one-on-one; see **Pages 290-293** of this book. In addition to signing up with one of them, you might want to give your training a boost by considering the following suggestions:

    - Start checking books out of the library and reading them for fun. Try books about subjects that interest you. The DC Public Library has special collections of easy-to-read materials for adult learners. These are designed for beginning readers (*Level 0*) up to advanced readers (*Level 8*).

        - The main and largest collection is at the Martin Luther King Library, located at 901 "G" Street, NW. The collection is in Room 300, the Literacy Resources Division.

        - Smaller collections are located at the following branch libraries:

Anacostia	Good Hope Road and 18th Street, SE	(202)698-1190
Benning	Benning Road near Minnesota Avenue, NE	(202)724-4787
Capitol View	Central Avenue and 50th Street, NE	(202)645-0755
Lamond-Riggs	South Dakota Avenue and Kennedy Street, NE	(202)541-6255
Northeast	Maryland Avenue and 7th Street, NE	(202)698-3320
Petworth	Georgia Avenue and Upshur Street, NW	(202)541-6300
Southeast	7th and "D" Streets, SE	(202)698-3377
Southwest	Wesley Place and "K" Street, SW	(202)724-4752
Tenley Friendship	Wisconsin Avenue and Albemarle Street, NW	(202)282-3090
Washington Highlands	Atlantic Street and South Capitol Terrace, SW	(202)645-5880
Watha T. Daniel	8th Street and Rhode Island Avenue, NW	(202)671-0212
Woodridge	Rhode Island Avenue and 18th Street, NE	(202)541-6226

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LITERACY TRAINING LOCATIONS

- Check out a book-on-tape, and listen to it on your Walkman. There are many books on tape about all sorts of subjects—sports, mysteries, self-improvement, and fiction.
- Listening to the book being read will help you learn to read and write better and faster.
- That is because you will hear correct pronunciation, the rhythm and cadence of correctly spoken English, and learn grammar and syntax—all with no conscious effort on your part!
- This magic works the same way that babies and young children learn to read.
- This is a win-win situation—you get to be entertained, listen to books you will enjoy, and help hasten the learning process all at the same time!
- There are several methods of teaching adults to read. Each of the organizations listed in this chapter uses a different method. If one method does not seem to work for you, you may have better luck with another.

Organization	Description
Washington Literacy Council 1918-18th Street NW, Suite B-2 Washington, DC 20009 Email: washlc@erols.com Program Director: Patty Ridsdale (202) 387-9029 Date Information Obtained: 08/07/01	• Offers one-on-one in adult basic literacy. • The office staff will do an assessment of your reading and spelling abilities. • You and the tutor select a training location at a public place which is convenient to both of you, such as a library, church, or workplace. • The tutor will arrange training times convenient to you: day or evening, twice a week. • There is no cost. All materials are provided. No stipends are paid. • Call to set up a time for an interview. You will be given a short test in reading and spelling. **Wheelchair accessibility depends upon location chosen**

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LITERACY TRAINING LOCATIONS

Organization	Description
Metropolitan/Delta Adult Literacy Council, Inc. 1225 "R" Street, NW Washington, DC 20009 Executive Director: Elizabeth Harrison Hicks Contact: Thomas Blanton (202) 234-2665 Date Information Obtained: 08/07/01	• Offers one-on-one tutoring in literacy. • They will do an assessment and design a program specifically for you. • You and the tutor select a training location at a public place which is convenient to both of you, such as a library, church, or workplace. • The tutors will arrange training times convenient to you: day or evening, as often as you wish to meet. • The only cost is for your materials and books. No stipends are paid. • Call to register and find out when to come in for an assessment so they will know at what level you need to start. • There may be a waiting of up to six weeks before a tutor becomes available. **Wheelchair accessibility depends upon location chosen; the office is wheelchair accessible**

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LITERACY TRAINING LOCATIONS

Organization	Description
Literacy Volunteers of America National Capital Area Affiliate 1325 "W" Street, NW Washington, DC 20009 Program Coordinator: Sheree Allen (202) 387-1772 Date Information Obtained 08/08/01	• Offers one-on-one tutoring in literacy. • They will do an assessment and design a individual education plan for you. • You and the tutor select a training location at a public place which is convenient to both of you, such as a library, church, or workplace. • The tutor and student will arrange training times convenient to you; you must commit to meet once a week typically for two to three hours. • There is no cost. All materials are provided. No stipends are paid. • Call to schedule an appointment. • The tutors are all volunteers. • Please be highly motivated. It is important that you be ready to commit to coming to the session every week as planned. **Wheelchair accessibility depends upon location chosen; main office is wheelchair accessible**

LITERACY TRAINING LOCATIONS

Organization	Description
Hope Manna 2001 Benning Road, NE Washington, DC 20002 Executive Director: Rev. Joyce M. Brooks (202) 388-0062 Date Information Obtained: 08/09/01	• Offers one-on-one tutoring in literacy *(reading and writing).* • They will do an assessment and design a program specifically for you. • You can meet once or twice a week. • Classes are held Monday, Tuesday and Thursday from 4:00 PM to 6:00 PM. • There is no cost. All materials are provided. No stipends are paid. Donations are welcome if you would like to contribute to helping others. • Call to register. **Wheelchair accessible**
The Family Place 3309 16th Street, NW Washington, DC 20010 Executive Director: Camille Fountain Program Coordinator: Jackie Booster (202) 265-0149	• Offers classes in Spanish literacy. • To participate, you must be an expectant parent or a parent with children under four. • There is no cost. All materials are provided. No stipends are paid. • Stop by to register. You must show the birth certificate for your child. • Classes are Monday through Friday, 9:00 AM to 5:00 PM. **Not wheelchair accessible**

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Getting Your GED

• NOTICE •
THE GED TEST WAS REVISED AT THE END OF 2001

- If you need to obtain your GED, there are a number of organizations which will give you classroom training at no cost or at minimal cost. They will work with you until you are ready to take the test. See **Pages 298-303** of this book for a list of organizations which offer GED preparation training.

- Once you are ready to take the test, you will need to register with the GED Test Office of UDC which administers the test.

    - The test is administered once a month throughout the year:

        - In November, it is given on the third Wednesday.

        - In all the other months, it is given on the third Thursday.

    - To register:

        - Go to the GED Test Office at UDC between 9:00 AM and 3:00 PM Monday through Friday, at least three weeks days before the test date you have selected.

        - The office is located on the UDC campus, at 4340 Connecticut Avenue NW, on the lower level.

        - Bring a $30 Money Order made out to "UDC GED Testing." Cash or personal checks are not accepted. Although, organization checks are accepted.

            - You need to present:
                - A photo ID from DC,
                - DC Driver's License,
                - DC Non-Driver's ID, or a
                - DHS-ID.
                - All must have a current address. DHS-IDs must have a letter from DHS stating that you currently live at that address (*ex: utility bills*).

            - If you are under 18 years of age, you will need a letter from your parents giving their permission, a letter from the last school you attended and you must have been out of school for at least six months.

            - If you are under 25 years of age, you may also have to present your birth certificate unless you use an ID which contains your date of birth.

            - If you have questions, call the 24-hour recording (202) 274-7173.

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INFORMATION LISTED BELOW IS SUBJECT TO CHANGE

- If you only need to take a partial test:
    - The partial test is administered every month on the fourth Thursday.
    - The fee is $6 for each portion of the test you need to take.
    - To register for the partial test, follow the same instructions which are listed on the previous pages of this book for the complete test.
- Here's some information about the GED test:
    - The registration is at 4340 Connecticut Avenue NW, lower level. Call before for testing times and dates.
    - The test is multiple choice, except for the writing part. For writing, you must write an essay on a topic which will be assigned to you.
    - The testing site is wheelchair accessible.
    - A test is available in Spanish, French and Braille, with translators available if needed.
    - The test is divided into five parts. There is a five minute break after each part.
    - You can stretch, get a drink of water, or use the restrooms during your breaks.
    - On days that lunch is permitted, it is suggested that you bring your lunch with you, as there is not enough time to go out and buy lunch.
    - No eating or drinking are allowed during the test.
    - Calculators will be provided by the testing center only. You will be given scratch paper to perform your computations.
    - All pencils and materials are provided; you do not need to bring pencils or paper.
    - Do not bring anything which makes noise which will disrupt the others taking the test, such as beepers, alarm watches, or cell phones. If you have to bring a beeper, set it on the vibrate mode. If you have to bring a cell phone, turn it off. If you wear a watch which has an alarm, turn the alarm off.
    - If you violate this rule, you may be dismissed from the room, losing your $30 testing fee, and you will then have to re-pay to re-test.

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- Approximately six weeks after you take the test, your test results will be mailed to you.
    - If you pass, a certificate will be available for you to pick up about eight weeks after you receive your test results. If you pass, the test scores will be sufficient for proof that you passed and received your GED. Your employer may obtain a copy of your passing score from the GED business office.
    - If you fail one or more parts of the test, you can take the test again. This time, you may take a partial test —you will need to take only those parts that you didn't pass.
        - If you are in a GED preparation class, you may take a partial test anytime 90 days after your initial test.
        - If you are not in a GED preparation class, you may take a partial test anytime six months after your initial test.
    - Here are several helpful hints:
        - On the writing portion of the test:
            - Practice your writing before taking the test. Most people have difficulty with this part of the test. Do extra work for your teacher in the GED preparation class. There is no such thing as practicing too much!
            - Write your essay on the assigned topic. If you write an essay on another topic, you will fail this part of the test, no matter how wonderful your essay may be otherwise.
            - Use the scrap paper to do an outline (*not a draft*) of your essay, then write your essay on the "official" pages. Many people write a draft of the entire essay on the scrap paper, then run out of time before they can copy it onto the "official" pages.
        - Prepare for algebra and geometry. About 50 percent of the Math test is algebra and geometry, so it is not enough to know basic arithmetic.
        - Be conscious of the time you devote to each section. Pace yourself. Wear a watch.
        - If you see that you are running out of time on the multiple choice section of the test, do not leave any questions unanswered! Guess! After you have answered all the questions, go back to the ones for which you entered a guess and try to refine your answers.
        - When you take the practice tests, try to recreate the actual test conditions.
            - Time yourself! It is not good to be able to answer all the questions correctly if it takes you twice as long as you will be allowed under actual testing conditions.

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- Take the entire test! You will need to get used to sitting and working at this for eight straight hours. Many people get tired at the end, and their test results are worse at the end of the day. It is like anything else—go into training, build up your stamina, add a little more each time. You cannot practice too much.

- If you do not pass, please do not get discouraged! Only about 40 percent of people who take the GED exam pass it on the first try. The hardest part is behind you. Now you have a better idea of what the test entails, and what your weak areas are.

- Work with your instructor on those specific areas, and plan to take a partial test as soon as you can. The effort will be worth it—just think of how many better jobs you will be eligible for, once you have that precious GED!

General Hints

- Whether you enroll in literacy training or GED training, you will need to keep your motivation up. After all, learning something new is work, and it may not always be easy. Keep in mind the goal you set for yourself, and remember that when you achieve that goal you will be further along the road to self-sufficiency. You will have improved your chances of obtaining stable, secure, legal employment. Once you have a job, you will greatly increase the probability that you will be able to stay out of prison.

    - Another way of keeping your motivation up is to attend NA/AA support groups regularly. The people you will be associating with there are all in recovery and are struggling just like you are. They may also have ideas and suggestions that will help you to succeed. Certainly they've traveled the same road as you. Maybe they can give you a map....

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GED TRAINING

Organization	Description
Families Forward, Inc. Formerly known as ConServe *(Consortium For Services To Homeless Families, Inc.)* 1012 -14th Street, NW, #1400 Washington, DC 20005 Executive Director: Janet R. Thompson Contact: Christy Evans (202) 639-9760 Date Information Obtained: 07/19/01	• Offers small classes of GED instruction. • Only 10 people in a class, so you get individual attention. Tutors are available for one-on-one assistance. • Classes start about three times a year, and are held for three to four months. • Classes are held Monday through Thursday from 10:00 AM to 2:00 PM, and from 6:00 PM to 8:00 PM. • There is no cost. Transportation assistance is provided to assist students to get back and forth to class. Families Forward, Inc. also pays the cost for you to take the GED test. • Anyone is eligible to register for the training. • To apply, call and speak with Curtis Taylor. He will give you an appointment to come in for an assessment. **Wheelchair accessible**

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GED TRAINING

Organization	Description
School for Tomorrow 810 Fifth Street, NW Washington, DC 20001 Director: Marjorie Lloyd Contact: Gregory Permenter (202) 789-1810 Date Information Obtained: 07/19/01	• This is a 13-week session. • Assessment of your specific needs will be determined on your initial visit. All entry tests are on Thursdays at 1:00 PM, where a program will be tailored exactly for you. If you take the GED and do not pass, they will work with you until you do. • The class varies in length depending upon your specific needs. • There are morning and evening classes to accommodate your work schedule. You can choose your classes at your initial interview. • There is a total charge of $38 for registration, books and other materials. No one is turned away because of lack of ability to pay. No stipends are paid. • A strong desire to change your life is a prerequisite. No referral is required. **Not wheelchair accessible**

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GED TRAINING

Organization	Description
Southeast Ministries *(A-MEN! The Anacostia Men's Employment Network)* 3111 Martin Luther King Jr. Avenue, SE Washington, DC 20032 Coordinator: Jeff Lea Contact: Chester Hart (202) 562-2636 Date Information Obtained: 08/07/01	• Offers classes for unemployed men and women. • Classes cover the full range of topics included on the GED test. • Classes begin each January, September and October and last for 11 weeks. • Classes are held on Monday through Friday, 9:00 AM to 12:30 PM. • There are usually 20 people in a class. • There is a $30 enrollment fee; no stipends are paid. A-MEN! Will pay the $20 GED testing fee for individuals who have completed this class. • Call Jeff Lea or Chester Hart to make an appointment to apply. You will be given a two-hour assessment test to see what areas you need to concentrate on. • To register, you do not need to provide a photo ID or other documents. • A-MEN! Also offers job-readiness training for unemployed individuals. **Not wheelchair accessible**
ARCH Training Center, Inc. 2427 Martin Luther King Jr. Ave. SE Washington, DC 20020 Contact: Ms. Sylvia Forbes (202) 889-6344	• Offers classes in GED training preparation. • Testing is every Tuesday and Thursday, 8:30 AM. • Stipend support available. • Placement in employment. • Post placement follow-up. No stipends are paid. • Stop by to register. You must show the birth certificate for your child. • Classes are Monday through Friday, 9:00 AM to 5:00 PM. **Wheelchair accessible**

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GED TRAINING

Organization	Description
Change, Inc. 1413 Park Road, NW Washington, DC 20010 Director: Gracie Rolling Contact: Vala Brown (202) 387-3725 Date Information Obtained: 08/07/01	• Offers one-on-one tutorials to prepare for the GED test. • Come by on a drop-in basis, whenever you can. • Normal hours are Monday through Friday from 9:00 AM to 5:30 PM. • If you need to come in on Saturday, let them know and they will work with you by appointment. • There is no cost. **Wheelchair accessible**
Community of Hope 1417 Belmont Street, NW Washington, DC 20009 Program Director: Kelly McShweeny (202) 232-9091 Date Information Obtained: 08/10/01	• Offers classes in Adult Basic Education (ABE) and GED. • On your first visit, they will do an assessment and design a program specifically for you. • Call for class days, times and registration. • Tutors are provided if extra time is needed. • There is a minimal cost, although no one is turned away because of lack of ability to pay. • No stipends are paid. **Not wheelchair accessible**

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GED TRAINING

Organization	Description
Metropolitan/Delta Adult Literacy Council, Inc. 1225 "R" Street, NW Washington, DC 20009 Executive Director: Elizabeth Harrison Hicks Contact: Thomas Blanton (202) 234-2665 Date Information Obtained: 8/7/01	• Offers classes in Adult Basic Education (ABE) and GED. • Classes are held year-round, with four nine week quarters. • Classes are held Monday through Thursday from 9:00 AM to 2:00 PM and from 6:30 PM to 8:30 PM. • The day classes are held at the Metropolitan Baptist Church, 1225 "R" Street NW; the evening classes are held at Mt. Gilead Baptist Church, 1625 13th Street, NW. • There are usually only 15 people in each class, so you can get individual attention. • Classes are taught in five subject areas: literature and the arts, writing, social studies, math, and science. • Course studies come alive with field trips. • Registration fee: $5. • Cost of books/materials is $15. No one is turned away because of lack of ability to pay; they are asked to volunteer instead. No stipends are paid. • Call to register for the placement test, which is given Monday through Thursday from 10:00 AM to 3:00 PM. The GED test takes about two and a half (2½) hours. **Wheelchair accessible**

GED TRAINING

Organization	Description
Hope Manna, Inc. 2001 Benning Road, NE Washington, DC 20002 Executive Director: Rev. Joyce M. Brooks (202) 388-0062 Date Information Obtained: 08/09/01	• Offers classes in GED preparation. • Classes meet twice a week starting in September, on Tuesday and Thursday, from 4:00 PM to 6:00 PM. • Fewer than 12 people in each class, so you can get individual attention. • There is no cost. All materials are provided. No stipends are paid. Donations are welcome if you would like to contribute to helping others. • Call to register. **Wheelchair accessible**
Sacred Heart Adult Education Center 1621 Park Road, NW Washington, DC 20010 Contact Joseph Sherman (202) 462-6499 Date Information Obtained: 08/10/01	• Offers classes in GED preparation. • Call to receive information on testing and to be interviewed by an instructor. • Classes are Monday, Tuesday, Wednesday and Thursday, 9:30 AM to11:30 AM and 7:10 PM to 9:05 PM. • Registration fee: $25 and a minimal cost for books. • Cross-Cultural Environment. • Snacks are provided. • No stipends are paid. **Wheelchair accessible**

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Thrift Shopping At Non-Profits: Great Stuff, Great Prices, Great Purpose

- Thrift Shops are a great place to get things you need at a great price—clothing, furniture, household goods, toys, books, etc.
- Several organizations in DC use the revenue generated by their thrift shops to support community service programs.
- Since these programs help us and our families, shopping at them helps them to continue to assist people in need.

Shop	Hours	Why Patronize
Prevention of Blindness Society of The Metropolitan Area 2216 Rhode Island Avenue, NE Washington, DC 20018 (202) 269-0203 Schedule Appt: (202) 234-1010 Date Information Obtained: 07/31/01	Tuesday through Friday 10:00 AM to 5:00 PM Saturday 9:00 AM to 4:00 PM	The revenue from this shop is used to provide affordable glasses to low-income and/or homeless people. Bring your prescription with you. **Not wheelchair accessible**

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THRIFT STORES

Shop	Hours	Why Patronize
DejaNew Community Family Life Services 4719 Chestnut Street Bethesda, MD 20748 (202) 347-0511 Date Information Obtained: 07/31/01	Monday through Thursday 10:00 AM to 4:00 PM Friday 11:00 AM to 5:00 PM Saturday 10:00 AM to 5:00 PM Sunday 12 Noon to 5:00 PM	Community Family Life Services helps low-income, homeless, unemployed, seniors and children through their housing, counseling, vocational training, emergency food and clothing distribution, and other programs. **Not wheelchair accessible**
Laurel Thrift Store 9880 Washington Blvd. N Laurel, MD 20723 (410) 792-0090 Date Information Obtained: 08/15/01	Monday through Saturday 9:00 AM to 9:00 PM	Non-profit thrift store that sponsors programs approved by Social Services. Referrals are accepted for inmates being released from prison to received free clothing. **Wheelchair accessible**
The Salvation Army Thrift Store 1375 H Street, NE Washington, DC 20002 (202) 396-0916 Date Information Obtained: 07/31/01	Monday through Saturday 9:00 AM to 4:00 PM	The Salvation Army provides a wide range of services to local homeless and low-income people, including substance abuse treatment, rehabilitation programs, hot meals, food trucks for homeless people, and family counseling. **Wheelchair accessible**

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THRIFT STORES

Shop	Hours	Why Patronize
Davis Memorial Goodwill Industries Retail Store 2200 South Dakota Avenue, NE Washington, DC 20018 (202) 636-4232 Date Information Obtained: 07/31/01	Monday through Saturday 10:00 AM to 6:00 PM Sunday 11:00 AM to 6:00 PM	Goodwill Industries provides vocational, GED, and literacy training, as well as job placement assistance to disabled people and others who have barriers to employment, such as ex-offenders. **Wheelchair accessible**
American Rescue Workers Thrift Stores 716 Ritchie Road Capitol Heights, MD 20743 (301) 336-6200 Date Information Obtained: 08/15/01	Monday through Saturday 9:00 AM to 5:00 PM	Non-profit thrift store that provides emergency food, a recovery program for males that are directly released from prison and a associate program for females that are in the transitional phase. **Wheelchair accessible**

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