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“Reentry Begins with You”

2013 Reentry Skills Building Handbook

Georgia
Department of Corrections
&
State
Board of Pardons and Paroles

OPERATIONS, PLANNING & TRAINING DIVISION

"GET OUT IN FRONT"

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Special Thanks to Minnesota Department of Corrections for their Template

Mission Statement

Provide offenders opportunities for positive change guided by principles of effective intervention and facilitating evidence based programs to promote successful offender reentry, compliance, safe communities and stable families.

Stacy Rivera, Director of Reentry Services

Handbook is updated annually.
Send revision recommendations to grierm01@dcor.state.ga.us by December 15.

Georgia Department of Corrections and
Georgia State Board of Pardons and Paroles

Board of Pardons and Paroles

Albert Murray
Chairman

Department of Corrections

Brian Owens
Commissioner

Welcome to the Reentry Skills Building Program!

We are proud and humbled to serve the citizens of Georgia as we fulfill our missions of protecting and serving the public. We have a personal interest in your preparedness for returning to your community while you are with us and when you return home. Let us challenge you to take advantage of the opportunities set before you, which include job readiness and employment training.

The Georgia Department of Corrections and the State Board of Pardons and Paroles have joined forces in a mutual endeavor to ensure the appropriate restitution, rehabilitation and restoration of ex-offenders. The Reentry Skills Building Handbook was designed to enhance your skills and help you overcome any barriers you may be facing prior to returning home.

We want you to think of this book as a key to your future and we encourage you to study and utilize the resource information included which will prepare you to address any potential barriers.

Today, the Corrections and Parole Team is dedicated to supporting you as you strive to successfully return to your family and community. We are committed to supporting your efforts. There are positive opportunities awaiting you that can lead you to a rewarding and fulfilling life.

Seize each day and all of the benefits it has to offer.

Albert Murray
Chairman

Brian Owens
Commissioner

Georgia Reentry Model

"Reentry begins at the earliest point"

Goal is "Restitution, Rehabilitation, Restoration"

Fighting Recidivism (65% return)

Superior Court Sentences to State

1 Diagnostic Process

(GDCP & Lee Arrendale SP)

- **Determine Risks & Needs**
- Assess Physical & Mental Health
- Determine Security Level
- Personal History
  - Education Level
  - Trades & Skill Assessment
- **Develop *"Reentry Case Plan"***
  - **Prescribe Rehabilitation Plan**

STOP! Recidivism

99% Come Home 350 per week

Release

State Prisons & Centers

2

Optional

- County CI
- Boot Camp
- Private Prison
- Transitional Center

State Prison 1

Rehab Focus

- Motivational Change
  - Victim Impact
  - Corrective Thinking
- GED, ABE, Literacy
- Work Skill, Vocational
- Substance Abuse/RSAT
- Other Programs:

12 x F&C Based Dorms
6 x In-House Transition
9 x Sex Offender Course
GCI & PIE Industries

SP2

SP3

3

4 Transitional Center/Work Release (3K)

(Selected by Pardons & Paroles)

Focus Areas:

- Create a *"Parallel Universe"*
- 6 to 8 Months
- Save Money – Rent
- Cognitive / Pro-Social Behavior
- AA / NA Sustainment
- Suitable Housing / Meaningful Work

Handoff from Facility to Community

5 Community Supervision

- Cognitive / Pro-Social
- Community Service Board(CSB) – DHS
- Mental Health
- Substance Abuse Aftercare

Other Focus Areas:

- Employment
- Community Service
- Parenthood
- DFACS
- Housing
- Monitor / Surveillance

Keys to Success

Must Change Environment

✓ Suitable Housing

✓ Meaningful Work

Partners

DOL Jobs
Faith/Cmty Based Org – Housing
State Agencies & Stakeholders
Community Coalitions

Name

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Reentry Checklist

State Prisons, Pre-Release Centers, Transitional Centers

TPM or MRD within 24 months

- ☐ PED (Parole Eligibility Date) of the Offender

Review Reentry Program Case Plan STATUS:

- ☐ First Question: Are you a Veteran?
- ☐ Academic Education (GED, ABE, Special Education)
- ☐ Vocational Education (SAGE)
- ☐ Pre-Conditions of Parole/Probation (COMPAS Reentry Plan)
- ☐ Drugs and Alcohol (COMPAS TCUDS)
- ☐ Cognitive Behavioral Programs (COMPAS Needs and Goals)
- ☐ Sex Offender Psycho-Educational Program (If Applicable)
- ☐ Reentry Skills Building Curriculum (Reentry Handbook)
- ☐ Complete Interest Profiler (Vocational Aptitude)
- ☐ Develop Career Plan (DOL Career Center)
- ☐ Develop Resume

Identify Reentry Release Needs

- ☐ Child Support Responsibility (OCSS, If Applicable)
- ☐ Housing / Residence Plan (Establish primary residence plan)

Assess Identification Needs and Apply for

- ☐ Social Security Card (Social Security Administration)
- ☐ Birth Certificate (Vital Records)
- ☐ Motor Vehicle Record Issues (Department of Driver Services)
- ☐ Other vital records (Military DD-214, Child Support, Court Orders, Citizenship, Marriage License, etc.)

TPM or MRD within 12 months

- ☐ Review Reentry Program Plan
- ☐ Review Parole Plan &
    - PIC Eligibility (SOP IIB01-0021)
    - Pre-Conditions
- ☐ Ensure primary residence plan has been established

Identify and Begin Benefits Eligibility ONLINE Applications

- ☐ Supplemental Security Income –SSI (Social Security Administration)
- ☐ Disability – SSDI (Social Security Administration)
- ☐ Medicaid / Medicare /Social Security (Social Security Administration)
- ☐ Begin Interstate Compact Agreement (SOP IIIB07-0001 if Applicable)
- ☐ Veterans Benefits (Veterans Administration)
- ☐ Sex Offender Transfer **12 months prior to release** to one of the nine release facilities to assist with:
    - Registration: Complete registration process on all offenders with an offense required to register
    - SOPP

TPM or MRD within 3-6 months

- ☐ Review Reentry Program Plan
- ☐ Veterans Benefits application complete
- ☐ **Confirm** Housing (Residence plan close to completion w/ three options listed) and **Problem Residence status reviewed/determined**
- ☐ If Max-out (May or may not have Probation to Follow)
- ☐ Community Impact Program applicability
- ☐ Community Reentry Assistance:
    - ☐ Identify Faith Based Organization (Chaplain of Facility)
    - ☐ Job Leads/ Employment
    - ☐ Special Needs for mental or physical health, developmental issues or substance abuse
    - ☐ Identify Community Action Agency Programs in Offender area
    - ☐ Identify the need for a Mentor

- ☐ TOPPSTEP Packet review (SOP VB01-0009) to contain:
    - ☐ Career Plan and Resume (If applicable)
    - ☐ Interest Profiler (If applicable)
    - ☐ Social Security Card
    - ☐ Birth Certificate
    - ☐ Completion Certificates
    - ☐ DOL Job Application
- ☐ Assess Medical needs for release (SCRIBE Profiles)
- ☐ Identify TOPPSTEP Representative in Area (Department of Labor area office)
- ☐ Develop Transportation Plan (Reentry Handbook Chapter 6)

Within 1 month of Release

- ☐ Review Reentry Program Plan
- ☐ **Residency Plan Confirmed and Problem Residence status reviewed/determined**
- ☐ Develop Monthly Budget Plan (Reentry Handbook Chapter 7)
- ☐ Identify Community Resources (Reentry Handbook Chapter 15)
- ☐ Substance Abuse Aftercare (If Applicable)
- ☐ Job leads (Reentry Employer List on CAPTIVA)
- ☐ Clothing Banks (Faith-based & Community-Based Organizations)
- ☐ Miscellaneous (Mentors, Support Groups, etc. in Area of Release)
- ☐ Update Resume (Reentry Handbook Chapter 3)
- ☐ Finalize Psychotropic Drug needs and assure there is a referral made (Health Services)
- ☐ Schedule Medical Appointments as needed
- ☐ Vital Records ready (Original to Offender, Copy sent to Parole/Probation in TOPPSTEP Package)
- ☐ Georgia Fatherhood Program Referral Tracking Document in release package to be forwarded to Reentry Services, Central Office upon release (If Applicable)
- ☐ Social Security Administration, **retirement,** begin application (If Applicable)

☐ **<u>THIRTY DAYS PRIOR TO RELEASE</u> the DW/CT or designee to make contact by phone and email to schedule an appointment with the Chief Probation Officer or designee (PO III or Office Manager) / Parole Office. This information is to be given to the inmate and recorded in SCRIBE.**

Report to: _____ Probation Office

On: _____ (Date)

Address: _____

_____, Georgia

Phone No: _____

Date of Contact: _____ Contact Person: _____

☐ **DW/CT or designee to explain the proof of residency form, developed by the Department of Driver Services, on file with Probation and Parole in order to obtain a state ID/drivers license, if no infractions.**

☐ **DW/CT or designee to make referral to TOPPSTEP Representative in area of release through email and phone if offender does not already have verified employment upon release. Record contact in SCRIBE.**

Report to: _____

Address: _____

_____, Georgia

Phone No.: _____

Date of Contact: _____ Contact Person: _____

☐ **DW/CT or designee confirms the offender has received the state issued debit card and the receipt is to be recorded in SCRIBE.**

RETENTION SCHEDULE: Upon completion, a copy of this checklist, to be placed in the inmate institutional file.

INTRODUCTION

Remember that planning for your release needs to start immediately, not just a week before you are scheduled to leave. Reentry starts on your first day of incarceration and everything you do during your incarceration should be focused on increasing your knowledge and abilities for your pending release. As you begin this, you first need to take an inventory of issues you may face when you return to the community. These issues are known as Barriers.

The areas listed below can interfere with your success in establishing a stable life once you are released. Use the checklist below to help determine which areas may be a current or potential problem for you. When you have completed this exercise, look at these identified areas and start developing a plan to address them. This will help you decide what you need to do now to assist in your transition to life on the outside. Dealing with these issues now, before release, may also help make them less overwhelming.

The Georgia Network of Reentry Advocates website serves as a clearinghouse of information regarding advocacy, up-to-date research and statistics, available funding sources, and upcoming events. This website also serves as a referral source for individuals in need of reentry services. Community Voices in collaboration with several partner organizations aims to educate, organize advocacy, promote policy reform, vet ideas and cultivate consensus through this central locus.

http://www.reentryga.org

Possible Barriers:

ISSUES TO FACE UPON RELEASE	**This is a possible problem for me.**	**I can take care of this.**	**I need help with this.**
Substance Abuse			
Lack of Money			
Transportation			
Day Care			
Family Problems			
Housing			
Clothing			
Medical			
Telephone			
Job Skills			
Education			

Be aware that any of these areas may interfere with a successful plan. Don't ignore them. Life planning takes patience and commitment.

Getting Organized

Use this checklist to assist in planning your **PERSONAL** reentry plan. What do you need to obtain and work on during your incarceration period?

Item	Yes	No
Social Security Card		
Birth Certificate		
Driver's License/ Insurance		
Credit Report		
State Identification Card		
Registration/Status of Information exemption for Selective Service		
Résumé		
Housing		
Medical Care		
Support Groups		
Child Support Issues		
Clothing		
Transportation		
Food		
Education		
Veteran's Assistance		
Employment		
Legal Assistance		
Telephone		
Other		

CHAPTER 1

IDENTIFICATION

Primary Documents

Proper identification is required to cash a check, take a driver's license test, or get a job. Examples of acceptable identifications are:

- Birth certificate
- Social Security card
- Driver's license
- Valid passport
- Marriage certificate
- Court order or judgments

Birth Certificate

A birth certificate provides proof of when and where you were born. A certified copy of your birth certificate can be useful when proving identity in certain situations, such as applying for a driver's license, retirement benefits, passport, or assistance programs.

You may request an application form and requirements for a certified copy or your birth certificate from your counselor, no matter what state you were born. Application information needed includes:

- Your full birth name (first, middle, last)
- Date of birth
- City of birth (if known)
- Father's name
- Mother's name, including maiden name (as recorded at time of birth)

There is a fee charged for the out of state certified copy. Ask your caseworker for information and assistance. A list of all vital statistics offices can be found in the library.

Most states require that your signature be notarized if you are requesting a copy of your birth certificate by mail. Notaries are available at all Georgia correctional facilities. Once you are released, you may locate notaries in your community by searching the local Yellow Pages.

Social Security Card and Benefits

Social security is a part of almost everyone's life, no matter what your age. If you have never applied for a social security card and are over 18, you must apply in person. If you would like a free duplicate card, you must request an application from your caseworker or transition staff. Your caseworker can send a form letter to accompany the application, verifying your name.
You will find information about Social Security at: **http://www.socialsecurity.gov/.**
To calculate benefits use the social security benefits calculator at the following web site:
http://www.socialsecurity.gov/planners/calculators.htm

Georgia State Driver's License and Identification Card Requirements

Beginning July 1, 2012, DDS implemented additional procedures that enhance the integrity and security of your Driver's License (DL) and Identification Card (ID) resulting from the Federal

requirements of the Real ID Act. These new procedures will require that you bring additional documentation with you when you visit one of our Customer Service Centers (CSC). If you currently hold a valid Georgia DL or ID, you will be issued a Secure ID DL/ID at the time of your next renewal or reinstatement. If you do not hold a valid Georgia DL or ID, you will be issued a Secure ID DL/ID at the time of your application.

These documents will include the following:

At least one (1) original or certified document to prove your **Primary Identity;**

- An original birth certificate
- Certificate of birth registration
- Certified copy of birth certificate
- Certified copy of court records (adoption, name, or sex change)
- Certified naturalization documentation
- Immigration ID Card
- Valid passport

Valid proof of any name changes from Primary Identity document, such as certified copy of marriage certificates.

- At least one (1) document to prove your **Social Security Number;**

- At least one (1) document to prove your **Residential Address;** (if you have been released from prison within the last 60 days, you are only required to have one (1) proof of GA residency. After the 60 days you must provide two (2) proofs of GA residency.

Applicants for initial issuance of a Georgia driver's license, permit or identification card must provide documentation proving United States citizenship (birth certificate or valid US Passport) or legal authorization from the Immigration and Customs Enforcement bureau of the United States Department of Homeland Security.

If you are having problems establishing residency due to a recent release, talk to your Probation or Parole officer. In cooperation with the Department of Driver's Services, you may ask for a form that your Officer can sign to verify your residency.

Documents are subject to verification and may not be accepted if altered.

Any document that is not in English must be accompanied by an approved English translation.

Any documents listed previously or a primary document listed on the next page that does not contain your full legal name or only contains a middle initial means that you must also present **another primary or secondary document** that indicates your **full legal name.**

If your Georgia license has been expired for two years or more and you do not hold an active out-of-state license, you must pass the road signs test, road rules test, actual driving test, and eye exam to obtain a Class C license.

For other driver's license information call (678) 413-8400

Primary Documents

- Certified copy of a birth certificate issued by a government bureau of vital statistics or board of health in the United States (U.S.), District of Columbia, Guam, Puerto Rico, or the U.S. Virgin Islands.
- Certificate of Birth Abroad (FS-545 or DS-1350) issued by the U.S. Department of State.
- Report of Birth Abroad of a United States Citizen (FS-240) issued by a U.S. embassy.
- Certified copy of an adoption certificate from a U.S. court.
- Unexpired identification card Form DD-214, issued by the U.S. Department of Defense.
- Unexpired U.S. passport.
- Unexpired passport from a country other than the U.S. with an unexpired I-551 stamp or an unexpired I-94 arrival and departure form.
- One of the following unexpired documents issued by the U.S. Department of Justice:
- Certificate of Naturalization (N-550)
- Certificate of Citizenship (N-550)

Fees for a Georgia Driver's License

Class A, B, C and M $ 20.00 for 5 years $ 32.00 for 8 years

Honorary Veterans and National Guard No Fee

Secondary Documents

- Another primary document.
- Photo driver's license, state identification card, or permit issued by a U.S. state other than Georgia, the District of Columbia, Guam, Puerto Rico, the U.S. Virgin Islands, or a Georgia province or territory, that is current or expired for two years or less.
- Certified copy of a U.S. or Georgia court order with full legal name and date of birth.
- Certified copy of a birth certificate from a government jurisdiction other than the U.S., the District of Columbia, Guam, Puerto Rico, or the U.S. Virgin Islands.
- Current identification card (DD-1173 or DD-214) issued by the U.S. Department of Defense.
- Certified copy of a government-issued marriage certificate.
- Unexpired color-photo permits to carry a firearm or concealed weapon, issued by a U.S. police department or sheriff.
- Current pilot's license issued by the Federal Aviation Administration.
- Certified secondary or post-secondary school transcript containing full legal name and date of birth.

Driver's License Status Inquiries

To find out about your Georgia driver's record, you may send a letter to:

Driver and Vehicle Services

Attn: Licensing & Records
P.O. Box 80447
Conyers, GA 30013
www.dds.ga.gov

CHAPTER 2

HOUSING

Looking forward and planning for your return to society is very important. During the diagnostic process, you completed a Personal History Statement. Information included in this statement covers your previous residence(s) and will be used to verify available housing upon your release. Your counselor will contact you at different time intervals to assist you in determining where you will live. This information will be confirmed three to six months prior to leaving the institution. Many of you will have a supportive friend, relative, or family member to live with and housing may not be a major concern, while others will need to explore different options.

If you have no restrictions on where you live, think hard before deciding to move back into your old neighborhood. There may be people and activities there to pull you back into committing crimes.

When looking for housing, keep in mind where it is located relative to your work, what transportation is available, and what stores are in the area.

Types of Housing

THOR-Transitional Housing for Offender Reentry Directory

Structured Housing— these providers offer a safe, healthy and controlled environment that is consistent with the safe transition into the community.

- May provide shelter for up to one year
- Has the expectation that you be accountable at all times and cooperate with any programming identified by the referring agency
- Provides opportunity to ease back into the community by gaining employment, accumulating savings, developing a plan of working toward independent living, and establishing community support services
- May include support services (such as counseling and job search help) in addition to food and shelter
- Costs will depend on services provided
- Is less expensive than an apartment and makes saving money for more independent living easier

Recovery Residence—provides safe and healthy housing for residents who need a more restrictive environment. These residences are categorized according to the intensity of the substance services/counseling provided.

- Provides long-term support, allowing residents to stabilize and develop healthy relationships with other people pursuing similar goals
- Require one or more hours of counseling per week.

Re-Entry Partnership Housing

The Re-Entry Partnership Housing (RPH) program provides temporary housing for inmates who have been granted parole but do not have a valid residence plan.

- RPH pays housing providers for parolee room and board (two meals per day) for up to three (3) months.
- Provides the opportunity to ease back into the community by finding employment and locating permanent housing.
- May include support services (such as counseling and job search help) in addition to food and shelter.
- Types of available housing range from community-style transition homes to apartment living.

Living On Your Own

Renting— consider all expenses such as application fee, security deposit, utilities not included in rent, etc.

- Search for listings in local newspapers, network with friends and family, and utilize apartment referral services.
- Be sure you understand terms of lease before signing.
- People with criminal records may not be allowed to reside in some apartment complexes, mobile home parks, etc. Price range is variable depending upon the type of building, location, and number of roommates
- Will probably be required to sign a lease; meaning you must follow terms of the contract.
- Check with the property manager before you pay an application fee to inquire if it goes toward a background check.

Single Resident Occupancy— (SRO) is only for single, childless adults.

- SRO is usually furnished housing with shared bath or kitchen facilities that are made available to income eligible individuals at reduced rates

Buying a Home—though not an option for many offenders it may be appropriate for some, especially when renting is too challenging.

- First-time home buying programs may be available in many areas —neighborhood associations can usually help you find these grants
- Military veterans may qualify for home buying assistance

Obtain a copy of the HUD booklet that covers steps involved in buying a home—available in the library transition resource center.

What Property Managers Look for in Tenants

- **Past Rental History**—Know the names and addresses of those you rented from in the past. Before you apply, be sure to take care of any unlawful detainers.
- **Employment History**—Name, address and phone number of your employer, as well as your monthly income (generally rent should not exceed one third of your income).
- **Credit History**—Property managers do check into your on-time and late payments. Try to clean up any outstanding bills from creditors. If you have a copy of your credit report, it is helpful to bring it with you.
- **Criminal History**— Most property managers do a criminal history check. They may ask you if an offense was committed in a residence. An honest, straightforward response is best.

HOUSING EXPENSES

These are the areas you will need to consider to determine your monthly expenses

Property Address:	1st choice	2nd choice	3rd choice
Rent (Monthly)			
Security Deposit			
Heat			
Gas/Electricity			
Parking/ Garage			
Garbage			
Other			
Other			
Total Cost			

Tenant's Rights and Responsibilities

You have the following Responsibilities as a tenant:

- Your property manager can require references from you
- You must pay rent on time
- You must follow all legal clauses in your lease
- You must not disturb other tenants
- You must give proper written notice when you want to move out
- You must pay for damages beyond normal wear and tear to your apartment

As a tenant in Georgia, you have the following Rights:

- Your property manager must follow your lease
- Your property manager must keep your apartment free from health and safety hazards
- Your property manager must keep your apartment in good repair
- Structures, fixtures, plumbing, and furnished equipment must be kept working
- You have the right to call health /safety inspectors to inspect your apartment
- Your building must be insulated and weatherized
- You have the right to peaceful and undisturbed possession of your apartment
- You have the right to privacy
- Your property manager cannot enter without your permission without giving you notice unless the lease says he/she can or in the event of an emergency
- Your property manager must give you his/her name and address
- Your property manager may not end or change the lease without giving you written notice
- Your property manager cannot evict or retaliate against you for exercising your rights
- Your property manager cannot shut off utilities or lock you out of your apartment
- You property manager cannot force you to leave your apartment without going to court
- Your property manager cannot hold your personal belongings for non-payment of rent
- Your property manager must provide certificates of rent paid so you can claim a tax credit
- You are entitled to the return of your security deposit, with interest, within three weeks after you move. Be sure to give your property manager a forwarding address. However, your property manager may retain any amount of the security deposit that is reasonable to pay for unpaid rent if the property manager gives you a written explanation within three weeks. Your property manager cannot charge you for normal wear and tear to the apartment.

Buying A Home

Buying a home may not be possible for some time after release—until you have saved enough for a sufficient down payment and meet income eligibility guidelines. But for many people, home ownership is within reach and may even be more affordable than renting. This basic information can help you plan for the time when home buying is an option. The first step in choosing a home is figuring out how much you can afford to spend. As a general guide, you can buy a home with a value of two or three times your annual household income, depending on your savings and debts.

Questions

Describe your rental history. List any evictions, unlawful detainers, or problems you have had with property managers.

Where do you plan to live in the future?

Do you have family or friends that would allow you to stay with them temporarily?

Will you have children living with you? If so, list the ages, gender, and any special housing requirements.

What do you need in regard to housing (services, space, location, etc.)?

What money do you have available for housing and how will you pay each month's rent?

What special housing conditions will be placed on you by the Department of Corrections?

WEB LINKS FOR HOUSING

- **DEPARTMENT OF COMMUNITY AFFAIRS (DCA) – SPECIAL NEEDS HOUSING**
- Click on the link below for a listing of DCA-funded programs for the homeless and other individuals with special needs.
    - **http://www.dca.state.ga.us/housing/SpecialNeeds/index.asp**
- **HOUSING OPPORTUNITIES FOR PERSONS LIVING WITH HIV/AIDS (HOPWA)_PROGRAMS**
    - Link here for a listing of housing programs statewide for persons living with HIV/AIDS. For help with housing programs for those in the metro-Atlanta area, contact the Living Room at (404) 616-6332.
    - **http://www.dca.state.ga.us/housing/specialneeds/programs/hopwa.asp**
- **OFFICE OF REGULATORY SERVICES, GA DEPT. HUMAN RESOURCES**
    - Click on the link to do a search for personal care and long-term care homes that may accommodate persons with mental health problems**.** **http://www.ors.dhr.state.ga.us/**
    - The office of Regulatory Services (ORS) ensures that a wide variety of health care and long term care providers operate at acceptable levels. These levels are mandated by State statutes and regulations adopted by the Department of Human Resources (DHR) Board of Human Resources. They also offer consumers services, information and resources to help you learn how to best choose a provider.
- **GEORGIA HOUSING SEARCH**
    - Link here to connect to a locator of affordable rental housing across the state of GA. **http://www.georgiahousingsearch.org/**
- **LOW-COST, NO COST HOUSING GUIDE (Metro-Atlanta ONLY)**
    - This link connects to a website with information about subsidized, non-subsidized, affordable, special needs, transitional, and shelter housing in the metropolitan Atlanta area. **http://www.chrcatalanta.org/lowcostnocost.html**

Temporary Shelter Providers and Referral Agencies

- **United Way 2-1-1, formerly First Call for Help,** is a service that can assist you in finding temporary shelter like the ones listed below. Resources are accessible to you through the library transition resource center, the Internet (after your release), and by dialing 211.
- **Community Action Agencies** provide services to reduce the effects of poverty in the community. Many provide energy assistance, weatherization, housing, and emergency shelter services. These agencies are also a good source of information and referral for related services. For agencies: **http://www.gcaaonline.org/member_agencies.htm.**
- **County Social Services Agencies** administer low-income financial assistance programs such as the Georgia Family Investment Program (GFIP) and General Assistance, as well as other assistance programs such as Medical Assistance, Emergency Assistance, and Food Stamps. They may provide referrals for overnight shelter. There are strict state and federal guidelines for the above programs so immediate monetary assistance may not be possible.

- **Drop-In Centers** provide a variety of services, which may include food, clothing, and support. The centers serve as sources of information, and daytime shelter. Availability is limited to larger metro areas.

- **Emergency and Overnight Shelters** offer lodging for a short period of time (usually one or two nights) until other arrangements can be made through the county or other programs. You may use 2-1-1 (United Way) to help locate these shelters. Metro-wide Engagement on Shelter & Housing (MESH) also offers a directory of shelters in the metro area that have immediate openings; call 1-888-234-1329 for this listing. There is no charge for staying at most emergency shelters. Some charity-sponsored shelters may require that you participate in their programs to use their shelter.

- **Salvation Army Units—**provide shelter vouchers to individuals in need. They may also help out with meals and other essential needs. **http://www.salvationarmy.org/arc.htm**

- **Emergency & Information/Referral Phone Numbers:**

  Governor's Help Line: 24-hour service, live, trained counselors. Call for counseling, information and referrals 1-800-338-6745.

  Taskforce for the Homeless: Call 1-800-448-0636 for information.

  United Way's First Call For Help: 24- hour service; call 211

  Adult Rehabilitation Centers – There are over 100 centers with high success rate in getting off the streets and into clean living facilities. They offer meals, medical checkups, AA programs, job skill training, & counseling. Many include similar programs for women.

  www.GeorgiaHousingSearch.org

CHAPTER 3

EMPLOYMENT

Information in this section will help you when filling out employment applications, putting together a résumé, interviewing, and keeping a job.

Job Searches

Statistics show that nearly two-thirds of all positions in the workforce are filled by "hidden" job-seeking methods. Below are descriptions of both "traditional" and "hidden" job-seeking methods.

Job-Seeking Methods

- **Help-Wanted Ads in the Newspaper** — only 15 percent of all jobs available are listed in the help wanted ads, and competition is fierce because almost everyone reads them.
- **Sending out Résumés** — almost all job search books recommend it, but doing that alone as a job search method does not work very well.
- **Private Employment Agencies** — charge fees for finding you a job. The fees range from 10 to 15 percent of your annual income.
- **Georgia Department of Labor, TOPPSTEP** — provides assistance to rehabilitated offenders in obtaining and maintaining employment, through one-on-one job counseling and a series of specially designed workshops that will assist in résumé writing, interviewing skills, job search and networking techniques. When going to the Labor office, make sure to ask for the TOPPSTEP representative.
- **Local Government Workforce Centers (WIA)** — post job openings and will post your résumé for potential employers. They also provide assistance in résumé writing. Workforce centers have a number of useful publications to help you choose a career.
- **Job Clubs** — various community agencies and local churches host job club meetings in their facilities. The meetings provide job leads, job search tips, and support.
- **Warm Contact** — let it be known to others that you are seeking employment. Let friends, relatives, neighbors, former employers, former co-workers, church members, etc., know that you are looking for a job.
- **Cold Contact**—means going directly to possible employers. This requires a lot of time and traveling around town. Cold contacts may not be easy for most, but remember the worst that can happen is that they will say no.
- **Public Library**—is a great resource for job seekers. It has directories for local, state, and national organizations, businesses, and corporations. Most libraries also have out-of-town newspapers and phone directories for assistance as well.
- **School Placement Offices** — at private, trade, technical, and vocational schools. Some prospective employers notify these schools of openings, and schools may reserve these prospects for their own students.
- **Trade Magazines and Journals**—often list jobs available in their field. Review only current issues.
- **Accept an Entry-Level Position**—to get your foot in the door and then volunteer to help with more responsible positions within the business.
- **Temporary Help Agencies**—are a fast source of income and supply you with helpful experience, even though the pay may be lower and fewer benefits offered. Many times the temporary job can turn into a full-time position.

- **Volunteer Work**—shows employers a positive work ethic and may serve as a foot in the door to a potential employer. It is also an excellent opportunity to network. If you are volunteering for an organization, ask your volunteer coordinator to be a job reference for you.
- **Internet**—allows you to browse at your convenience at home and most public libraries. You can find many different websites containing possible employment opportunities. Be sure you have no special release conditions prohibiting your use of the Internet.
- **Job Card—**example of a pocket-sized card to leave with an employer. These are especially handy for "drop in" or cold contacts for employment.

Name: *Lana Loftus*

Telephone: *(612) 555-6873*

Position: *Computer Technician*

Skills & Experience: *Two-year degree in Computer Science, Two-year degree in Business Management. Worked as the supervising technician for Steffen's Mortgage Company (five years). Type 80 words per minute. Excellent problem-solving skills. Very motivated. Able to manage multiple tasks at the same time.*

Comments: *I am able to start immediately and willing to travel or relocate if necessary. I will also work over-time hours as needed.*

Federal Bonding Program

Fidelity bonding is employee dishonesty insurance that protects employers against theft of money and property by employees. This insurance is a job placement tool because, in effect, it guarantees the job honesty of the applicant. It helps market the applicant's strengths to the employer, and can apply to any job. The Federal Bonding Program provides individual fidelity bonds to employers for job applicants who may be denied coverage by commercial carriers because of a:

- Record of arrest, conviction, or imprisonment
- History of alcohol or drug abuse
- Lack of employment history
- Dishonorable discharge
- Poor credit history

Either the job applicant or the prospective employer (on behalf of the applicant) may make the **initial contact with a local Georgia Department of Labor Office to apply for bond insurance coverage.** Georgia Bonding Program pamphlets are available in the library.

Georgia Work Opportunity Tax Credit

This is a program that lets an employer reduce his or her taxes by hiring individuals in certain "targeted" groups. Ex-felons are one of these groups! The employer can deduct a percentage of the first $6,000 in wages paid to you directly from his or her taxes. None of this comes out of your pocket. In fact, it helps your chances of being hired, providing that the employer knows of this program. Georgia Work Opportunity Tax Credit pamphlets are available in the library or from Georgia Department of Labor.

Employment History

Fill out the following profile worksheet. You may need to write or call someone to research accurate names and addresses. Georgia phone directories and a Georgia Business Directory are available in the library.

Personal History:

Name: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Work History #1:

Company: _____

Supervisor: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Employment Dates: _____

Position: _____ _____

Duties: _____

Work History #2:

Company: _____

Supervisor: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Employment Dates: _____

Position: _____

Duties: _____

Work History #3:

Company: _____

Supervisor: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Employment Dates: _____

Position: _____

Duties: _____

Work History #4:

Company: _____

Supervisor: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Employment Dates: _____

Position: _____

Duties: _____

Education History Worksheet

When people think of education, school comes to mind. However, school is not the only source of obtaining knowledge. You may have had other types of training in your lifetime such an OJT (on-the-job training) how to operate a buffer, or learning CPR. Keep this in mind when completing this section.

Education History #1:

School Class: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Degree/Certificate/Date: _____

Education History #2:

School Class: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Degree/Certificate/Date: _____

Education History #3:

School Class: _____

Address: _____

City: _____State: _____ Zip Code: _____

Degree/Certificate/Date: _____

Education History #4:

School Class: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Degree/Certificate/Date: _____

Personal Skills

Employers will pay close attention to these. List five skills you have. They may be personal skills (loyal, good communicator, good work ethic, etc) or technical skills (data processing, public speaking, artistic, etc.)

1._____

2._____

3._____

4._____

5._____

Job Search Strategies

List three job search strategies you have used in the past.

1._____

_____

2._____

_____

3._____

_____

Which of the three search strategies was most successful for you? Why?

_____

_____

What were the disadvantages of the job search strategies you used in the past?

_____

_____

Job Search

Complete the following three job search worksheets. Look for three specific job openings in the community that match your skills and interests. Unfortunately, being incarcerated limits available resources to newspapers, library references, trade magazines, and journals.

Job Search (example)

Seeking Method: *Employment Weekly Newspaper*

Company: *Steffen's Custom Motorcycles*

Contact Person: *Mr. Olson*

Applying Position: *Custom Motorcycle Technician*

Address: *123 42nd Ave. North*

City: *Bloomington* State: *Georgia* Zip: *55420*

Phone: (*612) 555-5555*

Job Search #1:

Seeking Method: _____

Company: _____

Contact Person: _____

Applying Position: _____

Address: _____

City: _____State:_____ Zip: _____

Phone: _____

Job Search #2:

Seeking Method: _____

Company: _____

Contact Person: _____

Applying Position: _____

Address: _____

City: _____State:_____ Zip: _____

Phone: _____

Job Search #3:

Seeking Method: _____

Company: _____

Contact Person: _____

Applying Position: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Reference Worksheet

An employer may want to contact someone who has knowledge of your job performance and/or character. It is important when filling out a job application to have your reference's permission before using his or her name. References should be chosen from a professional standing rather than personal relationships, if possible. List three potential references you might use.

Reference #1:

Name: _____

Occupation: _____

Professional Relationship: _____

City, State: _____

Phone: _____

Reference #2:

Name: _____

Occupation: _____

Professional Relationship: _____

City, State: _____

Phone: _____

Reference #3:

Name: _____

Occupation: _____

Professional Relationship: _____

City, State: _____

Phone: _____

Résumés and Applications

A good résumé is an important job search tool that "sells" your employment skills to a prospective employer.

Tips for an Effective Résumé

1. **Try to Use a Computer -** There are computer programs that make it easier to prepare your résumé. Your local library, work force center, or "quick print" shop can help. Practice on the computer in the library.

2. **Be Specific -** Don't waste valuable space with overused, general statements. An example of a general or "flowery" statement is: "A challenging position enabling me to contribute to organizational goals while offering an opportunity for growth and advancement." Be direct and to the point in identifying your accomplishments.

3. **One or Two Pages -** If your career justifies a two-page résumé, go ahead and create a document that explains the full range of your experiences and accomplishments. On the other hand, don't ramble on about unrelated experiences. Ask yourself, "Will this statement help me land an interview?" Every word should sell you.

4. **Avoid Use of Personal Pronouns -** There should be no mention of "I" or "me" and only limited use of articles such as, "a," "an," and "the." Also, do not use abbreviations.
5. **List Only Necessary Information -** Do not include your interests unless they are related to the job. For example, if applying for a position as a ski instructor, list cross-country skiing as a hobby. Personal information such as date of birth, marital status, height and weight, and salary or wages should not be on the résumé.
6. **Center or Align Headings -** All headings should be easy to locate and consistent in layout.
7. **Avoid Making Excuses -** Don't include the reasons you are no longer working at each job. The phrases, "company sold," "boss was an idiot," and "left to make more money" have no place on your résumé. Be positive and never talk negatively about an employer.
8. **Check for Typos -** Check for typos, grammatical errors, and coffee stains. Use the spell check feature on the computer and ask one or two friends to review the résumé to find mistakes you might have overlooked.

9. **Use Quality Copy Paper -** Don't try to save money by printing your résumé on cheap copy paper instead of good quality stock. A résumé should be printed on paper with a high percentage of cotton *fiber; it should also be mailed in an envelope with a high percentage of cotton fiber. You can find résumé paper and envelopes at any store that sells office supplies.* Inspect copies for smudges and marks before distributing.

Action Verbs

Use the following list of action verbs on your résumé to describe your skills, and what your job requirements and activities were at your previous jobs.

Accomplished	Accelerated	Achieved	Activated
Actuated	Addressed	Administered	Advertised
Advised	Analyzed	Approved	Arranged
Assembled	Assisted	Attracted	Audited
Authored	Backed	Began	Bid
Brought	Budgeted	Built	Calculated
Charted	Closed	Collected	Compiled
Completed	Composed	Compounded	Conceived
Consulted	Conducted	Confined	Consulted
Consolidated	Constructed	Contracted	Consulted
Contracted	Contributed	Controlled	Converted
Coordinated	Corrected	Corresponded	Counseled
Created	Criticized	Cut	Decreased
Delegated	Demonstrated	Designed	Disciplined
Developed	Devised	Diagnosed	Directed
Diagrammed	Determined	Discovered	Distributed
Documented	Disseminated	Doubled	Drafted
Drew	Earned	Edited	Enhanced
Enlarged	Established	Evaluated	Executed
Expanded	Expedited	Facilitated	Filed
Forecasted	Formulated	Founded	Galvanized
Gathered	Generated	Ghostwrote	Grew
Governed	Graduated	Guaranteed	Guarded
Guided	Halved	Hastened	Headed
Heightened	Helped	Hired	Identified
Illuminated	Illustrated	Implemented	Improved
Improvised	Initiated	Innovated	Interpreted
Installed	Instituted	Instructed	Introduced
Invented	Investigated	Interviewed	Launched
Led	Logged	Maintained	Managed
Maximized	Minimized	Modernized	Modified
Motivated	Negotiated	Obtained	Opened
Operated	Optimized	Ordered	Organized
Originated	Oversaw	Performed	Planned
Prepared	Prescribed	Presented	Procured
Produced	Programmed	Promoted	Proposed
Protected	Provided	Purchased	Realized
Received	Recommended	Reconciled	Recorded

Recruited	Redesigned	Reduced	Rendered
Reorganized	Replaced	Represented	Researched
Restored	Reviewed	Revised	Revitalized
Routed	Safeguarded	Scheduled	Secured
Selected	Served	Serviced	Set up
Shut down	Simplified	Slashed	Sold
Solved	Staffed	Started	Streamlined
Strengthened	Stressed	Stretched	Structured
Studied	Succeeded	Summarized	Supervised
Supplied	Synthesized	Systematized	Taught
Terminated	Tested	Took over	Traced
Tracked	Traded	Trained	Transferred
Transformed	Translated	Triggered	Tripled
Trimmed	Uncover	Unified	Unravel
Upgrade	Utilize	Vacated	Verified
Won	Worked	Wrote	

Getting Your Résumé Out

- Résumé should be sent to a person by name; make the extra effort to find out the name and title of the appropriate person. Research the company for this information.

- If you are asked to send a résumé to Personnel or Human Resources, also send a résumé to the person in charge of the department for which you want to work. Though the personnel staff executes the screening, the department manager has the final hiring authority.

- Always send your résumé with a cover letter.

- When directly contacting employers, always have a copy of your résumé available and offer it to them.

- When applying for a job with an employment application, you may want to attach your résumé. Always take the time to completely fill out the application. NEVER write on the application, "See résumé."
- Give a copy of your résumé to your references as it provides information about you and helps them talk to an employer about your qualifications.

- Always phone the employer before or after sending your résumé. Be courteous and professional and sell your qualifications.

- Always bring extra copies of your résumé to an interview.

- Finally, follow- up, follow- up, follow- up! It is no use mailing résumé if you do not take the time to follow up your efforts.

Functional or Skills Résumé

- Emphasizes your abilities and often doesn't mention employers and job titles.

- Helps mask limited experience or gaps in your employment record.

- Places attention on results you can produce—emphasizes your skills and how you can use them.

- Looks different than more common résumé, and potential employers may find it harder to read or assume that you are trying to hide something.

Cover Letters

- Introduce you, your skills, and your experiences.
- Always include a brief, professional, and positive cover letter when sending a résumé.

Cover Letter (Sample)

January 1, 2003

William Barnett
Supervising Engineer
Montgomery Water Company
P.O. Box 1875
Montgomery, Alabama 26134

Address the letter to a person by name.

Explain purpose of your letter. Identify the position you are applying for and how you found out about the position.

Tell why you are qualified.

Dear Mr. Barnett:

Please accept this letter of application for the chemical engineer position recently advertised.

My experience includes managerial and practical engineering work in both the water treatment and chemical industries. It is my intention to pursue a position where I can utilize my past experience and education.

The enclosed résumé highlights my qualifications. I will call your office next week to schedule an interview to discuss the industry and any future openings you may have at Montgomery Water Company.

Thank you for your consideration.

Thank them for considering you.

Sincerely,

Juanita Hartly
1986 Glen Street
Dothan, Alabama 26134
Phone (205) 555-1754

Always include a daytime telephone number.

Enclosure: résumé

If this is a pre-interview letter, enclose résumé.

Résumé (Functional, Sample #1)

Paper color such as off-white can get more attention for your résumé. Odd colors, however, may look unprofessional.

Johnny G. Doe
5656 110th Street
Huntington, Ohio 59123
(234) 555 – 1123

Always include a daytime telephone number.

OBJECTIVE: To be a baker in a food service setting.

EXPERTISE:

- Able to work from scratch or with mixes
- Experience making uniform breads, buns, Danish, and sweet rolls in large quantities
- Expertise creating raised and cake donuts
- Develop a variety of cakes and icings from scratch
- Maintain clean work environment

ABILITIES:

- Experience using bread molder, bun rounder, shelter, and donut fryer
- Able to operate reel, rack, and conventional ovens
- Work with horizontal and spiral bread mixers and bread and bun slicers
- Experience with proof boxes
- Possess basic computer skills

STRENGTHS:

- Capable of effectively supervising others
- Able to troubleshoot problems
- Offer good customer relations
- Work well alone or with others
- Quick to learn new skills
- Dependable, reliable, and self-motivated

Keep to one page if possible but no more than two pages. Use action verbs.

WORK HISTORY:

1996-present: MCF- Moose Lake, Painter
1990-1996: MCF- Faribault, Baker

EDUCATION:

1990-1994: Central Georgia Vocational School
1999: RSAT Transitional Program

You may add a section: References available upon request. Be prepared to produce the references.

REFERENCES AVAILABLE UPON REQUEST

Résumé (Functional, Sample #2)

Johnny G. Doe
5656 110th Street
Huntington, Ohio 59123
(987) 345 – 1121

OBJECTIVE: General Labor

EXPERTISE:

Be concise when listing specific descriptions.

- Accurately read measuring devices
- Able to meet required specifications and tolerances
- Experience driving fork lift
- Auto and small engine mechanic
- Computer experience
- Operating skills with front loaders, bobcat, boom truck, tractors, and dump trucks

ABILITIES:

- Experienced in shipping and handling
- Capable of doing inventories and keeping accurate supplies for running departments
- Ability to work and communicate well with others
- Can organize tasks and complete jobs within time schedules
- Dependable, reliable, and self-motivated

WORK HISTORY:

1997-present: MCF- Moose Lake, GEORGIA; Mechanic, Heavy Equipment Operator, Plow Truck Driver, and General Labor

1996-1996: Baldinger Bakery, Inc., St. Paul, GEORGIA; Truck Driver and Dock Worker

1993-1995: Quality Mobile Wash, Little Canada, GEORGIA; Truck Driver and Operator of Power Washer

EDUCATION:

- Pine Tech Community College - Major Focus: Computers and Human Relations
- Dakota County Vo-Tech - Major Focus: Auto Mechanics
- 916 Vo-Tech - Major Focus: Nurse's Aide

REFERENCES:

- Available upon request

List major study focus, degrees, licenses, certificates and/or any coursework applicable

My Resume

NAME:_____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

OBJECTIVE: _____

EXPERTISE: (skills)

ABILITIES:

-
-
-
-
-

STRENGTHS:

-
-
-
-
-

WORK HISTORY: (include your job in the institution)

_____

_____

_____

_____

EDUCATION:

_____

_____

_____

_____

Matching Your Skills to the Job

In considering your résumé, employers will be interested in the skills you can bring to a position. There are three categories:

Technical or Job Skills

Technical or job skills are acquired through learning and on-the-job training; specific skills acquired for specific jobs. The following are examples of technical or job skills.

- Welding
- Taking blood pressure
- Carpentry
- Automobile repair
- Keyboarding

Self-Management Skills

Self-management skills are very similar to personality traits. If you are a person who is always on time, you are punctual. Other examples include being logical, creative, friendly, organized, helpful. Think about who you are and how you go about your life to determine your self-management skills.

Key Self-Management Skills

___accepts supervision ___gets along with co-workers

___hard worker ___honest ___good attendance

___completes work on time ___ punctual ___productive

Other Self-Management Skills

___ambitious ___dependable ___loyal ___mature

___capable ___energetic ___flexible ___efficient

___enthusiastic ___responsible ___eager ___independent

___intelligent ___cheerful ___thrifty ___competent

___creative ___friendly ___motivated ___good-natured

___self-confident ___conscientious ___resourceful ___patient

___imaginative ___open-minded ___well-organized

___reliable ___helpful ___industrious ___problem-solver

___tactful ___modest ___sincere ___flexible

___sense of humor ___trustworthy

___versatile ___patient ___learn quickly

Transferable Skills

Transferable skills are similar to job skills, but tend to be more general. These skills can be easily "transferred" from one type of job to another. Customer service and conflict resolution are examples that can be used in a variety of job types.

Key Transferable Skills

___instruct others ___meet deadlines

___organize/manage projects ___manage money, budget

___meet the public ___public speaking

Skills Working With Things

___assemble things ___good with hands

___use complex equipment ___drive/operate vehicles

___construct/build ___inspect things

___operate tools/machines ___repair things

Skills Working With Data

___analyze data ___audit records ___check for accuracy

___evaluate ___budget ___calculate/compute

___detail-oriented ___observe/inspect ___compare

___manage money ___keep financial records

___record facts ___research/investigate

___take inventory ___locate information

Skills Working With Words, Ideas

___communicate verbally ___design ___public speaking

___correspond with others ___inventive

___remember information ___create new ideas

___logical ___write clearly

Skills Working With People

___administer ___help others ___diplomatic

__perceptive ___instruct ___advise ___interview skills

___persuade ___patient ___listen ___care for others

___kind/understanding ___pleasant ___sensitive

___trusting ___coach ___negotiate ___tactful

___outgoing ___tolerant ___counsel

Leadership Skills

___arrange social functions ___initiate new tasks

___negotiate agreements ___self-motivated

___competitive __make decisions ___plan events

___solve problems ___delegate ___manage/direct others

___results-oriented ___influence others

___explanations to others ___mediate problems

___risk-taker ___motivate people ___self-confident

Creative/Artistic Skills

___artistic/expressive ___ perform, act ___drawing, art

___dance, body movement ___ present artistic ideas

List your additional technical, self-management, and transferable skills:

_____

_____

_____

_____

_____

Thank-You Letters

- A well-written thank-you letter helps you stand apart from the crowd.
- Thank the interviewer or job search contacts for what they did, and at the same time puts your name in front of the employer again.
- Shows that you are someone who takes time to show appreciation for the efforts of others.

Thank You Letter (Sample)

May 30, 2001

Follow up quickly. Send a letter the same day if possible.

Indicate specifically the reason for the thank you.

Nancy K. Doe
Personnel Director
Dexter Manufacturing Company
Dexter, Maine 04930

A thank you letter should be short and friendly. Be sure to use proper grammar and correct spelling.

Dear Ms. Doe:

Thank you for interviewing me last Wednesday for the position of Line Quality Inspector. I believe Dexter Manufacturing Company and I have a lot in common!

The information you provided about your community was very helpful. Relocating to such a beautiful area is very appealing.

As you requested, my references and transcripts are enclosed. I look forward to meeting with you again. Until then, don't hesitate to call me with any further questions regarding my candidacy for this position.

Let them know that you are available at their convenience and you are happy to supply any information needed.

Sincerely,

Ray T. Simmons
268 6th Ave.
Laconia, New Hampshire 03246
(397) 222-1111

A personal letter can be handwritten. If your handwriting is not neat and legible, type it.

Applications

Sometimes a company's policy may require you to fill out an application before being considered for a job. An application allows an employer to compare you to other applicants.

- Read the directions carefully
- Keep it as neat as possible; If possible, resubmit poorly done applications
- If an application is mailed to you, make a photocopy. Fill out the copy first, and then rewrite your information on the original.
- Provide positive information
- Hobbies and interests that you list could relate to what the employer is looking for or could include tasks needed on the job, requiring less training by the employer
- Application request for "pay desired" is best left "negotiable" or "open"
- If possible, do not indicate a specific title for position desired—leave it broader
- Do not use lazy responses such as "see résumé" or "same"
- Include volunteer work as it shows that you are responsible and may include skills needed for the job
- Criminal record checks by employers are common. The employer may even ask you to sign a release form to allow them to look beyond what is just public record

Application for Employment

Employers must consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job-related medical condition or handicap, or any other legally-protected status.

(Please Print)

Position(s) applied for:	Date of Application
How did you learn about us? ☐ Advertisement Friend Walk-in Employment Agency Relative Other_____	
Last Name First Name Middle Name	
Address City State ZIP	
Phone Number(s)	Social Security Number

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Elementary School	High School	Undergraduate College/ University	Graduate/ Professional
School name and location				
Years completed	**4 5 6 7 8**	**9 10 11 12**	**1 2 3 4**	**1 2 3 4**
Diploma/ Degree				
Describe course of study				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.
Describe any honors received.
State any additional information you feel may be helpful to us in considering your application.

Indicate any foreign languages you speak, read, and/or write

	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business, or civic activities and offices held

You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status

References

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

Have you ever had any job-related training in the United States Military?

☐ Yes ☐ No

If yes, please describe

Are you physically or otherwise unable to perform the duties of the job for which you are applying?

☐ Yes ☐ No

Have you ever been convicted of a felony?

☐ Yes ☐ No

If yes, please list the charges and provide an explanation

Employment Experiences

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, handicap or other protected status.

Special Skills and Qualifications

Summarize special job-related skills/qualifications acquired from employment or other experiences.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job title	Supervisor			
Reason for leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job title	Supervisor			
Reason for leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/ Salary		
		Starting	Final	
Job title	Supervisor			
Reason for leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/ Salary		
		Starting	**Final**	
Job title	**Supervisor**			
Reason for leaving				

If you need additional space, please continue on a separate sheet of paper

Applicant's Statement

I certify that answers given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether applications are being accepted at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such charge in writing. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in my discharge.

I also understand that I am required to abide by all rules and regulations of the employer.

_____ _____

Signature of Applicant Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

_____

_____

_____ _____
Interviewer Date

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____Department _____

By _____ _____
Name and Title Date

Things to Remember for Completing Applications On-site

- Take along a copy of information and dates that you might need to complete the application, rather than trying to remember them and making mistakes on the application.
- Remember that false information given on an application may be grounds for dismissal even after you have been employed for any length of time.
- Take "white-out" or an erasable pen, as well as a small dictionary, with you when completing applications.

Face-to-Face Contacts

Creating a Good First Impression

People form an opinion of someone they meet in the first two to four minutes. For that reason, it is important that you pay attention to detail to create the best first impression you can. Some factors that affect the impression you make are appearance (hair, clothes, hygiene, jewelry, and make-up), movement, mannerisms, personal space, and speaking manner. A weak or too firm handshake makes a negative impression. You should practice shaking hands before an interview. To help enhance your chances of making a favorable impression, follow the basic rules discussed below.

Communicate Your Best Image in Appearance

Dress appropriately. Keep your dress understated, conservative, and neat. If you're unsure about what to wear, a good rule of thumb is to dress slightly better than you would to report to the job every day. For example, if blue jeans are acceptable attire at the work place, you could wear casual dress pants to a job interview with such an organization. You can determine the dress code in a work place by asking or observing, if it is a public place. If you are still unsure, a suit in a dark or neutral color is almost always a good choice. (Some social service agencies provide appropriate interview clothing to those who are in need).

Dress for Success

It is helpful to try a "dress rehearsal" before a job interview. You can increase your confidence by seeing your put-together, professional self; you can be assured that the clothing is clean and in good repair; and you can ask the opinion of a friend or relative**.**

Women should avoid:

- Hair that is over styled, teased, or mousse. It is best to keep hair conservatively styled
- Dangling or large earrings
- Too many earrings, rings, necklaces, or bracelets
- Too much make-up. Too little is always better than too much
- Too much perfume - none is better
- Low-cut, tight, or short apparel
- Exposed undergarment
- Leather or suede apparel
- Ruffles, bows, or fringe (they do not project a professional or businesslike image)
- Patterned nylons. Plain nylons are best
- Very high heels
- Glittery, silver, or gold
- Showing tattoos or body piercings—cover with clothing or make-up if possible

Men should avoid:

- Earrings, bracelets, pinkie rings, or similar jewelry
- Too much aftershave or cologne - none is better
- Unbuttoned shirts
- Tee shirts
- Patterned tee shirts under dress shirts
- White socks with dress pants. Wear dark colored dress socks
- White pants
- Novelty or leather ties
- Sneakers
- Showing tattoos or body piercings—cover with clothing or make-up if possible

Communicate Your Best Image by Being Prepared

- **Arrive early.** Plan your schedule and route so you arrive 10-15 minutes prior to the appointment. Allow time to stop in the building's bathroom, if there is a public one, for a last-minute check on your appearance
- **Bring a black pen,** extra copies of your résumé, your reference list, copies of licenses, driving record (for jobs requiring it), and social security or alien card
- **Bring any other documentation** supporting your qualifications (portfolio, work samples, references, etc.)
- **Introduce yourself politely** using your first and last name and stating the first and last name of the individual you are to see
- **Do not chew gum**
- **Do not smoke** It is best not to smoke just before an interview as many people find the smell on your clothes and hair offensive
- **Say, "It's nice to meet you"** in your initial greeting to the interviewer. Shake hands firmly
- **Address the interviewer as Mr._____ or Ms. _____** unless you are requested to do otherwise. Don't assume that if the interviewer calls you by your first name you are both on a first-name basis!
- **Be willing to make a bit of small talk,** possibly about the weather, about the interviewer's good directions, or about traffic on the way to the interview
- **Speak clearly,** and in a positive, audible manner – but don't be too loud

Interview Do's and Don'ts

Do – Do – Do:

- Do bring a pen
- Do arrive early to show you are organized, prepared, and dependable
- Do greet everyone including the receptionist in a courteous, friendly way
- Do smile and show a positive attitude; be enthusiastic
- Do greet the interviewer by full name (not first name!)
- Do look the interviewer in the eye
- Do offer a firm handshake and introduce yourself
- Do wait for the interviewer to ask you to be seated
- Do speak clearly and loud enough to be easily heard
- Do relax if you can; remember both you and the interviewer may be as nervous
- Do sit still
- Do thank participants for their time. Smile, and shake hands when the interview is over
- Do depart in a positive manner
- Do send a thank-you letter recapping your interest in the job

Don't – Don't – Don't:

- Don't chew gum or smoke; even if the interviewer does
- Don't put anything on the interviewer's desk (elbows, purse, notebooks, etc.)
- Don't play nervously with your keys, rings, or pens
- Don't slouch or look tired
- Don't mumble or speak too softly
- Don't avoid looking the interviewer in the eyes
- Don't look too scared or nervous
- Don't argue or act defensive or secretive
- Don't talk too much or too little
- Don't wear a hat or dark glasses
- Don't talk about personal problems
- Don't talk negatively about past schooling, jobs, or supervisors
- Don't ask the interviewer if the company is stable or unstable
- Don't fidget
- Don't use slang

Communicate Your Best Attitude

- **Sit straight and relatively still**. Avoid distracting wiggling or jiggling of your hands or legs or tapping and clicking of a pen
- **Fold your hands comfortably in your lap** or on top of your résumé materials. Do not cross your arms over your chest (makes you appear disagreeable) or spread them across the back of the chair or couch (makes you appear too relaxed, lazy, or disinterested)
- **Maintain good eye contact**
- **Show reserved confidence.** Let the interviewer start the dialogue. Listen carefully
- **Avoid interrupting**, even if the interviewer does most of the talking
- **Ask questions** if you don't understand something
- **Be positive and upbeat** in your remarks
- **Avoid complaining** about a previous job or employer. Whether or not your remarks are true, you won't appear professional if you "harp" on these subjects
- **Avoid criticizing or disagreeing** with the interviewer
- **Tell the employer about your skills.** If you don't, no one else will! Don't make the employer work harder than you during the interview
- **Welcome all questions** and give direct, honest answers. Take your time by developing the answer in your head before you respond
- **Try to plan ahead for tough questions** and practice your answers before the interview
- **For women, crossing your legs is acceptable,** but wear a skirt of appropriate length

Communicate Your Best Image by Finishing Strong

- **Don't overstay your time**
- **If you want the job, say so!** Summarize why you are qualified. This is the time to state strengths and qualities you may have forgotten to emphasize earlier
- **Thank the interviewer for his or her time and interest** and extend your hand for a strong parting handshake
- **Be proactive in your follow-up.** Ask how you will be notified or arrange to call the employer to learn their decision
- **Send thank-you letters or notes** within 24 hours to each person with whom you interviewed
- **Use each interview as a building block for the next one.** You may go through many interviews before you connect with the right job. It is not what happened at the last interview that is important, but what happens at this one

Reasons Employers Give for Not Hiring an Applicant

- Sarcastic or defensive responses
- Boastful or "know it all" attitude
- Over aggressive or high-pressure type
- Makes excuses or lies about unfavorable facts in record
- Seems unprepared for interview—late, cannot answer Questions, etc
- Poor grooming or personal appearance
- Immature or ill-mannered behavior
- Speaks negatively of former co-workers, school, or other people
- Lazy or low on energy
- Talks about personal problems
- Radical ideas—politics, religion, dress, life-style, etc
- Seems overly concerned about salary and benefits
- Shows no interest in company or job
- Undecided—appears to rely on others to make their decisions
- Doesn't ask any questions about the job
- Poor work history—a "job hopper"
- Fails to make good eye contact
- Limp handshake
- Lack of confidence—poor posture, shy, etc
- Unable to take criticism
- Appears to have trouble getting along with others

Questions Interviewers May Ask You

- Why should I hire you?
- Why do you think you might like this particular job?
- Why would you like to work for this company?
- Tell me about yourself.
- What are your main strengths? (skills, abilities, etc.)
- What do you consider your main weakness?
- Describe a time when you did not get along with a supervisor, teacher, or co-worker and how you handled the situation.
- What would you like to be doing five years from now?
- Tell me about your last job (likes and dislikes).
- How do you work under pressure?

- Tell me about any work gaps in your employment history.
- Have you ever been fired or asked to leave a job?
- Have you ever been convicted of a felony?
- What are your salary expectations?
- When would you be able to start work?
- Would you be willing to work overtime and/or weekends?
- Can you travel; do you have a car for travel?
- What can you offer our company?
- Do you have any questions? (Always have at least one question)!

All interview questions are really the same question:
Why are you the best person for the job?

Suggested Questions You May Ask an Employer

- What are the hours?
- Are there any special duties in this job?
- Is there weekend or overtime work?
- Would I be working with other people?
- What is the most important part of the job?
- Is this a permanent position?
- Are there chances for career growth with this company?
- Why is the position open?
- What is the 5-10 year plan for the company and how does this position fit into those plans?
- Never ask about salary or benefits until the interviewer brings the subject up or until you are offered the job.
- If offered the job, ask what clothes are appropriate on the job.
- Ask them to describe the ideal candidate for the position.

Discussing Your Conviction Record

Be aware that the law prohibits felons from holding some types of jobs. However, there are many jobs available for offenders. Remember it is important to tell the truth.

For many just out of prison and applying for a job, the most difficult part is facing the question on the job application, "Have you ever been convicted of a felony?" Let's say the employer needs someone with your energy and skills. He or she says, "I see that you checked 'yes' on the felony question. Can you please tell me about that?" What will you say?

Three Choices for Discussing Your Record

- Tell the truth—always the best choice
- Lie about it—and get disqualified or fired
- Avoid the subject—refusing to discuss it will "kill" the interview

Steps to Discussing Your Conviction Record

Step 1: Own it. Take responsibility for your actions. Show them you own up to your behavior. Statements should begin with "I." Placing blame on someone or something else (it wasn't my fault or I didn't know) is the worst thing you can do. Suggested openers could be: In the past,

- I made some bad choices
- I made bad judgments
- I made a bad decision
- I did something I shouldn't have

Step 2: State the positive changes you have made since the conviction:

- Completed GED
- Completed Cognitive Skills Programming for thinking and decision making
- Paid restitution
- Participated in counseling or treatment. Maintained aftercare

Step 3: Tell them what you have learned or realized:

- Express your regret and speak about the lessons you have learned
- I'm not proud of what I've done; I'm sorry it ever happened
- I wanted fast money and now I see it was wrong
- I wish I had realized sooner just how immature and irresponsible I was being
- I lost sight of what was really important; my priorities were really mixed up

Step 4: Talk about the new goals you have and how that part of your life is over

- I now have new goals in life. I'm very focused on establishing a successful career. I'm moving forward and am willing to work hard to make it happen. I can't un-do the past, but I did learn from it and will not repeat the same mistake

If Asked – Were You Incarcerated?

- I did spend some time at an adult correctional facility for some bad choices I made
- My time there helped me to focus and set new goals
- I used the time to take advantage of education offered and by participating in various courses (name a few) and volunteering to work while I was there
- I'm ready to work hard and do a good job

Remember: Once you get the job, the word may get out that you are an ex-offender. Stay professional – never discuss your past with fellow workers

Don't lie!

Don't give details!

Don't get defensive!

Don't volunteer information!

Keep answers brief and to the point!

Telephone Etiquette

It is almost guaranteed that you will talk to a potential employer on the telephone at some point in the hiring process. In an extensive job search you will be using the telephone to conduct research, cold-call employers, make networking contacts, schedule meetings, and to interview. Your first phone call to a potential employer can often mean the difference between getting an interview and being overlooked as a candidate.

- Whenever your first contact with an employer is by telephone, always be courteous to whoever answers the phone. The support staff is often who decides whether calls should be put through and it is not uncommon for supervisors themselves to answer the phone
- Wear a smile on the telephone—they may not see it, but they will hear it
- In general, it's best to make calls in the morning when people are alert and not yet involved in the day's events
- If you can't get past a shrewd receptionist, try before 8:00 a.m., during lunch, after 5:00 p.m., or Saturday morning. If you still can't get through, ask for the receptionist's assistance
- If you were referred by a mutual contact, give that person's name to the receptionist
- The first rule of telephone etiquette is to be prepared. Know whom you want to speak to and what you want to say. If you sound hesitant or unsure of yourself, you may have more difficulty getting past the person answering the phone
- Outline in writing what you want to say. This is important in the early stages of cold calling or when the call is very important. As you gain confidence, you will "script" most of your calls in your head
- Make sure there are no distracting noises in the background; crying children, loud lawnmowers, kitchen noise, barking dogs, etc., will detract from your professionalism
- Like it or not, voice mail is a part of our lives. Speaking to a machine adds a new dimension to telephone skills. Knowing what you will say if you get someone's voice mail and having a "script" ready will enable you to leave a simple, clear, and concise message. Your message should be 30 seconds or less and include a phone number with area code
- Do not ask a potential employer to hold while you answer another call, "call waiting"

CHAPTER 4

CAREERS

Career Centers

Offender Career Centers provide inmates with materials to assist them with career decision-making. While all facilities may not currently have Career Centers, all facilities do have TOPPSTEP Representatives from The Georgia Department of Labor who will assist in developing a career plan. Facilities with Career Centers have inmate Career Guidance Technicians who have been trained to assist other inmates in career development. The goal is to eventually have career centers with inmate Career Guidance Technicians in every facility.

The Career Center objective is to help you raise self-awareness regarding career development and job retention, by developing the career/employability skills necessary to transition back into society as a more informed and marketable person.

The inmate Career Guidance Technicians will be responsible for assisting the other inmate participants in matching jobs to interests, assisting them with completing and interpreting the Interest Profiler Occupational Assessment, conducting career exploration activities using the assessment information and the Occupational Outlook Handbook, and assisting inmates in developing a career plan that includes job retention planning, contingency planning and advancement planning. You will work with your counselor to implement the skills learned in the center.

See list of Career Web Sites in Appendix B.

Notes:

OFFENDER CAREER PLAN

Prepared by Participant

Name _____ Date _____

INTEREST PROFILER Scores:

R_____I_____A_____S_____E_____C_____

Career Choice/Interest #1_____Zone_____

Steps 1 to employment: Retention Planning
(Note further preparation or immediate employment)

1.

2.

3.

Career Choice/Interest #2_____Zone_____

Steps 2 to employment: contingency planning

1.

2.

3.

Career Choice/Interest #3_____Zone_____

Steps 3 to employment: Advancement Planning

1.

2.

3.

CHAPTER 5

Programs inside GDC

Reentry Skill building Program

This handbook is the curriculum taught at every facility prior to an incarcerated individual's release to their family and community as well as for individuals who are currently on Probation. The information is taught over a 12 week period. Family members may view the handbook on the Georgia Department of Corrections website at: www.dcor.state.ga.us and on the State Board of Pardons and Paroles website at: www.pap.state.ga.us

The handbook was designed to enhance your skills and help you overcome any barriers you may be facing. You and your family will have an opportunity to see all available programming/educational opportunities to assist in your transition to home and communities. These programs include life skills, job readiness and employability training that will lead you to affordable housing and meaningful work. The handbook is the centerpiece for empowering you and your family with your own rehabilitation.

The goal is to empower and incentivize every individual under some type of state supervision in their own rehabilitation. The Georgia Department of Corrections has limited programming slots available; therefore, the numbers of program participants are determined by the amount of staffing resources, volunteer support, and space availability. Program enrollment is based on assessed needs, Parole requirements, and/or good conduct within the institutions. Programs are designed to address several need areas.

What are the primary targets of effective program interventions?

- Criminal thinking
- Substance abuse
- Education
- Employment

Cognitive-Behavioral Programs:

Why provide Cognitive Programming?

- Cognitive-Behavioral programs are designed to change criminal thinking and hold individuals accountable for their behavior.
- Cognitive-behavioral interventions are structured and directive.
- Effectiveness of these interventions in changing criminal behavior has been demonstrated in numerous scientific studies.

The following programs are delivered by the Georgia Department of Corrections for individuals that show a need for Cognitive Behavioral Programs:

Moral Reconation Therapy (MRT)
MRT® is an objective, systematic treatment system designed to enhance ego, social, moral, and positive behavioral growth in a progressive, step by step fashion. MRT® has 12 to 16 steps, depending on the treatment population. Briefly, MRT® seeks to move clients from hedonistic (pleasure vs. pain) reasoning levels to levels where concern for social rules and others becomes important. MRT focuses on changing criminal attitudes, beliefs, values, thinking pattern, and behaviors.

Thinking for a Change (T4C)
Thinking for a Change (T4C) is an integrated, cognitive behavioral change program that includes cognitive restructuring and skill building. The program is focused on changing destructive attitudes and behaviors that reinforce criminal behavior. The program helps develop problem-solving skills and identify faulty thinking that allows individuals to justify breaking a rule or law, and then helps them to come up with new attitudes and beliefs to counter the faulty attitudes and beliefs they already have that keep getting them into trouble.

D.E.T.O.U.R.S. (Coastal SP only)
The D.E.T.O.U.R. (Dignity Encouragement Truthfulness Optimism Uniqueness Respect) curriculum teaches basic social skills critical to effective problem solving training. This curriculum was developed to meet the need for a short term training experience offered to relatively large groups (16-20 participants). The scripted instructional unit (8 sessions) focuses upon skill acquisition while the transfer training (transfer coaching) component (6-10 weeks after completing instructional unit) emphasizes the importance of skill application.

Life Skills (Transitional Centers only)
Life Skills is a cognitive skills building program designed specifically to meet the mission of the Transitional Centers. Life Skills will assist in developing pro-social solutions to life issues. Since most of the resdents in the Transitional Centers interact with the public on a daily basis, it is important that they have the necessary skills to respond appropriately in the community.

SUBSTANCE ABUSE
Why provide SUBSTANCE ABUSE Programming?
A large number of individuals are under supervision for drug-related offenses. GDC follows the following principles of drug treatment:

How does Georgia Department of Corrections Provide Substance Abuse Services?

Targeted Levels of Substance Abuse Treatment based on Texas Christian University Drug Screen (TCUDS):

- ***Motivation for Change:*** Motivation for Change is an intervention rather than a program. It reduces the resistance participants have to more intensive programming and helps them identify for themselves where they are at in their stage of change with regard to their criminal behaviors, addictions, attitudes, values, and beliefs.
    - This course is to be presented in 5 two-hour lessons.
    - This program is a pre-requisite for all other programming needs.

- **Matrix Early Recovery Skills:** Cognitive-Behavioral approaches to helping drug/alcohol dependent individuals remain abstinent. This curriculum consists of eight lessons and is a primary treatment substance abuse program developed by the Matrix Institute of Los Angeles California.

- **Matrix Relapse Prevention**: The Relapse Prevention program is a 32 lesson skills-building program developed by the Matrix Institute of Los Angeles California.

- **Residential Substance Abuse Treatment Center (RSAT):** RSAT is a six-month residential substance abuse treatment program. Participants are court-mandated for this program. Probationers that have both a substance abuse and mental health need can be referred to a nine month RSAT program that specializes in dealing with individuals with co-occurring diagnoses.

- **Substance Abuse After Care (SAAS):** A six month program which targets high risk, high needs individuals who have completed an intensive substance abuse services program. These programs include Day Reporting Center Programs, Residential Substance Abuse Treatment Programs, and/or approved community programs lasting a minimum of 17 weeks of length.

ACADEMIC EDUCATION

Why provide academic education to offenders?

- Correctional Education Association for the United States Department of Education, Office of Correctional Education, concluded "inmates who participated in education programs while incarcerated showed lower rates of recidivism after three years"--a 29% reduction--and their "wages were higher."

- "The Impact of Prison Education on Community Re-integration of Inmates: The Texas Case" The Journal of Correctional Education concluded that education achievement was associated with an 11% decrease in the two-year recidivism rate of inmates released.

Profile of Academic Education

- Participation is voluntary for those who do not have a high school diploma or GED.

- In facilities, individuals are enrolled in academic education according to release dates

- Academic Education, comprised of one to three courses of study that provide instruction for the GED, is available in all State Prisons, Boot Camps, and Probation Detention Centers as well as in many Transitional Centers (80 GDC Sites): The general education and special education courses of study are:

    o Literacy (L/RR)
    o Adult Basic Education (ABE)
    o General Education Diploma Preparation (GED Prep)
    o ESL and Braille available at select facilities

Profile of Counseling Services Interventions (Mandated Programs)

Sex Offender Psycho-educational Program (SOPP): SOPP is a Parole Mandated Psycho-educational, cognitive-based curriculum introducing concepts and exercises aimed at confronting sex offending thinking and behavioral patterns. SOPP is designed as a prerequisite program that focused on preparing sex offenders for treatment upon release to Parole, Probation or other community supervision

- ***Program Goals***
    - To have the participant focus on the reality of harm to her/his victim (s)
    - To insure that they recognize that he/she made choices throughout every step of the process that ended with their present status
    - To help them realize that sexual offending is an abuse of power to meet one's own needs at the expense of others
    - To provide a forum for discussion relevant to the task of controlling one's behavior for a lifetime
    - To provide a setting in which they can practice new ways of handling feelings and urges

- ***Program Placement:***

    Placement into the sex offender program requires one of the following:

    - Three years from Tentative Parole Month (TPM)
    - Three years form Maximum Release Date (MRD)
    - Special request form Board of Pardons and Parole
    - Special request from Commissioner's Office
    - Special request from the Sex Offender Registration Board
    - Recommended by Facility classification Committee if inmate has served more than 75% of current sentence or has served more than 20years on a life sentence with no significant adjustment problems. This placement is contingent upon there being no other prospective participants meeting the aforementioned criteria.

- ***Social Learning Programs:***

  Family Violence (12-sessions): **Legislatively Mandated**
  - GDC Board Rule 125-4-9-.01. Legal Authority.
  - Official Code of Georgia Annotated O.C.G.A.19-13-10
  - GDC partners with the Commission on Family Violence

  12 Session Curriculum
  Lesson I - Forms of Aggression
  Lesson 2 -Types of Abuse and Consequences
  Lesson 3 - Quick Fixes and Long Term Solutions (males only)
  Lesson 4 - Revisiting Safety Plan/Justifications/Power & Control (males only)
  Lesson 5 - Substance Abuse and Other Influences for Interpersonal Violence
  Lesson 6 - Date and Marital Rape
  Lesson 7 - Marital Rape and Stalking
  Lesson 8 - Same Sex Rape (Males)
  Lesson 9 - Child Abuse Statistics, Myths, and Effects
  Lesson 10 - Child Abuse Statistics, Myths, and Effects
  Lesson 11 - Elder Abuse
  Lesson 12 - Family Violence: Review and Wrap-Up
  Lesson 13 (females only) - Effects of Family Violence on Women and Children (replacement for Lesson 3)
  Lesson 14 (females only) - Power and Control and Creating a Safety Plan (replacement for Lesson 4)
  Lesson 15 (females only) - Same Sex Battering

HIV Pre Release Program: Each year, the Georgia Department of Corrections (GDC) releases approximately 420 inmates/probationers living with HIV and AIDS. The Pre Release Planning program provides advanced discharge assistance for inmates that are 6 to 12 months from release. Before release, they are typically given a 14 day supply of highly active anti-retroviral medications (HAART). Additionally, the Pre-Release Coordinator schedules them a follow-up medical appointment with a community provider. In some rare cases, they may be given the contact information for a community-based organization (CBO) that can assist them with their transition from prison to community. The primary objective of the Pre-Release planning program is to provide a holistic reentry assistance platform by assisting with community appointments and referrals. This includes medical appointments, case management, housing, labor, and employment, community based service organizations, substance abuse substance abuse, mental health, etc. Additionally, the PRPP program provides an opportunity for one on one dedicated health education on the disease, how to reduce risks (including disclosure, prevention, and medication adherence). This program is available to all offenders under GDC supervision who have been diagnosed with HIV.

Active Parenting:

- Active Parenting Publishers (APP), Inc., was founded in 1980 by Dr. Michael H. Popkin, a former child and family therapist and Coordinator of Child and Family Services for Northside Community Mental Health Centers in Atlanta, Georgia

- Field test evidence for this program (Popkin, 1984) was published in *The Second Handbook of Parent Education* (Fine, 1991) and reported significant positive changes in the behavior of both parents and children. Of the 274 parents in the study, 97% reported positive changes in their own behavior, 84% reported positive changes in their child's behavior, and 97% indicated that they would recommend the program to friends

TOPPSTEP

The Offender Parolee Probationer State Training Employee Program (TOPPSTEP) is a collaborative effort between the Department of Corrections, the Department of Labor, the Department of Human Resources, and the State Board of Pardons and Paroles to provide inmates with the documents needed to obtain employment upon release. These documents include birth certificate and Social Security card.

Every DOL office has TOPPSTEP counselors who assist inmates in obtaining employment upon release.

The TOPPSTEP collaborative and the Technical colleges sponsor Job Fairs for inmates who are within three to six months of release.

Technical College System of Georgia (TCSG)

The Department of Corrections has collaborated with the Technical College System of Georgia to certify programs and offer Technical school certificates to inmates who complete them.

On the Job Training (OJT)

On the Job Training inmates earn Technical College completion certificates certifying the skills learned while employed on their work assignments

Live Work Projects

Live Work Projects provide work experience for inmates in GDC vocational education classes. Inmates can build, remodel, or repair items owned by state, county, local government and non-profit agencies.

Profile of Workforce Development Programs

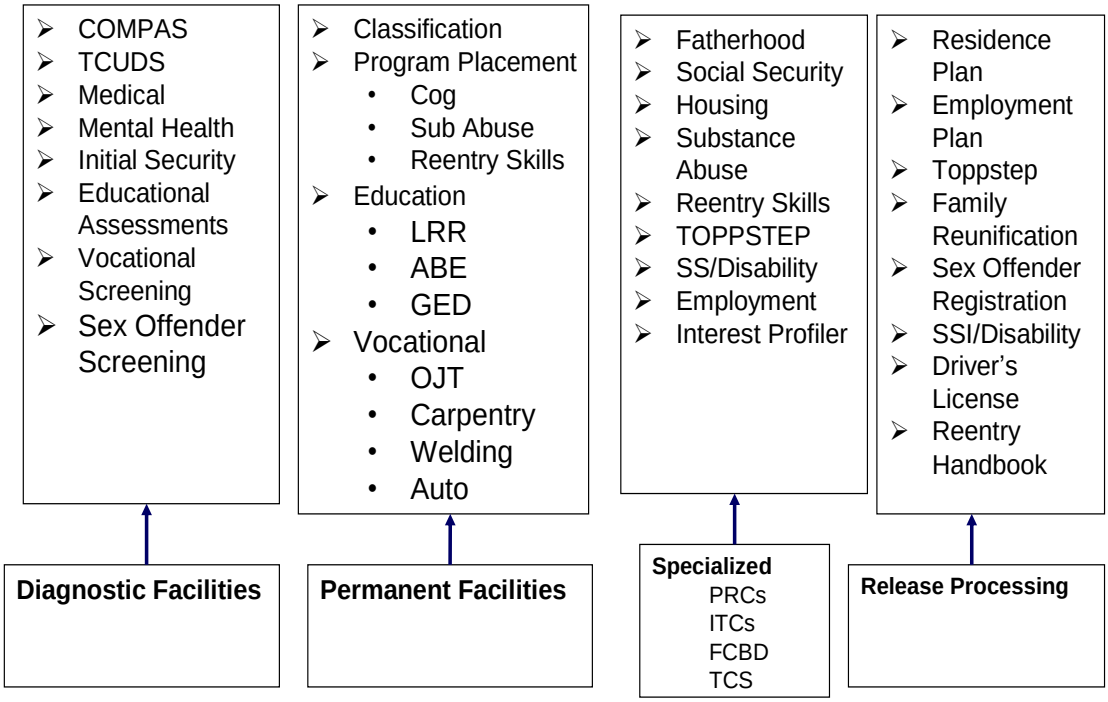
Vocational classroom training prepares inmates for employment in the following trades:

- **Auto Body Repair**
- **Auto Mechanics**
- **Auto Painting**
- **Barbering**
- **Braille Transcription**
- **Building/Industrial Maintenance**
- **Computer/Office Technology**
- **Cabinetry**
- **Commercial Drivers License**

- **Computer/Electronic Repair**
- **Cosmetology**
- **Customer Service**
- **Diesel Mechanics**
- **Drafting**
- **Electrical Wiring**
- **Food Preparation/Culinary Arts**
- **Graphic Arts/Printing**
- **HVAC**
- **Masonry/Tile Setting**
- **Plumbing**
- **Veterinary Assistant**
- **Visual Graphics**
- **Welding**

- **<u>Other Programs Include</u>**
- **Fatherhood Program –**
- **Reading Program -**
- **Transitional Center – Work Release**
- **Mobile Construction**
- **Georgia Correctional Industries**
- **Fire Services – Certified by the Firefighters Standards and Training**

Reentry Flow Chart



CHAPTER 6

WORK ETHICS

Job Survival Skills

There are things you can do to increase your chances of success on a new job. If you want to do well, you may need to change the way you act and some of your attitudes. Employers say more people lose their job because they do not use good work habits rather than because they are not able to do the job. The following list of suggestions is based on feedback from employers.

- **Positive attitude**—do not carry negative feelings into your new workplace. Take care of them elsewhere
- **Always be on time**. Set an alarm clock to help you get up. Allow a few extra minutes for traffic problems and getting children to daycare. Reliability and dependability gain the trust and respect of your employers
- **Good attendance and promptness** are always important. Ask your supervisor for the proper method of informing him/her in the event you will be unavoidably late or out sick. Unreliability may disrupt the work of other people who have to make up for your absence and sets a bad example—employers place this problem high on the list of reasons for firing people
- **Honesty** – employers don't want to pay someone who steals from them or can't be trusted. Dishonesty is one of the top reasons employers give for firing an employee
- **Know and follow** all office rules, policies, and procedures. Read the employee manuals
- **Follow directions and get along with your supervisor**—in a battle with a supervisor, you will almost always lose! This is one of the top three reasons people get fired
- **Listen and learn.** Be open to new ways of doing things, even if you were taught differently in school or on a different job
- **Work efficiently.** Working too slowly or making too many mistakes is a major reason for job failure. You can see why—unproductive employees cost more than they earn
- **Treat co-workers with respect, courtesy, and dignity.** Know your employer's harassment policy—monitor your own behavior and act early if you feel you have been placed in an uncomfortable position. Harassment can occur at any time and any place (before and after work, on and off work premises). Harassment can be verbal, physical, or visual and can occur whenever employees interact with each other, supervisors, customers, vendors, and other third parties

Communication

- **Be a team player.** Be willing to help. Try to fit in with the team
- **Ask for help** when you need it. If you make a mistake, let your supervisor know immediately
- **When you need to talk** with your supervisor, ask when would be a good time to meet
- **Follow the proper chain of command.** Discuss items with your supervisor first

Getting Along With Others

- **Treat everyone with courtesy and respect**
- **Always be friendly** to everyone. Be willing to go the extra mile. This creates goodwill with employers, co-workers, and customers
- **Do not express your opinions, biases, or prejudices** about others while you are at work. Respecting differences is a priority in the workplace
- **Accept criticism** as constructive. Do not become defensive or take criticism personally
- **Keep your emotions under control.** The job is not the place to express or show your opinions or feelings
- **Find a mentor**, someone who knows the company and the job well enough to coach you or show you the ropes
- **Realize playing politics or power games** could be dangerous and backfire on you
- **Show appreciation.** Let your supervisor and co-workers know you appreciate their training, support, input, feedback, etc
- **Be willing** to do more than you are asked to do

Personal Traits

- **Be clean and well groomed.** Wear clean and job-appropriate clothes. Avoid wearing strong perfumes or colognes
- **Be willing to learn new skills.** Keep a record of classes you are taking that relate to the job and review with your supervisor at an appropriate time.
- **Find positive and upbeat co-workers** as new friends Avoid negative, critical, and gossiping people
- **Keep your personal life and problems at home.** If you are having trouble working out personal problems, seek out counseling, support groups, or employee assistance programs (EAP)
- **Prior to starting the job,** try to have all appointments with doctors, dentists, etc., out of the way. Have your transportation and day care lined up so you do not immediately have to take time off. Have an emergency plan for day care and transportation
- **Be patient with yourself and your employer.** It takes time to get used to, learn, and like a new job

When You Make a Mistake (on the job or in life)

To err is human; we've all been guilty of mistakes large and small. Remember the following when the inevitable mistake occurs:

- First take a deep breath. Do not run, hide, get angry, or blame others. Move from "stewing" about what cannot be undone to figuring out what needs to be done next and right away.
- Figure out what went wrong, how it went wrong, and what to do about it. Think clearly and gather information so that you can solve the problem and make amends.
- Be a problem-solver. Whether it was a minor embarrassment or a major disaster, think of yourself as a problem-solver and explain to your supervisor how you will avoid a repeat.
- Tell your supervisor the mistake. Keep emotion to a minimum – be straightforward, clear, and direct, "This is what happened and I'm sorry. I know we have to deal with this, and this is what I recommend."
- Listen to your boss's response. Be prepared to hear everything, including anger, criticism, silence, etc. Above all, do not argue or offer excuses.
- Apologize and accept responsibility. Grace under fire can win you new respect.
- Check for causes of repeat mistakes. Try to change it so you can be in control in the future.
- The longer you wait to deal with a mistake, the harder it will be to correct it.

Questions

What are three positive changes you have made in your life, if asked at a job interview?

What are you going to say when asked if you were incarcerated?

Give two examples of questions you may ask a potential employer.

What reasons might an employer not hire you? How will you address these?

Why should you dress to impress for a job interview?

CHAPTER 7

TRANSPORTATION

One very important area for you to consider is your transportation plan. How you are going to get to work, go see your probation or parole officer, etc are essential to whether you will have a successful transition back home. There are many ways to get from "here to there" but sometimes we have to learn to think outside the box. Here are some ideas to help you come up with this plan.

Walking- you can make your plans so that you live within walking or bicycling distance from work, shopping, and all of your family and recreational activities. If you are going to live miles from your work or recreation, you will need motorized transportation.

The bus- if you are going to Atlanta, and other cities, you will be able to take the bus. All cities with bus systems have free bus schedules available.

Metropolitan Rapid Transit Authority (MARTA) rail and bus system has a website at **www.itsmarta.com** and Customer Service number at (404) 848-5000 which helps you plan trips, get news, help, schedules, and bus passes. MARTA also offers a reduced fare program for the elderly, disabled and those on Medicaid. Call (404) 848-5112 if you think you might qualify.

- **Buses**: Times vary on individual routes. In general, buses run from 5:30 a.m. to 1:30 a.m. Monday through Friday and from 5:30 a.m. to 12:30 a.m. on weekends and holidays. Check on-line or call the main customer service number for information.
- **Rail Cars**: Marta's rail system operates from approximately 5a.m. to 1 a.m. Monday through Friday and from 5 a.m. to 12:30 a.m. on weekends and holidays. For locations and routes, check the website, or call (404) 848-5000.
- **Fares**: Regular MARTA fares can be purchased at each rail station, in the form of a ride card or may be purchased at convenient locations around the Atlanta area. MARTA's Ride Stores are located at various locations in the Metro area.

Taxi cabs charge per trip and will charge additional for the number of people in the cab. Though this is a very convenient form of transportation, it is the most expensive. Use cabs only when necessary and in cases of emergency. Or, if you need to use this as your primary form of transportation, make sure to budget that amount of money in to your monthly spending plan. Also remember that cabs also charge for waiting, sometimes up to $25 an hour.

Buying a Car

At one time, a brand new car was a better value than a used vehicle in terms of overall dependability. However, cars of the last decade are built better and last longer. Buying a new car means the extra money goes for depreciation. For about half the cost of a new car, you can buy a seven- to eight-year old used vehicle in good condition that still offers years of service and includes many standard safety features.

The Internet is a wonderful tool for the used-car buyer. You can read expert reviews on older vehicles; just type in a make, model, year, and mileage to receive a professional estimate of a particular car's worth. For example, the Kelly Blue Book breaks prices down by method of sale (dealer or private party) and car condition (poor, fair, good, or excellent). The website for Kelly

Blue Book is KBB.com. Edmunds is also a good site for this and there email address is Edmunds.com.

It is a good idea, especially when buying without warranties; to have the car looked at by an independent mechanic. For about $50-$75, many mechanics will check out a car's major systems, give you a list of work that the car needs, and estimate how much these repairs are likely to cost. This is good "lemon insurance" and may also help you get a better deal if there are significant repairs to be made.

Insurance Costs

The cost of owning a car today is more than the price on the window. Before you can drive your car you must also purchase insurance. It is **required by law (in Georgia all cars must have the minimum of No Fault/ Liability Insurance)** and protects you from paying costly bills in the unfortunate event of an accident. Insurance costs vary. The cost is calculated by a number of factors including the year of the car, the make and model of the car, your age, your gender, and your driving record.

There are two types of car insurance:

- **Liability** – will cover the bills of the other driver in the event that you cause an accident but will not pay anything to you if you are hurt or your car is damaged. This type of insurance costs you less per month, but may be more costly in the event of an accident as you must pay to fix the damages to your car.
- **Full Coverage** – will cover all bills of all drivers in the accident, including you. This type of insurance costs more per month but may save you money in the event of an accident. (*A deductible applies in all policies. This is the amount you are responsible for before the insurance company will pay.) Cars that are financed must have this type of insurance.

The following tips may help when choosing the right car for you:

1. **Go with low mileage if at all possible**. Lower miles are a benefit if you resell and should mean more time before repairs are necessary.

2. **Learn about previous owner(s).** Find out the number of previous owners. Ideally, a two year-old car should have one owner, and a five-year old car shouldn't have more than two owners. If it has more owners, it may be a warning sign. Beware of missing or inconsistent service records. **You have the right to ask for the CARFAX report (carfax.com). This report gives you a history of all the accidents or damage the car may have received.**

3. **Do your homework**. Research everything about the vehicles you have in mind. Read up on current trade-in and market values; safety ratings; consumer and professional reviews of the vehicles; and the options, mileage adjustment, and condition of the cars. The internet is a good resource for this.

4. **Investigate the lease and rental market.** There are many excellent lease return cars on the used-car market, especially cars driven by an individual for personal use or in a company.

5. **Get everything in writing**—especially price, terms, repairs, and/or trade-ins. This should be clearly written into the sales agreement.

6. **Make sure you can afford to own the car once you have bought it.** The True Cost to Own (TCO) takes into account all ownership and operation costs for five years, giving the breakdown year by year. The purchase price is the tip of the iceberg, and the TCO reveals all costs such as:

   □ Depreciation □ Loan/ Interest □ Taxes and fees □ Insurance premiums □ Fuel costs □ Maintenance and repairs associated with buying, owning, and operating a car over a five-year period

If possible, research these costs on the Internet by going to **Edmunds.com** or many other sites.

CHAPTER 8

MONEY MANAGEMENT

As difficult as prison may be, there is security in not having to make too many choices, especially with money. Once you are released, and get a job, you will be earning money, deciding how to spend it, and making decisions you did not have to make while incarcerated. You will have to learn the difference between "wants" and "needs" and sometimes, what is a "want" to one person may be a "need" to another.

There isn't a "right" or "wrong" way of dealing with money, but planning, budgeting and savings tend to give people a feeling of more control over their money and their lives. Ask yourself:

- Does your money always seem to disappear long before the next check?
- Do you often wonder where your money went?
- Do you ever run out of food or gas between paychecks?
- Do you often get collection notices for past due bills?
- Do you need to buy things you can't seem to afford?
- Do you pay some of your bills late every month?
- Do you need to borrow money to make ends meet each month?
- Do you owe a lot of money on credit cards?

If your answer to any of these questions is "yes," a budget can help you manage your money and avoid some of these problems. The first step is to make a spending and saving plan. Then start keeping track of where your money is going. You have to know how much you are spending and what you are spending it on before you can make a plan, "budget."

Wants versus Needs

- How do you decide what to buy? What do you absolutely need and what does that exactly mean? What can you do without for the time being? A wise man once said, "Most problems in life can be figured out by sitting down with a paper and pencil." Here is your chance to do just that.
- Use the pages included in this chapter to help you create your sample budget. Complete it the best that you can, and then ask a friend to check your numbers. This will take a little bit of research. Check the newspapers for apartment rent figures, the Sunday paper grocery ad for the cost of food, etc. This will be your budget for your first month out of prison.
- Make your numbers as realistic as possible. This will help you create a budget plan of how and where to spend your money appropriately. When you are released, write the actual amounts that you spend next to your budgeted numbers so when you make your budget again it will be accurate.

- Some bills you will pay every six months or once a year. Budget these expenses by including one month's cost of that bill in each month's budget. For example, if your car insurance premium is due twice a year and is $360, then budget 1/6 of that bill (1/6 of $360 = $60) every month and put that amount into your savings until you need it.

- ***Keep this book and use your filled out sample budget pages in this chapter as a guide***. Purchase a budget book when these pages run out or just use a notebook. Keeping a budget will help you organize your life and avoid running up expenses you cannot afford.

- Remember to keep receipts from purchases. Keep them in a folder or a place that you will not lose them. Sit down once a week and, using your receipts, the computer and/your checkbook, update your budget to reflect what you actually spent.

- Before you go shopping, consult your budget to see how much money you can spend. For purchases like groceries, do your shopping once a week or every two weeks and make a list. This will make it easier to limit how much you spend and help prevent impulse buying. However, if you do, make sure to keep the receipt and enter the amount into your budget. Also, try not to grocery shop when you are hungry. Coupons are also a great way to save money. You can get them in the Sunday newspaper, online and many other places.

- If you have a pocket calculator, keep track of the cost of items as you select them. Many cell phones have calculators on them. This will help you choose the right mix of items to stay within your budget. Using a calculator and adding up the cost of your purchases as you shop, is a good way to avoid impulse shopping. If you leave the store with the items that you came for and money left in your pocket, congratulate yourself.

Keeping Track of Your Spending

The first step to make for a spending and saving plan is to start keeping track of where your money is going. You have to know what you are spending and what you are spending it on before you can make a spending and savings plan.

As soon as possible, start writing down everything that you spend by cash, check, debit and credit card.

- When you write a check, write down the date, item, and amount in your checkbook. Also do this when you use a debit card. Remember, that money comes from your checking account so you need to track it as you would a check.

- When you spend cash, write down the date, item, and amount in a notebook or calendar.

You need to keep track of your spending for at least one month before you can get a good picture of where your money is going. At the end of the month, total the amount you have spent for each spending category.

For example, for January your list might look like this

Check	Date	Item	Amount
#1	Jan. 1, 2010	Rent	$450.00
#2	Jan. 1, 2010	Video rental	$3.25
#3	Jan. 2, 2010	Bus pass	$30.00
#4	Jan. 5, 2010	Groceries	$45.00
#5	Jan. 7, 2010	Shoe polish	$5.00
#6	Jan. 10, 2010	Billfold	$6.00
#7	Jan. 12, 2010	Gas	$11.50
#8	Jan. 15, 2010	Electric bill	$33.25
#9	Jan. 18, 2010	Groceries	$75.00

At the end of January, look at where the money went and divide it into categories. Here are the categories for the above example. This is probably what your spending categories will look like too. Add these nine items together to get the following category totals:

January Total By Category

Housing and Utilities	Items	1 + 8	$483.25
Food and Beverage	Items	4 + 9	$120.00
Transportation	Items	3 + 7	$41.50
Personal	Items	5 + 6	$11.00
Entertainment	Item 2		$3.25
	TOTAL		**$659.00**

Creating a Realistic Budget Plan

These are some basic expense classifications and guidelines suggested for planning your budget.

This means to keep your expenses in that category within that percentage of your TAKE HOME salary:

Housing (20-30%)

- Rent
- Mortgage payments
- Repairs and improvements
- Property taxes

Utilities (4-7%)

- Gas and electric
- Waste disposal
- Water
- Telephone cell and or landline

Food (15-30%)

- All food items
- Restaurant/meals to include delivered
- Pet foods

Medical (2-8%)

- Insurance
- Medicine
- Hospital, doctor, and dentist bills

Family Necessities (2-4%)

Laundry and dry cleaning

Toiletries and cosmetics

Barber and hairdresser

Postage and stationery

Minor home furnishings

Automobile and Transportation (6-30%)

Purchase and installment payments

Gas and oil

Insurance

Repairs

Rental, taxi, and bus fare

Clothing (3-10%)

All clothing purchases, alterations, repairs, and dry cleaning.

Recreation and Entertainment (2-6%)

Admissions

Games and hobbies

Musical supplies

Sporting goods

Vacations

Video Games

Personal Development

Books, magazines, & newspapers

Tuitions and course fees

Savings and Investments (5-9%)

Long-term saving/ investment goals

Emergency funds

Outlay for Fixed Assets (2-8%)

Major purchases or installment payments on appliances, garden equipment, and furniture

Repairs (appliance, TV)

All percents are estimated and can vary due to income levels, family size, and personal choice.

The Case of the Missing Money!!

When you were out, do you remember thinking, "where did all my money go?" Think about your daily routine. Do you get a snack from a vending machine every afternoon? Do you buy a pack of cigarettes every day? Do you play the lottery every week? These are all examples of "missing money" that will eat away at your spending plan. To see where your money is going, record these items below. Then you can either make changes or include this cash in your spending plan. Otherwise, it will continue to disappear.

For example: Each workday, Lin buys three snacks from a vending machine:

Cupcake twin pack	$.95
Bag of potato chips	.70
Can of soda	.60

Just three snacks add up to just a few dollars a day. Although this doesn't seem like much, over a period of time it grows:

Every day	$ 2.25
Every five days	$11.25
Every four weeks	$45.00
Every year	**$585.00**

Use the above examples on how much you are spending on "junk"

(You can use what you were using on the streets and also what you are spending at the store while you are incarcerated)

Item Cost per day (Day x 5)	**Per week** (Week x 4)	**Per month** (Month x 12)

Smart Changes to Save Dollars

Stretch your paycheck by looking for smart ways to spend less.

1. Plan ahead and shop around.

Plan your spending carefully, especially for expensive items.

Comparison-shop before you buy. Check catalogs, thrifty classified ads, garage sales, and secondhand and discount stores. The computer can be a great resource to help you compare item price s.

Do most of your food shopping at a grocery store. Save convenience stores for emergencies. Don't get fast food just because you haven't planned ahead; save it for a treat.

Look for sales and specials on food staples, soap, paper products, and personal items. Use coupons if they help you save on things you would buy anyway.

Eat before you go to the store. Don't shop for groceries when you're hungry.

Make a list of what you need before you go grocery shopping and stick to it. Don't buy anything that isn't on your list, unless it is a good buy and you will use the item(s).

Check around for lower cost insurance, but be sure the company is reputable.

Buy clothes that go with items you already have. Mix and match outfits.

Your ideas:

2. Use wisely.

Make the items you buy last longer by taking proper care of them.

Use food promptly to avoid spoilage. Talk to your children about not wasting food.

Do regular car maintenance, such as oil changes. Tuning up your car and inflating the tires properly will improve your gas mileage.

Wash your car yourself

Pay your bills on time to avoid finance charges and late fees.

Make sure you have money in your checking account before using your debit card or writing a check. Overdraft fees can be $35 or more per transaction.

Your ideas:

3. Don't buy impulsively.

When you think of buying something, ask yourself: Do I really need this item, or is there something else I would rather do with the money?

Be able to say no to yourself, your children, and salespeople whenever you feel pressured into buying something.

Look at your phone service. Do you use a home phone and a cell phone? Does everyone in your family have a cell phone? What plan are you on? Remember, minutes, texting and web browsing all cost money so get a plan that is best for your family.

Check your cable television bill. Do you really need more than the basic plan? Do you need cable television at all?

Your ideas:

_____

_____

_____

_____

4. Substitute

Buy one all-purpose cleaner for floors, walls, woodwork, and appliances.

Use less expensive homemade cleaners. You can use baking soda to scrub sinks and countertops and a vinegar and water solution for cleaning glass.

Find out if a lower-priced brand works as well as the one you usually buy.

Instead of taking the family to a movie, rent one from the store, check one out from the library, or borrow one from a friend.

Instead of going to the mall, play games together.

Instead of going to a restaurant, get prepared food from a grocery store deli.

Take the bus or subway whenever possible. If you use them often, buy a bus pass. For short trips, walk or ride a bike. Cabs are expensive.

5. Find it free.

Many items are available for free. You can borrow books, CDs, music tapes, and videos (and sometimes even games, toys, and pictures) from the library.

Check the local newspaper for free or low-cost activities for the family.

There are many web sites that offer deals.

Get your exercise in public playgrounds or parks.

Check if you're eligible for free or discounted classes, food, or meals (such as community or school meals, WIC, food stamps, or senior meals).

Find out about all the health care benefits to which you are entitled.

Your ideas:

_____

_____

_____

_____

6. Keep track of the little things that can add up.

Record how you are spending the cash in your wallet.

Reduce your spending on snacks, magazines, phone calls, and lottery tickets.

Turn off the radio and television as well as the lights when no one is using them.

Teach your children these saving tips also so everyone can be a part.

Your ideas:

_____

_____

_____

_____

7. Be creative

- What are some other smart ways you could reduce your spending?

Sample Money Tracking Format

Use the following format or create your own to keep track of your money spending. At the end of each month be sure to total each category. You will then be able to reevaluate your money values and the way you make financial choices.

Category	**Total**	
Housing and utilities	$	
Food and beverage		
Transportation		
Personal		
Entertainment		
Total	**$**	

Monthly Budget			
Income	**Budgeted**	**Actual**	**Difference(+/-)**
Job # 1			
Job # 2			
Other Income			
Total Income			
Fixed Expenses			
Rent/Mortgage			
Home Owner's/ Renter's Insurance			
Property Taxes			
Credit Card Payment Minimum			
Health Insurance Premium			
Telephone cell and landline			
Utilities			
Child Support/ Childcare			
Supervision Fees			
Variable Expenses			
Food-Groceries			
Food-Meals Out (not entertainment)			
Toiletries, Household Items			
Clothing			
Medical Expenses			
Entertainment			
Transportation			
Car Payment			
Bus Fares and other public transportation			
Gas			
Repairs and Maintenance			
Auto Insurance Premium			
Parking			
Savings			
Total Expenses			
Balance			

If you buy on credit, how much can you afford?

As a general rule, use the following guide:

For safe credit use, fill out the following worksheet to see how much you can safely spend on credit payments each month.) Your monthly take-home pay / income	$
B) Housing (mortgage / rent), insurance	$
C) Utilities (phone, electric, gas, waste, cable TV)	$
D) Food	$
E) Clothing	$
F) Transportation (gas, repairs, insurance)	$
G) Medical expenses (insurance, dentist, medications)	$
H) Child care and other fixed monthly expenses	$
I) **Total Monthly Expenses** (add together items above B - H)	$
J) **Monthly Spendable Income** (subtract I From A)	$
K) **Divide Monthly Spendable Income (J) by 3** ***This is the amount you can safely spend on credit card payments each month***	$

Banking

Ask these important questions of any bank or credit union before opening an account:

What is the minimum I need to open an account?

What is the interest rate on the account and the minimum balance I must keep in order to earn interest?

Is there a monthly fee and is there any way to avoid monthly fees, such as maintaining a minimum balance?

What happens if my account balance falls below the minimum requirement?

Is there a charge for each check or no charge up to a certain number of checks (such as 10 checks per month)? If there are a limited number of checks allowed per month, how much is the charge for going over that number? If you write a lot of checks, an account that has no monthly fee or per-check charges is for you.

A debit card is a way to access your checking account without writing a check. Many debit cards will have a Visa or MasterCard logo on them, **but they are not credit cards**. You have to money in your checking account to use the card! Make sure to record all the transactions from your debit card as you would your checks.

Is there a fee for using an ATM? Unless you use the ATM at a branch of your bank, there is usually a fee for use of another machine. Most of the time during the transaction, the machine will let you know of the extra charges for the use of that machine and the ATM will have a notice posted on the machine stating the transaction fees. Depending on your bank they may also charge you a fee for using a non-network ATM. You can find out by asking a bank representative or by reading your bank contract.

Depositing Money into a Checking Account

1. Write the date you are making the deposit in this blank.
2. If you are depositing cash, write total amount here.
3. If you are depositing coins, write the total amount here.
4. If you are depositing a check, write the check number, which is the number printed in the upper corner of the check.
5. Write the amount of the check here.
6. If you are depositing more checks than can be listed on the front, continue to list them on the back, and write the total amount of the checks on the back in this blank.
7. Write the total amount you are depositing here.
8. If you are making a deposit at a bank with a teller and want to receive cash back from your deposit, write the amount you want in this field.
9. Write the total amount you want deposited (total amount minus cash received). When you receive cash back, you have to sign the deposit slip.

Many ATM machines also allow you to make deposits through the machine. It is very important that you get a copy of the receipt for this deposit and double check that the money was credited to your account. This can be done through a computer or checking with the bank. To understand how to do this, ask someone at the bank for help.

Steps To Take When Writing Out a Check

- **Check number** Checks come pre-numbered when you receive them. Numbering helps in balancing your account or spotting a lost or stolen check.

- **Date** Enter the date you are writing a check.

- **Pay to the Order of** Enter the name of the person or company to whom the check is written.

- **Amount of check in numerals** Enter the amount of the check, in numbers. Don't leave any space between the pre-printed dollar symbol ($) and the numbers indicating the amount of the check; there should be no room for someone to add in extra numbers.

- **Amount of check in words** Enter the amount of the check in words. Start writing at the far left side of the line. Follow the dollar amount by the word "and," then write the amount of cents over the number 100. Draw a line from the end of the 100 to the end of the line.

- **Signature** Sign your check exactly the way you signed your name on the signature card you filled out when you opened your account.

- **Bank numbers** These numbers are so that the check can be delivered to your bank after your purchase.

- **Identification numbers**-These numbers are used to identify the bank, your account number, and the check number. They are printed in special magnetic ink that machines can read. The first set of numbers to the left are the routing numbers, the next set your account number, and the last set the number of the check.

Proper Way to Endorse a Check

Do not endorse your check until you are about to deposit it. Once it is endorsed, someone else can then put it in to his/her account.

Reconciling a Checking Account

When you get your bank statement, sit down with the statement and your checkbook to make sure that your checking account record is correct and that the bank has not made any errors. Following the directions listed below will help you keep an accurate record of your account.

1. Obtain the current balance from your bank statement.

2. Add any deposits that you have recorded in your check register but that are not on this statement.

3. Subtract any outstanding checks (checks you have written but that have not yet cleared the banking system).

4. Compare the results with the current balance in your check register.

You can also sign up for on-line banking. This service allows you to check your account whenever you need to or just want to. Remember checks and debit card transactions go through immediately now. There is no "float" time on checks as there once was so the money needs to be in the account when you write the check or use your debit card.

NOTE: The balance in your check register should be adjusted to include a) deductions for service fees or other charges; and b) additions for direct deposits and interest earned.

Some other important things to consider as you look for a checking account include:

- **Convenience**
    - Bank location
    - Disability access and services
    - Hours
    - Online banking
    - ATM availability
- Check clearing—what are the policies? Some banks put a "hold" on deposits that are personal checks, with a longer hold for out-of-state checks; others may give you instant access to only part of a deposit (for example, the first $100) until the check clears. Remember, banks usually subtract from your balance any checks you have written against your account **BEFORE** adding any deposits to your account, even though the bank received all on the same day.
- Fees for services, overdrafts, etc. Some banks have very steep fees for "bounced" checks (written by or to you). Banks vary in the amount charged for using their or other bank's ATM's or even for returning your cancelled checks to you each month.
- Cost for personalized checks from the bank (some banks charge as much as $25 for a box of 200 checks). Mail-order check printing services offer lower-cost checks.
- Many banks also now offer e-accounts which are done totally electronically. Look at you and your family's needs and see what can work best for you.

Availability of electronic banking services

As we have talked about, electronic banking can be a very helpful and convenient way for you to manage your banking account. Here are some of the services available with electronic banking:

- Direct deposit of earnings into accounts.
- Automatic payments to utility companies/other businesses deducted from your checking account as pre-arranged by you.
- Telephone teller allows you to authorize certain transactions and access account information over the phone. Fees usually apply to these transactions—access is from anywhere there is a touch-tone phone.
- Online banking offers a timesaving, cost-effective way to check balances, pay bills, transfer funds, compare savings plans, and apply for loans on the Internet (provided you have computer access).
- ATMs/debit card services offer an easy way to complete simple banking transactions such as deposits and withdrawals.

- ATM machines are usually conveniently located outside banks, shopping malls, supermarkets, and convenience stores. They allow 24-hour access to your account, but that also means you can be tempted with overspending and impulse buying.

- ATM convenience is a pricey one—your bank and the ATM bank provider may both charge you service fees for using the machine. Make sure you understand your banks policies. Many banks do not charge a fee if you use their ATM machine. This service is a great convenience, but should be used with caution because of the charges. Make sure to deduct any charges and fees from your checking account balance.
- You can get a free copy of your credit file if you have been denied a bank account in the past 60 days because of information provided by an account verification company. Ask the bank to give you the address or telephone number of the company.
- To use an ATM machine or debit card, you need your card and "personal identification number" (PIN). Never write your PIN on the card or keep it with the card. Also do not use passwords such as your birthday, 1, 2, 3, 4 or any other code someone could figure out. If you give your card and PIN to someone, you are responsible for any withdrawals, even if you didn't authorize them. Guard your PIN carefully. Tell the bank know right away if your card is lost or stolen.

- If you have an ATM card with a MasterCard or Visa logo on it, you also have a debit card connected directly to your bank account. When you use it, money goes from your checking or savings account to the company you are paying. It can be used wherever MasterCard or Visa cards are accepted.

- If you apply to open a bank account and are rejected, it is probably because your name is listed in the database of the major national account verification company. This service helps banks screen out applicants who have mishandled bank accounts in the past. A financial institution may require that you open a savings account before allowing you to open a checking account with them if you have been screened as a poor risk.

Electronic Banking Services

Electronic banking can be very convenient. Electronic banking, however, is not a substitute for keeping an accurate record in your checkbook.

- **Direct deposit** …earnings (or government payments) automatically deposited into bank accounts, saving time, effort, and money.

- **Automatic payments**… utility companies, loan payments, and other businesses use an automatic payment system with bills paid through direct withdrawal from a bank account.

- **Automatic teller machines** (ATMs) allow customers to withdraw cash and conduct banking transactions; some ATMs sell bus passes and postage stamps.

- **Point of sale transactions**… acceptance of ATM/check cards at retail stores and restaurants for payment of goods and services.

- **Online banking**… Banks with websites allow customers to check balances, pay bills, transfer funds, compare savings plans, and apply for loans all on the Internet.

What Is Credit?

If you have ever taken out a loan to buy something—a car, for example—you were given credit. Credit means you are using someone else's money to pay for things. It also means you are making a promise to repay the money (the loan) to the person or company that loaned you the money.

Good credit means that you make your loan payments on time and repay your debts as promised. Good credit is important because it makes it more likely that you will get a new loan in the future when you want to make a major purchase, such as a car or home. When you have a good credit record, lenders feel more confident that you are willing and able to pay back the new loan.

Comparing the Cost of Buying On Credit:

- Rent-to-own contracts and catalog or television ads that feature monthly payments may look like a good deal. You don't have to make a deposit or have a good credit history. However, this kind of credit is expensive and may cost two to four times as much as paying cash or charging the item. Many times you would be better off saving for this item and paying it in full.

- When you buy from a store with an installment plan, you can pay on an average of 18 percent interest. For example, if you purchase an item for $177 over a period of 12 months, you will pay $27 in interest charges.

- Many people only make minimum payments on their charge accounts each month. This means you will pay much more for your original purchase. For example: you owe a department store $500 for a new TV set. Every month you pay the minimum amount due, $12.50. At this rate, it will take you five years (60 months) to pay off the loan, if you don't charge anything else on the account. If you make only the minimum payments, you will actually end up paying $762 for the TV set, instead of the $550 it would have cost you if you had paid it off in one year.

- View the graph below to see how the length of time a loan is paid back can make a difference on the total cost of a purchase.

Original Loan	Interest Rate	Length of Loan	Number of Payments	Loan Paid	Interest Paid	Total (real) Cost
$500	18%	5 years	60	$500	$262.00	$762.00
		4 years	48	$500	$205.12	$705.12
		3 years	36	$500	$176.08	$676.08
		2 years	24	$500	$99.04	$599.04
		1 year	12	$500	$50.00	$550.00

Remember; make more than the minimum payment.

Pay off as much as you can, as fast as you can. It will save you money!

How Do I Know If I Have Good Credit?

Sometimes people think they have good credit. Then they apply for a loan and are surprised to learn that there are some problems with their credit history. The best way to find out if you have good credit is to get a copy of your credit report.

What is a Credit Report?

A credit report is a record of how you have paid your credit card debt and other loans. A credit report shows how much debt you have, if you have made payments on time, or if you have not paid back some loans. Credit reports do not show information about your race, religion, medical history, personal lifestyle, political preferences, criminal records, or any other information unrelated to credit.

Credit reports are compiled by national credit-reporting agencies. The typical credit report includes three types of information:

1. Identifying Information:

Your name, address, phone number, social security number, date of birth, and current and previous employers will all be included. This information comes from your credit application.

2. Credit Information:

It contains specific details about your credit cards, student loans, and other loans. This information includes the date opened, credit limit or loan amount, balance, and monthly payment. The report also shows your payment history during the past several years and the names of anyone else responsible for paying the account, such as a spouse or co-signer. Late payments, skipped payments, accounts will be turned over to a collection agency, and repossessions appear here. This information comes from companies with whom you do business.

3. Inquiries Information:

The name of those who obtained a copy of your credit report and how often you have applied for credit in the past two years will be part of your credit report so do not apply for credit randomly. This includes applying just to get a gift.

How to Order a Credit Report

The best way to know what your credit report shows is to order one and review it carefully. It's a good idea to order your credit report once a year to make sure there are no errors on it. In the state of Georgia, you can receive a copy of each of the 3 credit reports once a year for free. Be careful when ordering your report. Many ads are trying to get you to sign up for a service and the report itself is not free. You can contact the three major credit bureaus at the following addresses.

Experian	Equifax	Trans Union
PO Box 9595	PO Box 740241	PO Box 1000
Allen, TX 75013-9595	Atlanta, GA 30374-0241	Chester, PA 19022
1-888-397-3742	1-800-685-1111	1-800-888-4213
www.experian.com	www.credit.equifax.com	www.transunion.com

The website for a free credit report is: annualcreditreport.com. The score costs $7.95, but the report is free and you do not have to give any credit card information to get the report.

How to Correct Errors on Your Credit Report

Credit reports should be accurate, but it is important to make sure they are. If there are errors or outdated information on your credit report, it could hurt your chances of getting a new loan and some jobs. The good news is that you have the right to have the mistakes corrected at no charge to you. Here's how:

- The credit report may include information on how to correct errors. Follow the instructions that you get with the credit report to tell the credit-reporting agency about the mistake.

- If additional information is needed to correct the error, the credit-reporting agency will tell you what to send. For example, the agency may ask for copies of cancelled checks or other payment information. If you have kept good records of this information, it will be much easier to show them where the mistake was made.

- A phone call to the agency alerting it of the error often will take care of the problem. Realize that these agencies are very busty and it could take a while one the phone to get all the information that you need. Be patient.

- You may also wish to explain the problem in a brief letter. The credit-reporting agency must investigate your complaint within 30 days and get back to you with the results. If the agency finds that the information in the credit report is inaccurate, the creditor must notify the other major credit-reporting agencies of the error so they can correct their information. If the credit-reporting agency does not find an error and you still believe your credit report is inaccurate, you can contact the creditor directly to try to straighten out the problem. You also have the right to explain your side of the story on the credit report if the issue still remains unsolved. You may write up to 100 words to explain the situation. The statement will appear on your credit report.

Ways to Create a Credit History

Some people prefer to pay cash for all their purchases. This option may be a good way to budget your finance, but it will not assist you in creating a positive credit history. If you have never taken out a loan or have never had a credit card, you may not have any credit history. This may become a big problem when you want to apply for a home mortgage because you do not have any credit history. You can create a credit report of your own by putting together your own personal credit history. This is called a non-traditional credit history. This is a way to show your lender that you have been responsible for paying your bills on time. You may use these suggestions when it is time to create your own credit report:

- Keep copies of your bills including rent, telephone, electric, insurance, cable, etc.
- Keep copies of cancelled checks that you used to pay your bills.
- Ask your property manager and utility providers to give you a letter stating that your payments have been made on time.
- Show your record of bills, payments, and letters to lenders to prove that you have been paying your bills on time. A record of two years would be ideal.
- You may consider asking your bank to give you a "secured" credit card. This card might be backed by your savings account. Be sure you understand the terms of this type of card because there may be fees involved. Be sure to use the card and make the payments.
- You may qualify for department store credit cards. The limit may start out small but will be raised after you show your ability to make the payments. Try to pay the balance each month; this will make a difference on your credit report.

Be aware that if you have a joint account with your spouse, any debt that results is your responsibility, even if you were not aware of the charges. Before getting a joint account, you may want to ask a non-profit credit-counseling agency for assistance.

Ways to Improve Credit: A Credit History

The following are steps you may take on your own to improve your credit:

Always pay your bills on time! This is the area that has one of the highest affects on your credit history. Even a day late can make a difference.

- After paying rent, utilities and car payments (including insurance, pay your loans next. Pay the loans before you spend on things like going out for dinner and movies. Recreation and leisure are important parts of life, but there are other ways to do these things without spending funds that are to be used for bills.

- Pay your total credit card bill(s) every month. If you cannot do this, cut up your cards or put them away and don't use them unless you have an emergency.

- Use your credit cards to establish good credit. Using the credit card and paying the balance each month shows that you can manage money well. Don't be afraid to use the card if you know that you can easily pay the balance. Just because you have a credit card doesn't mean you have good credit. If you do not like to use your credit cards, use it once a year for even a small purchase to keep the account active and your credit score in good standing.

- Before you use a credit card, ask yourself, "Do I really need this?"

- Charge less than the maximum amount available. Even if you can make the payments, creditors may think you have accumulated too much debt.

- Apply for only the credit you need. Every time you apply for credit, it appears on your credit report. Even if you do not accept the credit, lenders may feel you have a cash flow problem and then become hesitant of your application. Avoid applying for credit cards just for the fun of it, to receive a free gift, or just to discount a purchase.

- If you can wisely use a credit card, choose one that offers a low interest rate and has no or low annual fee. Cards from department stores usually charge a higher interest rate than one from a bank. Compare the rates and fees of any offer you receive. Don't pay an up-front fee. It is different from an annual fee and is often a scam.

- Try to pay more than the minimum amount due each month. When you pay only the minimum each month, you end up paying a lot in interest. For example: assume you use a credit card with an interest rate of 18 percent to purchase a sofa for $1000. You make a minimum payment of two percent (about $20). At that rate, it would take you about 90 months (or 7½ years) to pay off the couch, and you would pay about $800 in interest alone.

- Look for different ways to cut your everyday expenses. This will give you more money to pay off credit card balances and loan payments early. Be careful when you pay off loans early, however. Some repayment plans penalize you for paying too soon. Be sure to ask the lender first.

- Keep track of your bills and past due notices. Just because you haven't received a bill after a few months doesn't mean the bill does not exist. Sometimes hospitals and doctors, after a few months, stop sending out bills and turn them over to a collection agency. Along with unpaid student loans, these will always show up on a credit report. Check your credit report to see if you have any of these debts. If so, make arrangements to start paying on these before you apply for another loan.

Getting Help

If you are having problems paying your debts, call your creditors to discuss your options. Call them before you miss a payment. This may be a difficult step, but it is less embarrassing than receiving phone calls demanding payment.

If you owe money to any businesses, it may be time for expert help. **Consider going to a nonprofit credit-counseling organization. (**If **they ask you for money upfront, they are not a reputable company.)** The Consumer Credit and Budgeting Council is a government run agency and can be accessed online at www.cc-bc.com/government. These organizations can work with you and your creditors to set up a repayment plan. They will provide this service for no or little cost to you. Don't get these confused with credit-repair companies that offer to fix your credit history for a fee. It can't be done. To check a company's reputation, call the Better Business Bureau or the State Attorney General's Office.

Bankruptcy

If your loss of income has made your debt impossible to handle, as a last resort you may need to consider filing for personal bankruptcy. You don't have to be absolutely broke to file a petition; you may be coping with only one major debt and little hope of repayment. The purpose of bankruptcy must not be fraudulent.

While it is not necessary to have a lawyer file the petition, you may want to seek legal advice about the details of exemptions and method of filing which best fit your situation. Legal fees are often required in advance, so be organized with your facts and papers and request a half-hour consultation. The court filing fees must be paid in advance.

Alternative High-Cost Financial Services

Check Cashing Outlets: Charge high fees just to have a paycheck or government check cashed, sometimes 2-3 percent (that's a $10-$15 charge for a $500 check).

Check Deferral Services: Allow customers to get a cash advance on their paycheck. However, these short-term loans are very expensive. A $200 two-week advance may cost over $30.

Pawn Shops: Charge very high interest rates for loans based on the value of tangible assets such as jewelry or other valuable items.

Title Pawns: This is a very risky way to get a loan. They charge very high interest rates and you can lose your car if you do not repay.

CHAPTER 9

EDUCATION

Education and Marketable Skills

So you want to work? Who is going to hire you? What can you do that an employer will pay you for doing? The skills you possess that someone will pay you for are ***marketable skills***. Knowing how to frame a house is a marketable skill. Typing 50 words per minute and knowing Microsoft Word are examples of marketable skills. Programming a computer is a marketable skill.

However, going to school does not just teach you specific skills, such as how to program a computer or how to frame a house. Continuing your education will help you develop ***other marketable skills***. Basic abilities in problem solving, verbal skills, mathematical skills, as well as general scientific/ technical skills, management skills, critical thinking, medical knowledge, and human service skills are important in the job market.

Use the ***Georgia Careers*** publication by the Georgia Department of Economic Security to research high-paying jobs in fast growing areas of employment, the required skills needed, and the placement outlook. This publication is available in many libraries or on-line.

Apprenticeships, Practical Education On-the-Job

Many jobs, especially in the construction trades, offer apprenticeships. An apprentice works at the occupation he or she wants to learn. The apprentice learns along the way and receives pay increases with increasing skill. Getting into an apprenticeship can be competitive. You will start at less than half of the salary that the job will eventually pay, work full-time, and get paid to go to school. Typically it takes about five years to work up to full salary. There were over 3,000 new apprenticeships in 2000. There are over 8,000 apprentices working in Georgia today.

Apprenticeship training is available in selected trades at correctional facilities. Apprenticeship training does not guarantee job placement upon the offender's release. Hiring decisions and credit for on-the-job training remain the final decision of the employer and associated union, but training does improve the offender's opportunities and likelihood of finding employment in the trade.

Part-Time Student Options

After getting released from a correctional facility, most offenders need to focus upon getting them reestablished with employment so that they can support themselves. This does not mean that you cannot continue your education. It is possible to work a job and attend school part-time. Many schools offer evening and weekend programs, and these programs often qualify for financial aid. If your release requirements do not restrict Internet access, check out some of the excellent educational opportunities offered on the Internet.

Often, it is not easy being a part-time student. However, education is the key to a better life. It may take longer to reach your goals by attending school part-time, but it is well worth the rewards. Remember – **Knowledge is power.**

Acceptance & Enrollment

Each school may have different requirements for enrollment in their programs. As a rule, colleges and technical schools require a high school diploma or GED certificate. Schools may require testing such as an ACT or SAT, which will demonstrate your knowledge of a broad range of academic subjects.

1) Most schools require a non-refundable fee for processing your application.
2) You will need to supply a copy of your high school transcript or GED certificate. Write for what you need now if you don't have it with you.
3) Most schools will have you speak to an advisor to help set up your class schedule. You may need to take additional placement testing.
4) It is a requirement that students' immunizations be up-to-date.
5) You will need to make sure that you know when your classes will start.

You can research school offerings using the computer in your local library. If a school interests you, use the skills that you have learned to write and ask for an application form and college admission packet.

When your application form arrives, fill it out and send it back to the school you have chosen. You may need to visit the school for an interview once your application has been returned. Keep notebooks with the dates for any necessary school visits, class registration, visiting with guidance counselors, and the date classes start.

Financial Aid

Private schools cost more than public schools. Four-year colleges cost more than trade and technical schools.

Most people do not have the money to go to school without help from family, working full or part-time, getting loans, or being granted a scholarship.

When you receive a grant or a scholarship, an institution gives you money for your schooling. Usually the money is paid directly to the school. You do not have to pay anything back.

To get a scholarship or grant you need to do at least one of the following:

1. Demonstrate ability by getting high grades or by competing in a contest.
2. Demonstrate need by showing that you don't have the means to pay for schooling.
3. Show that you belong to a group for which grants and scholarships are available.

The best way to find out about scholarships and grants is to contact the **Financial Aid Office** at the school you want to attend.

To get a loan for your education you will also have to demonstrate need. Getting loans is not as competitive as getting a scholarship. After you graduate, you will have to pay back your loans and any applicable interest.

Focus on Financial Aid is available in the library transition resource center. This publication has extensive information on the kinds of financial aid available and how to get it.

TRIO, Educational Opportunity for Low-income and Disabled Americans can be reached online at hhtp://www.trioprograms.org/abouttrio.html.

FAFSA - Free Application for Federal Student Aid

The FAFSA Form is the first step to take to get financial aid for school. You can fill out one of these forms while still in prison. The library transition resource center has these forms.

Read the direction sheet which is titled *What is FAFSA?* on one side and *What Does Your School Want You to Know?* Make sure that you apply early. When you decide on a school, read their admissions forms to see if the school uses any different or additional forms for Financial Aid. After you fill out and mail the FAFSA form, you will receive a Student Aid Report (SAR) by mail. Check this for errors. Correct any mistakes in the SAR form and send corrections to the address indicated on the form.

The federal government considers your financial need for schooling to be the cost of attending school minus the **"expected family contribution."** In filling out this form you will be telling how much money you make and how much your family makes. If an individual and/or the individual's family have high incomes or a lot of money, he or she will be eligible for less financial aid.

Work Programs

- Many schools offer work/study programs where you work part-time and go to school part-time. In work/study programs you will continue to pay tuition and other expenses for your education. However, you will learn and get paid while working at your chosen occupation.

Loans

- Federal Subsidized Stafford Loan Program
- Federal Unsubsidized Stafford Loan
- Federal Direct Student Loans
- Federal Parent Loans for Undergraduate Students (PLUS)
- Student Educational Loan Fund (SELF)
- Federal Perkins Loan Program

Veterans of United States Military Service may be Eligible for:

- Veteran's Education Assistance Program
- Montgomery GI Bill
- Operation Desert Shield/Desert Storm Veteran's Programs
- National Guard Benefits
- Georgia Veterans' Dependents Assistance Programs
- Georgia Educational Assistance for War Orphans and Veterans

Private Funds

- Check with the financial aid office at the school you expect to attend

Hope Scholarship and Grants:

- When you pass the GED or graduate high school, you are automatically eligible for a HOPE grant for post-secondary continuing education.
- The HOPE scholarship eligibility is determined by your grade point average.

CHAPTER 10

INCARCERATED VETERANS PROGRAM

The Veterans Administration and the Department of Labor TOPPSTEP personnel along with various Veterans Service Organizations, Certified Service Officers, provide guidance and assistance to incarcerated and recently released veterans on:

- Filing a claim for VA compensation or pension benefits
- Resumption of previously awarded VA compensation or pension benefit
- Verifying eligibility for VA medical services
- Assist qualified Veterans with receiving VA contract housing
- Assist with joining the Compensated Work Therapy Program
- Assist Veterans with receiving HUD/VASH Housing
- And many other programs

By addressing the following questions an inmate or recently released veteran will have a better understanding of what they may or may not be eligible for. The list of questions below represents the most frequently asked questions that are of great concern to incarcerated and recently released veterans. By no means does this list represent the only questions that will be addressed by the TOPPSTEP Regional Coordinators, TOPPSTEP Representatives or Veterans Service Organizations, Certified Service Officers.

Q. Can A Veteran Receive VA Benefits While In Prison?
There are certain VA benefits that can be obtained while incarcerated. Some of the benefits that may be obtained are: GI Bill, home loan certificate and disability compensation. Contact your local Regional Office or VA Re-entry Specialist.

Q. Are You Eligible For VA Medical Care While Imprisoned?
An incarcerated Veteran is not able to receive health care from the Department of Veterans Affairs in any capacity, unless there is an established contract of agreement between the facility and the local VA Medical Center.

Q. Will Your Benefits Be Automatically Resumed When You Get Out Of Prison?
VA Benefits will not automatically resume upon release. The Veteran must submit release paperwork for disability or pension to be corrected to original amount prior to incarceration and that can be done with the assistance of a Georgia Department of Veteran's Service office, DAV, VBA, or any Veteran service organization. Requests for resumption of benefits must be made within 12 months of release from incarceration or the claim will be treated as a new claim.

Q. How Will Your Imprisonment Affect The Payment Of: *VA Disability Compensation?*
Compensation is reduced 60 days after a Veteran has been found guilty of a felony. If the Veteran is receiving 20% to 100% service connected disability compensation, it is reduced to the 10% level. If the Veteran was receiving 10% service connected disability

compensation, it is reduced to half the amount payable at the 10% level. If a Veteran receives full amount of their disability past 60 days after conviction, they have a balance they must repay the VA before they will receive their compensation. Re-payment arrangements may be arranged by veteran and/or advocate.

VA Disability Pension
Pension will be ceased 60 days past conviction of a felony. It is the responsibility of the Veteran to inform the Regional Office in Atlanta of a conviction.

Q. Can Your Spouse, Children Or Dependent Parent(s) Receive Any Of The Money Not Paid To You Because Of Imprisonment?
The dependents of a Veteran receiving more than 10% compensation prior to incarceration can file for apportionment. Each dependent will receive a separate compensation based on the Veteran's original rating. The guardian of underage dependents must apply through the VA for this compensation; the Veteran cannot apply on behalf of the dependents. Dependents over **18 can apply for themselves.**

Q. What is a DD-214? Why do veterans need one and how can they get one?
A DD-214 is a report of transfer or discharge which contains information about a service person's military service. Information that may be retrieved is the character of service, rank at discharge, statement of time served and much more. Based on character of service, eligibility of specific VA benefits may be established. A replacement DD-214 can be ordered from the National Personnel Records Center either by a counselor at the prison, doing it online, or by the paper method. The paper method requires an SF-180 to be completed and sent to the National Personnel Records Center. Counselors at the prison can go on-line to: http://www.archives.gov/veterans/military-service-records/ to access the SF-180.

Reentry for Veterans
The Healthcare for Re-Entry Veterans Program (HCRV) offers outreach, referrals and short term case management assistance for incarcerated veterans who may be at risk for homelessness upon their release.
Service Connected Disabled Incarcerated Veterans should apply to have their disability payments returned to normal levels either upon being transferred to a Transitional Center or released from incarceration. They need to do this in writing to the Regional VA office or asking for assistance at a Georgia Department of Veterans Service office to complete the necessary paperwork.
Veterans should be encouraged to register at their local VA Medical Center or Clinic for possible help with medical care or prescriptions for medication. Most VA facilities have Patient Advocates who can provide guidance on VA services and benefits.

VA Medical
Eligible Veterans can receive full medical care at no cost to the Veteran. The VA will provide any medical care needed without the injury, illness or diagnosis having to be related to military services.

Education Benefits for Incarcerated Veterans
Benefits for Veterans who are incarcerated and are eligible for education benefits are no different from education benefits to Veterans who are not incarcerated. The veteran must meet the same criteria and it may prove beneficial if he/she could get a counselor to check Educational Information available on www.va.gov the Veteran Affairs website.

Transitional Housing Program
The Department of Veterans Affairs offers transitional housing usually at no cost to eligible Veterans, certain class of transitional housing programs may charge the Veteran a fee upon securing employment. The transitional housing programs provide Veterans with a safe and therapeutic environment to Veterans that do not have any housing upon their release.

Compensated Work Therapy Program (CWT)
The Department of Veterans Affairs offer a program that allows Veterans to gain the work skills needed to obtain and maintain permanent employment. The eligible Veterans are compensated while enrolled into this program. The program allows Veterans the opportunity to seek gainful employment with the assistance of the Department of Labor TOPPSTEP personnel.

Housing and Urban Development Program/Veterans Affairs Supportive Housing (HUD/VASH)
The Department of Veterans Affairs and HUD have partnered to provide Veterans with low income housing (section 8) upon their release. Eligible Veterans will not have to go through a background check. This program provides permanent housing for Veterans and their eligible dependents.

Georgia Department of Labor: Employment Services
In addition to the TOPPSTEP Representative in each of the 53 Georgia Department of Labor Career Centers serving the State of Georgia, there are other highly trained individuals who are capable of providing assistance to formerly incarcerated veterans.

These individuals include the **Local Veteran Employment Representatives (LVERs) and** the **Disabled Veteran Outreach Program Specialists (DVOPs)** who are trained and ready to assist veterans with their employment and training needs as well as to ensure the application of preference and priority services to veterans as prescribed by federal, state, and local laws.

Employment assistance includes:
Career assessment and guidance
Case management
Direct referrals to job openings
Job developments with potential employers
Labor market information
Job search assistance workshops
Referral to training and/or supportive services

Resources for changing careers or transitioning from the military to civilian employment
Résumé and cover letter assistance
Information on veteran employment rights and preferences

To be eligible for benefits and/or services under this program, an individual must be:

An "Eligible Veteran" who:
Served on active duty for a period of time of more than 180 consecutive days; or
Served, under orders, on active duty for any time, as a member of reserve component during a period of war, or in a campaign or expedition for which a campaign badge was authorized.
AND
Was discharged or released from service with other than a dishonorable discharge; or
Was discharged or released from active duty because of a service-connected disability.
OR

An "Eligible Person" is the spouse of any person who:

Died of a service connected disability; or
For more than 90 days, has been listed as:
Missing in action;
OR
Captured in the line of duty; or
Forcibly detained by a foreign government or power
Has a permanent and total service-connected disability; or
Died while a permanent and total service-connected disability was in existence

Veteran Administration:
For assistance in obtain VA transitional housing, Compensated Work Therapy Program, VA Medical, Section 8 housing for Veterans with felonies and their families, substance abuse or any other VA services contact the below listed VA employees.

Contacts:
Varanese Cousan, VA Re-Entry Specialist, 2675 North Martin Street, Bldg 700, Suite A East Point, GA 30344, (404) 321-6111 ext 3290

Harell Jamison, VA Re-Entry Specialist, WJB Dorn VA Medical Center, 6439 Garner's Ferry Rd. (MC-116-D), Columbia SC 29209 (803)776-4000 ext. 5818

Marguerita High, VA Re-Entry Specialist, (334) 558-8505

Incarcerated Veterans Websites
U.S. Department of Veteran Affairs: www.va.gov
Georgia Department of Veteran Service: http://sdvs.georgia.gov/portal/site/SDVS/
National Coalition for Homeless Veterans: www.nchv.org
Veterans of Foreign Wars: www.vfw.org
Disabled American Veterans: www.dav.org
The American Legion: www.legion.org
The Military Order of the Purple Heart: www.purpleheart.org
Paralyzed Veterans of America: www.pva.org
Iraq and Afghanistan Veterans of America: http://iava.org

CHAPTER 11

SELECTIVE SERVICE

What is Selective Service Registration?

Registration is the process of providing the Selective Service System with personal information, such as name, address, date of birth, Social Security Account Number and other related information. It is a civic and legal responsibility. Even though, no one is currently being drafted, men are required to register with Selective Service as soon as they reach age 18.

*Registering with Selective Service **does not** mean that you are joining the military.*

Registration provides our country with a means to develop and maintain an accurate list of names and addresses of men who might be called upon if a return to the draft is authorized.

Failure to register or otherwise comply with the Military Selective Service Act is upon conviction, punishable by a fine of up to $250,000, imprisonment for up to five years, or both. In addition, federal and certain state laws require registration as a prerequisite for obtaining student financial aid, job training, government employment, and U.S. naturalization.

Who Must Register?

With few exceptions, all male United States citizens and male aliens residing in the United States and its territories must register within 30 days of their 18th birthday.

How Do You Register?

There are several ways a young man can register with the Selective Service System:

Registration On-Line

Young men can now register with Selective Service using the Internet. With access to the Internet, any young man can register by clicking on the "Register On-line Now" icon at the Selective Service web site (www.sss.gov). He then enters in some basic information and within seconds, he'll receive his Selective Service Number. Within about two weeks, he will receive a Registration Acknowledgment Card in the mail.

Verification On-Line

Since Selective Service registration is required for student financial aid, job training, or government employment, officials administering these programs can now verify a young man's registration by simply clicking on the "Check a Registration" icon at Selective Service home page (www.sss.gov).

The U.S. Post Office

You can visit the nearest U.S. Post Office, pick up a Registration Form, SSS Form 1M (UPO), complete and sign it, and mail it.

Registration forms should be on the counter in the post office. If they are not, ask a postal clerk for a Selective Service Registration Form, SSS Form 1M (UPO). You are responsible for placing a stamp on the completed registration form and mail it.

You should receive a Registration Acknowledgment Card from Selective Service within 90 days

What Are The Benefits?

Federal and many state laws require registration-age men to be registered with Selective Service to remain eligible for applying for the following benefits: student financial aid, government employment, employment with the U.S. Postal Service, job training, and U.S. citizenship for male immigrants.

Your counselor can help you register during your time in prison. Talk to them about getting this completed.

CHAPTER 12

Applying for Social Security Benefits

SSI/SSDI Application Strategies

The following information will be helpful when completing an application for disability benefits:

Relationships are vital to expediting the Social Security application process. You must keep in contact with SSA, DAS, medical records departments and treatment providers.

Active assistance will increase access to Social Security disability benefits for mental health consumers from the current 20% approval rate on passive applications to a 70% approval rate in 90 days using these SAMHSA Best Practice strategies. Understanding the disability determination process will ensure that all of the necessary documentation is submitted to support a complete and quality application. Below you will find a step-by-step best practice guide for active assistance with SSI/SSDI applications.

Initial Interview and Basic Forms

1. Gather information about physical and mental impairments and all treatment providers (past and present).
2. Complete SSA Authorizations (SSA-827) and Agency Authorizations
3. Complete **Appointment of Representative Form** (SSA-1696). Always apply as the claimant's Representative. (This is not the same as a Representative Payee). You will be able to:

    - Receive and file paperwork on the applicant's behalf.
    - Communicate with the SSA Claims Representative in the field office and Disability Adjudicator to monitor the process.
    - Ensure that records have been received, what information is included in a record, and whether it meets the adjudicator's needs.
    - Collect observations from individuals who can provide letters and other documents describing the claimant's daily functioning.
    - File a letter summarizing all of the evidence presented in the applicant's case.

Establish SSA Protective Filing Date

1. Call SSA at 1-800-772-1213 for an appointment at the local field office or begin the SSDI application online at www.ssa.gov

2. Remember, the SSI (form SSA-8000) application is NOT available on-line and should be completed using the paper copy. Once completed, submit the paper copy of the application to the social security field office via mail or drop-off.

Send Medical Record Requests

1. Send request letter, list of medical information, Agency and SSA authorizations to each provider.
2. Follow-up to ensure receipt of request and timely response.
3. Fax received records to the Disability Adjudication Services with the provider specific bar-coded cover sheet (you can get these from the adjudicator- see below)

Meet with consumer to complete SSA Forms

1. Disability Report (SSA-3368): Include information on **all impairments, both physical and mental**. Someone may be approved on a combination of illnesses.
2. Function Report (SSA-3373)
3. Work History Report (SSA-3369)
4. Claimants with **substance abuse disorders** must prove that the addiction is not material to their disability. They must show that they would still be unable to work if they were clean and sober. They DO NOT need to be substance-free to apply.

Complete SOAR Assessments

http://www.prainc.com/SOAR/training/worksheets.asp

1. SOAR General Assessment (Psycho-social assessment)
2. Functional Assessment
3. Substance Abuse Worksheet (as needed)

Contact Disability Adjudication Services (DAS) and check on transfer and status

1. Call Case Control at DAS to find out name of the adjudicator: 1-800-282-7485 x2100
2. **Homeless Unit Supervisor**
3. Call adjudicator and discuss medical records received and needed
4. Request Bar-Coded Cover Sheet for electronic/fax submission of records

Write Medical Summary Report (MSR)

Create medical evidence by developing a **Medical Summary Report**, which to be considered medical evidence, must be reviewed and signed by a physician. Write a letter that summarizes the claimant's medical history. Include the claimant's Personal History, Medical/Psychiatric History, and Functional Information. Describe the claimant's daily living skills so that DAS will have a full picture of what is keeping this person from being able to work. Samples are available: http://prainc.com/SOAR/tools/pdfs/MedicalSummarySample.pdf

1. Attend appointment with consumer to see their treating psychiatrist
2. Ask treating psychiatrist to co-sign MSR
3. Submit signed MSR to DAS (Submit even if you are unable to obtain a signature.)

Attend Consultative Exam (If necessary)

1. Bring copy of Medical Summary Report to CE as background information
2. Answer questions for the examiner if needed
3. Follow-up to ensure that records are sent

Pre-Release Procedures
An institution (hospital, nursing home, jail, prison) should follow the SSA Pre Release Procedures located at http://www.socialsecurity.gov/ssi/spotlights/spot-pre-release.htm SSI/SSDI applications can be started up to **3 months prior to discharge**.

Stepping Stones to Recovery Manual
Additional SOAR techniques can be found in the case manager's manual: *Stepping Stones to Recovery*. A PDF version of the manual can be accessed online at the following address: http://www.prainc.com/SOAR/training/manual/SteppingStonesMan.pdf

The Disability Adjudication Service: Sequential Evaluation

Once an SSI/SSDI application is filed with the Social Security Administration (SSA), the case is transferred to the Disability Adjudication Service (DAS) for the medical determination. The DAS will request medical records from sources provided by the applicant; order exams if necessary and request function and work history reports to determine whether someone is considered disabled according to the Social Security guidelines. DAS makes their decision using a 5 step **sequential evaluation**:

Determining our eligibility for Social Security Benefits

1. Have you received Social Security benefits as an adult before you became incarcerated?
2. Are you working now? If so do you make more than $1000 per month?
3. Do you have a mental health and/or physical health illness or condition that has lasted for more than 12 months or could result in death?
4. Have you been seen by a doctor and do you (or a medical facility) have medical records that documents that you have this illness or condition?
5. Can you physically and mentally do the same type of work that you used to do?
6. Can you physically and mentally do any other kind of work?

Be mindful that social security does not consider the fact that you can't find a job. They only consider if you can do a job.

If you believe that you have a physical health mental health impairment that would prevent you from working, please contact your local social security office to begin your application.

Step 1	Is the applicant earning **Substantial Gainful Activity** (SGA)? ($1000/month in 2011)
Step 2	Does the applicant have a **severe impairment**?
Step 3	Does the applicant **meet or equal a "listing"**?
Step 4	Can the applicant return to **past work**?
Step 5	Can the applicant perform **other work**?

The Listings refer to the book titled *Disability Evaluation under Social Security*. This book, available only online, provides a listing of disorders relating to disability (physical and mental) along with the criteria for determining disability. For mental impairments, the listing provides information on diagnosis, symptoms, and functioning. **If an individual meets the criteria in a listing as documented in their medical records and functional reports, he/she will be found disabled under Social Security.**

The complete listings are online at
http://www.ssa.gov/disability/professionals/bluebook/

Please see a sample listing below:

<table>
<tr><td colspan="2">12.03 Schizophrenic, paranoid and other psychotic disorders: Characterized by the onset of psychotic features with deterioration from a previous level of functioning.</td></tr>
<tr><td colspan="2">The required level of severity for these disorders are met when the requirements in both A and B are satisfied, or when the requirements in C are satisfied.</td></tr>
<tr><td>A</td><td>B</td></tr>
<tr><td>Medically documented persistence, either continuous or intermittent, of one or more of the following:
1. Delusions or hallucinations; or
2. Catatonic or other grossly disorganized behavior; or
3. Incoherence, loosening of associations, illogical thinking, or poverty of content of speech if associated with one of the following: a. Blunt affect; or b. Flat affect; or c. Inappropriate affect;
4. Emotional withdrawal and/or isolation;</td><td>Resulting in at least two of the following:
1. Marked restriction of activities of daily living; or
2. Marked difficulties in maintaining social functioning; or
3. Marked difficulties in maintaining concentration, persistence, or pace; or
4. Repeated episodes of decompensation, each of extended duration;</td></tr>
<tr><td colspan="2">C</td></tr>
<tr><td colspan="2">Medically documented history of a chronic schizophrenic, paranoid, or other psychotic disorder of at least 2 years duration that has caused more than a minimal limitation of ability to do basic work activities, with symptoms or signs currently attenuated by medication or psychosocial support, and one of the following:
1. Repeated episodes of decompensation, each of extended duration; or
2. A residual disease process that has resulted in such marginal adjustment that even a minimal increase in mental demands or change in the environment would be predicted to cause the individual to decompensate; or
3. Current history of 1 or more years' inability to function outside a highly supportive living arrangement, with an indication of continued need for such an arrangement.</td></tr>
</table>

Functional Information

It is important to include with every application, comprehensive, detailed functional descriptions. These descriptions make the link between the diagnosis and what it is keeping the person from being able to work. Below you will find samples of effective functional descriptions for 3 of the 4 functional areas that DAS looks at when determining disability.

I	Marked Restrictions of Activities of Daily Living
II	Marked Difficulties in Maintaining Social Functioning
III	Marked Difficulties in Maintaining Concentration, Persistence and Pace
IV	Repeated Episodes of Decompensation

SAMPLE: Activities of Daily Living
Ms. Jones says that she is so depressed each morning that she is unable to get out of bed until around noon. Although she used to care a great deal about her appearance, her feelings of hopelessness result in her washing only two or three times a week. Her energy for housework is also extremely low despite her past history of being fastidious in the upkeep of her home. The room that she rents is cluttered with old newspapers, leftover food, dirty clothes, and soiled towels. She shops rarely partly because she has so little funds but also because she has no appetite. Her severe depression continuously affects her ability to take care of herself adequately despite her attending treatment.

SAMPLE: Social Functioning
Ms. Waves finds that her mood swings are so unpredictable and severe that she never can predict how she will feel. When she is manic, no one can follow her conversation as her speech and thoughts race so quickly. She quickly becomes irritable with anyone she interacts with and often winds up losing her temper, getting into shouting matches with other people. When she is depressed, all she wants to do is stay by herself and do nothing. She finds that such changes can happen within a day's time, leaving her feeling terribly confused and out-of-control.

SAMPLE: Concentration, Persistence and Pace
Mr. Brown worked all his life as a foreman in a steel factory. He took pride in his ability to remember and monitor many aspects of the detailed operation. Since he's been dealing with what he describes as "a severe clinical depression" for the past two years, Mr. Brown finds that he has trouble thinking about even simple details and accomplishes very little. This contributes to a worsening of his depression, as he feels so worthless and helpless. He tries to assist in preparing meals at the transitional program where he lives. However, he finds that even the simplest instructions for preparing an item leave him befuddles and confused. He has to ask several times for the instructions to be repeated and sometimes needs hands-on instructions, something quite different from his past.

CHAPTER 13

HEALTH & LIFE SKILLS

Substance Abuse:

Each of the Substance Abuse Treatment Programs has been designed and is monitored by the Risk Reduction Services of the Georgia Department of Corrections. The mission of these programs is to provide services to offenders who have been identified as high risk and in need of substance abuse treatment. All substance abuse programs are cognitive-behavioral in design and are based on the "What Works" literature. Each program adheres to the National Institute on Drug Abuse "Principles of Drug Addiction Treatment." Programs have been developed to address the needs of the individual. Special attention has been given to create a "seamless system" of services and a continuum of care culminating in our aftercare services known as Substance Abuse Aftercare Services (SAAS). Substance Abuse Programs are offered in several settings including Day Reporting Centers, Detention Centers, Diversion Centers, Pre Release Centers, Prisons, Probation Offices, Residential Substance Abuse Treatment Centers, and Transitional Centers.

Community Aftercare for Substance Abuse:

Even if you have no supervision following release, if you or a family member has a substance abuse problem, it is essential that you seek aftercare to assist you in dealing with this potential problem. Below is a list of phone numbers that are provided to assist you with Substance Abuse Aftercare.

Georgia Crisis and Access Line

Access the link below or call **800-715-4225** to reach **Georgia's Crisis and Access Line for Mental Health, Substance abuse and Developmental Disability** services in the community. Representatives will be able to assist you in referring and scheduling an individual for services in the community. Such services include both inpatient and outpatient treatment services and many of the providers to whom they refer are what many people know as the "Community Service Boards" http://www.mygcal.com/

Substance Abuse Information Phone Numbers

National Drug Information Treatment and Referral Hotline: 1-800-662-HELP

Alcoholic Anonymous World Services, Inc.: 212-870-3400 http://www.aa.org

Narcotics Anonymous World Services, Inc.: 818-773-9999 http://www.na.org

(See appendix for additional further resources)

The Four Tenets of Fitness:

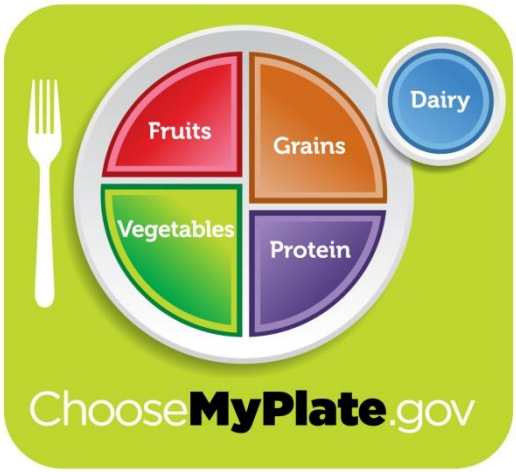
1. **Exercise (Before starting an exercise routine, please consult your medical doctor)**
    - Relaxes muscles where tension has accumulated
    - Improves health and endurance
    - Clears minds
    - Improves self-image and posture
    - Builds resistance to fatigue
    - Positively channel stress. Stress leads to hypertension and cancer
2. **Eating Nutritious and healthy meals**
    - Eat a variety of healthy and nutritious foods daily from each food group
    - Maintain a healthy weight for your body height
    - Drink plenty of water- more in the summer than in the winter
    - Select a diet low in saturated fat, and cholesterol. Learn to read and understand food labels
    - Choose a diet with plenty of vegetables, fruits, and whole grain products
    - Consume salt and sugar in moderation
3. **Relaxation**
    - Decreases wear and tear on your body. Learn to relax and mediate.
    - Increases self-control and ability to handle stressful situations (ACT instead of REACT).
    - Helps control muscle tension by recognizing the difference between tense and relaxed.
4. **Emotional Fitness**
    - Stress will affect you—make it a wise choice to think positive and learn to relax.
    - Be responsible for your own self-talk, emotions and outcomes. Everything we do, everything we say, is the result of our thinking. Think positive!
    - Negative thinking is a heavy burden—it literally bends the body and drains energy every bit as much as carrying a heavy weight.

Diet

This illustration shows the food groups necessary for good nutrition and a healthy body weight.

Eat the right amount of calories for you: Everyone has a personal calorie limit. Staying within yours can help you get to or maintain a healthy weight. People who are successful at managing their weight have found ways to keep track of how much they eat in a day, even if they don't count every calorie. **Write down what you eat to keep track of how much you eat.**

- Enjoy your food, but eat less.
- Cook more often at home, where you are in control of what's in your food.
- When eating out, choose lower calorie menu options.



Build a healthy plate

Before you eat, think about what goes on your plate or in your cup or bowl. Foods like vegetables, fruits, whole grains, low-fat dairy products, and lean protein foods contain the nutrients you need without too many calories. Try some of these options.

Make half your plate fruits and vegetables.

Switch to skim or 1% milk.

Make at least half your grains whole.

Vary your protein food choices.

www.choosemyplate.gov

Vegetables	Fruits	Grains	Dairy	Protein Foods
Eat more red, orange, and dark-green veggies like tomatoes, sweet potatoes, and broccoli in main dishes. Add beans or peas to salads (kidney or chickpeas), soups (split peas or lentils), and side dishes (pinto or baked beans), or serve as a main dish.	Use fruits as snacks, salads, and desserts. At breakfast, top your cereal with bananas or strawberries; add blueberries to pancakes. Buy fruits that are dried, frozen, and canned (in water or 100% juice), as well as fresh fruits. Select 100% fruit juice when	Substitute whole-grain choices for refined-grain breads, bagels, rolls, breakfast cereals, crackers, rice, and pasta. Check the ingredients list on product labels for the words “whole” or “whole grain” before the grain ingredient name. Choose products that name a	Choose skim (fat-free) or 1% (low-fat) milk. They have the same amount of calcium and other essential nutrients as whole milk, but less fat and calories. Top fruit salads and baked potatoes with low-fat yogurt. If you are lactose intolerant, try	Eat a variety of foods from the protein food group each week, such as seafood, beans and peas, and nuts as well as lean meats, poultry, and eggs. Twice a week, make seafood the protein on your plate. Choose lean meats and ground beef that are at least 90% lean. Trim or drain fat from

Fresh, frozen, and canned vegetables all count. Choose “reduced sodium” or “no-salt-added” canned veggies.	choosing juices.	whole grain first on the ingredi-ents list.	lactose-free milk or fortified soymilk (soy beverage).	meat and remove skin from poultry to cut fat and calories.
For a 2,000-calorie daily food plan, you need the amounts below from each food group. To find amounts personalized for you, go to Choose**MyPlate**.gov.				
Eat 2½ cups every day What counts as a cup? 1 cup of raw or cooked vegetables or vegetable juice; 2 cups of leafy salad greens	**Eat 2 cups every day** What counts as a cup? 1 cup of raw or cooked fruit or 100% fruit juice; ½ cup dried fruit	**Eat 6 ounces every day** What counts as an ounce? 1 slice of bread; ½ cup of cooked rice, cereal, or pasta; 1 ounce of ready-to-eat cereal	**Get 3 cups every day** What counts as a cup? 1 cup of milk, yogurt, or fortified soymilk; 1½ ounces natural or 2 ounces processed cheese	**Eat 5½ ounces every day** What counts as an ounce? 1 ounce of lean meat, poultry, or fish; 1 egg; 1 Tbsp peanut butter; ½ ounce nuts or seeds; ¼ cup beans or peas

Exercise

What is Physical Activity?

Physical activity simply means movement of the body that uses energy. Walking, gardening, briskly pushing a baby stroller, climbing the stairs, playing soccer, or dancing the night away are all good examples of being active. For health benefits, physical activity should be moderate or vigorous intensity.

You can choose moderate or vigorous intensity activities, or a mix of both each week. Activities can be considered vigorous, moderate, or light in intensity. This depends on the extent to which they make you breathe harder and your heart beat faster.

Only moderate and vigorous intensity activities count toward meeting your physical activity needs. With vigorous activities, you get similar health benefits in half the time it takes you with moderate ones. You can replace some or all of your moderate activity with vigorous activity. Although you are moving, light intensity activities do not increase your heart rate, so you should not count these towards meeting the physical activity recommendations. These activities include walking at a casual pace, such as while grocery shopping, and doing light household chores.

Adults (18 to 64 years) should do at least 2 hours and 30 minutes each week of aerobic physical activity at a moderate level OR 1 hour and 15 minutes each week of aerobic physical activity at a vigorous level. Being active 5 or more hours each week can provide even more health benefits. Spreading aerobic activity out over at least 3 days a week is best. Also, each activity should be done for at least 10 minutes at a time. Adults should also do strengthening activities, like push-ups, sit-ups and lifting weights, at least 2 days a week.

Benefits of exercise:

1. Exercise promotes better sleep.
2. Exercise fights chronic illness.
3. Exercise helps you manage your weight.
4. Exercise improves your mind.
5. Exercise boosts your energy level.
6. Exercise is a fun activity to enjoy with your family and friends.

Remember: You can reduce symptoms such as diabetes and heart disease by eating healthy and maintaining a normal body weight for your height.

Dental Health

Remember to follow these tips to maintain a healthy smile:

1. Brush your teeth carefully at least twice every 24 hours. Ideally, you should brush after every meal. At the very least, brush once a day and always before you go to bed.
2. Floss your teeth daily. Flossing cleans those areas your toothbrush cannot reach.
3. Eat a well-balanced meal. Drink plenty of water. Liquids such as coffee and red wine stain the color of your teeth.
4. Do not smoke or chew tobacco! It promotes serious dental problems such as gum disease and oral cancer. This is an expensive habit that is also causing health problems.
5. Check your gums regularly for signs of disease – red, puffy gum or gum that bleed even slightly when you brush or floss. Notify your dentist if any of these signs occur.
6. If you wear full or partial dentures, clean your dentures daily. Be sure to remove stains and plaque that may build up and irritate your gums. Also remember to take your dentures out when you sleep to help your gum tissue stay healthy.
7. Use mouth wash daily to prevent bad breath (halitosis).
8. See your dentist regularly for checkups and professional cleanings.

A beautiful smile begins with healthy teeth and gums.

See Appendix H

Life-Long Health Concerns

Here are some things to do to reduce your risk of disease:

- Quit smoking or chewing tobacco. This is an expensive habit.
- Check your cholesterol. Treat, if it is high. Treating high blood pressure (Hypertension helps prevent heart problems, diabetes and strokes). Follow your doctor's advice on a diet and/or medication.
- Be physically active. A regular exercise program reduces your risk of a heart attack by 35 to 55%. Try to get at least 20-30 minutes of moderate physical activity daily.
- Maintain a healthy weight for your height. Being overweight increases your risk of developing diabetes, hypertension, and high cholesterol, which in turn increases your risk of heart disease and stroke.
- Practice moderate or no consumption of alcohol.
- Get 8 hours of sleep every night.

Get yearly medical examination. Keep all doctors' appointment. (See Appendix H for a health department in your county. Visit http://needymeds.com for free health clinic for underinsured and uninsured patients). This website will also give information on low cost medications.

Avoidance of Automobile Accidents

The most important auto accident factors are age, intoxication, and wearing a seat belt. Age is an important factor because older drivers tend to drive more responsibly than younger drivers. They use better judgment to avoid accidents. Drive carefully, use your seat belt, and do not drink and drive.

Immunizations

If you have questions or concerns about immunizations once you are released, please contact your health care provider or city or county health department. You may also dial 211 to obtain assistance.

- All adults require tetanus and diphtheria immunizations at 10-year intervals.
- All adults aged 65 or older, as well as anyone aged 2-64 who have diabetes or chronic heart, lung, liver or kidney disorders, need protection against pneumococcal disease. Normally only one immunization is

needed, which is good for life. Consult with your health care provider or city or county health department. (Appendix H)

- Influenza vaccination is recommended for older adults, pregnant women, and persons with chronic diseases. This vaccine is given yearly, due to new strains of the virus not covered by previous vaccines.

- Hepatitis B vaccine is recommended for adults in certain high-risk groups.

Depression

Feeling "down" from time to time is normal. Feeling "down" all of the time is not. You can become depressed because of things that happen in your life, such as loss of a loved one, losing your job, or losing your freedom when sent to prison. For some people, not accomplishing life goals can lead to depression. Physical illness can also lead to depression. Some types of depression run in families as well. Depression affects people of all ages, races, and social classes. For some, it will be a one-time event and for others it may recur. Some 19 million Americans suffer from it each year. It is a treatable disease and not something to be shame of. Some symptoms of depression are:

- Persistent sadness, anxious, or "empty" mood

- Feelings of hopelessness, pessimism

- Feelings of guilt, worthlessness, helplessness

- Loss of interest or pleasure in hobbies and activities that were once enjoyed, including sex

- Decreased energy, fatigue, being "slowed down"

- Difficulty concentrating, remembering, making decisions

- Insomnia, early-morning awakening, or oversleeping

- Appetite and/or weight loss or overeating and weight gain

- Thoughts of harming self or others

- Restlessness; irritability

- Persistent physical symptoms that do not respond to treatment, such as headaches, digestive disorders, and chronic pain

If you have a few or many of the above symptoms that last for days at a time, you need to be treated. Depression is normally a treatable illness—medications, counseling, and life style changes can all help to relieve symptoms.

Depression is made worse by using alcohol and/or non-prescription drugs. Sometimes people consider harming themselves because they see no other way out of their situation; however, it is very important to seek help from a medical doctor, psychologist, psychiatrist, clinic, or anyone skilled in dealing with depression.

If you need help to find mental health resources, dial 211 to reach.

If you are afraid you may harm yourself or others, dial 911 immediately.

Advantage Behavioral Health System assists the mentally ill with medication. Please contact at (800) 715-4225 or http://www.advantagebhs.org/.

You may also contact National Suicide Prevention Lifeline at 1-800-273-TALK where you will be able to speak with trained counselors whom you can speak with regarding your concerns.

Sexually-Transmitted Diseases (STDs)

Of the top ten most frequently reported diseases in 1995 in the United States, five are sexually transmitted diseases (STDs). The term STD is not specific for any one disease but represents more than 25 infectious organisms spread through sexual activity and the dozens of disease symptoms they cause.

STDs are almost always spread from person to person by sexual contact. Some STDs such as Hepatitis B and C virus infections and HIV infections are also spread by blood-to-blood contact, particularly among intravenous drug users through contaminated needles, etc. In addition, pregnant women with infections may pass their infections to infants before birth, during birth, or through breast-feeding.

If you:

- Are afraid you might have a sexually transmitted disease
- Have questions about tests or treatments
- Need to find a doctor or clinic

Call the American Social Health Association: Sexually Transmitted Disease Hotline at **1-800-227-8922**. Trained health professionals are available to answer your questions and provide referrals 24 hours a day, seven days a week. All calls are private, personal, and confidential.

Human Immunodeficiency Virus (HIV) & Acquired Immunodeficiency Syndrome (AIDS)

The only way to determine for sure whether you are infected is to be tested for HIV. You cannot rely on symptoms to know whether you are infected. AIDS is caused by infection with a virus called HIV. As with HIV, you cannot rely on symptoms alone to diagnose AIDS. A medical doctor makes the diagnosis based on certain clinical criteria.

If you test positive for HIV, the sooner you take steps to protect your health the better. Early medical treatment and a healthy life-style can help you stay well. Early medical care can delay the onset of AIDS and prevent some life-threatening conditions. HIV can weaken the immune system to the point that it has difficulty fighting off certain infections. Your immune system can be weakened by: smoking cigarettes, drinking alcohol, and using illegal drugs.

AIDS National HOTLINE (1-800-CDC-INFO) or 1-800-232-4636

Georgia AIDS Drug Assistance Program (ADAP) - (404) 657-3127. This agency provides HIV/AIDS medications to low-income individuals living with HIV disease who are uninsured/ underinsured.

AID ATLANTA is a non-profit organization providing education, free testing, and support for those who are living with HIV and AIDS. General information 404-870-7700, testing information 800-551-2728 or visit website at www.aidatlanta.org.

Breast &Cervical Cancer Program (BCCP) provides breast and cervical cancer early detection program for low-income and uninsured women in Georgia and the phone numbers are (404) 657-3156 and (404) 657-6611.

Cancer State Aid (CSA) provides treatment to uninsured and underinsured low-income cancer patients and the number is (404) 463-5111.

Georgia Department of Correction Pre-Release Planning Program (PRPP)

The Pre-Release Planning Program (PRPP) is a program designed to help inmates with major medical issues related to infectious disease (HIV, Hepatitis, Tuberculosis and Sexually Transmitted Infections) identify what your needs will be after you release. This could consist with helping locate a community medical provider, making doctor appointments, locating emergency or transitional housing, getting connected with a community case manager, applying for disability benefits and other community assistance. In particular, the Pre-Release Planning Program assists with discharge planning for inmates that will be releasing from the state prison system. Inmates are typically seen when they are anywhere from three month to 12 month away from possible release. Assistance is given with medical appointments, connections with AIDS and Community Based Service Organizations, housing opportunities (HOPWA), Social Security, Mental health, Food Stamps, Clothing, substance abuse programs and much more. Discharge planning is conducted through needs assessment interviews and connecting them with community service providers based on their needs and the area in which they are planning to return.

Attached in Appendix (I) is a list of community healthcare providers in the way of Ryan White Funded Medical Clinics for people with HIV.

Stress Reducers

- Procrastination is stressful. Don't put off until tomorrow what you can do today.
- Don't put up with things that don't work; get them fixed or throw them away!
- Don't rely on memory; make lists, write down appointments, keep a calendar.
- Surround yourself with positive people! When possible, join a support group.
- Don't just put it down – put it away!
- If broken and can't be fix, throw it away!
- Become more flexible with your schedule; laugh at yourself!
- Be prepared to wait; take reading material and read the time away. Please read this book while waiting on line.
- Accentuate the positive – use positive self-talk! Learn how to meditate.
- Do one thing at a time. Plan and prioritize. Work first on the most important things on your list.
- Simplify. Simplify. Simplify.
- Forget about counting to 10. Count to 1000!
- Take care of today the best that you can, and the yesterdays and tomorrows will take care of themselves.
- Forgive. Forgive. Forgive.
- Do not turn wants into needs. Our basic needs are food, shelter and clothing. Everything else is a want. Don't get attached to wants. They can ruin you emotionally and financially if you don't control those urges.
- Get up 15 minutes earlier in the morning. The inevitable morning mishaps will be less stressful.
- Try to get 8 hours of continuous sleep daily.
- Eat nutritious and healthy meals from each food group daily. Exercise daily.
- Learn something new. Find an activity that you believe in and will support. Then volunteer when and where you can.
- Relax daily and take time to do something you enjoy.
- Moderation – make one change at a time. Many changes at one time cause stress.

Rules for Handling Conflict

- **Resolve conflicts without fighting.** Be willing to negotiate or give-in when necessary.

- **Be sure that you understand exactly what the problem is.** If you are not sure why you are having a conflict, discuss it.

- **Take care of the problem when it comes up.** Don't let it get too big to handle. Even if the problem seems small, if you don't deal with it when it happens, the problem will only get bigger.

- **Talk about one conflict at a time.** Don't bring up old problems that have happened in the past. Stick to the problem that you are having at the moment.

- **Do not blame others for problems you are having with someone else.** If you are mad at your brother, don't yell at your best friend. Directly tell each person what is bothering you. Learn how to manage your behavior and attitude in a positive and respectful manner to yourself, others and your community.

- **Think before you speak.** If you say mean things to your family and friends or speak sarcastically to them even though you are just teasing, you are really hurting them. If you have something constructive to say, be sure you say it in a way that will be helpful and not harmful.

- **Never strike another person to get your way.** Physical violence or abuse (hitting, punching, kicking, shaking, or slapping) is **NEVER** an acceptable behavior.

- **Try writing down your feelings**. If the person that you are having a conflict with will not discuss the problem, or you are not comfortable enough to talk to him or her about it, write a letter. You can decide later if you want to mail it. Even if you are not able to talk it over with another person, you will understand more about how you feel when you have read your words over again.

- **Listen to what the other person has to say.** Each person involved has his or her own point of view and should have the chance to express it.

- **When the disagreement is over, drop it.** Forgive and forget. Don't keep bringing up the disagreement or holding onto your anger once the argument is over, even if it was not resolved the way you wanted.

Low-Cost Leisure Activities

- **Spend time outdoors** – A walk in the park, neighborhood, or wilderness relaxes and increases energy at the same time. Watch the sun set. Learn to appreciate nature.

- **Take a class** (craft, adult education, self-improvement, etc.) – Learning new things is a great way to relax, and when we accomplish something we feel better about ourselves, thus relieving stress.

- **Become involved in a cause** – Volunteer.

- **Play sports** – You can join a community team or simply play with family or friends.

- **Listen to soothing and relaxing music** – Music is used for fun, for releasing tension, for comfort, for getting away from yourself, and for uplifting the spirit, as well as inspiring you into action. (Refrain from listening to music that promotes violence and family disintegration).

- **Read an uplifting and motivational book.**

- **Exercise (Before you begin an exercise regime, please consult your medical doctor).**

- **Check local newspapers** for free or low-cost activities.

- **Go to the library**– books, CDs, cassettes, videos, and sometimes even games, toys, and pictures can be borrowed from the library. It is free to join your local public library. All you need is proof of your residency.

- **Local Community Recreation Centers** have free and low cost activities for the entire family.

- **Gardening** (even in a small space) relieves tensions, promotes exercise, and soothes nerves. You can join a community garden for free.

CHAPTER 14

MENTAL HEALTH SERVICES

If you are receiving mental health services at the time of release, it is important to continue treatment upon your release. If you are released by the State Board of Pardons & Paroles and you are receiving treatment at the time of release, you will have what is called a "special condition" to continue treatment in the community. That will be listed on your Parole Certificate which you sign indicating your agreement and commitment to follow through with this condition of your release as well as other listed conditions. If your sentence ends and you do not have community supervision to follow, you are encouraged to continue treatment upon your release and your prison counselor can assist you with that as outlined below.

An appointment for mental health treatment will be made for you by a prison counselor at a local mental health center near where you will be living as soon as the Parole Board notifies the institution of your release date. Your counselor will complete a Mental Health Re-Entry Form with your mental health information and the date, time, place of your initial appointment. That information will be sent to the Parole Office to which you will report. You will be given a copy of your follow-up appointment place, date and time by your counselor at your institution (page 3 of the MH Re-entry Form). You are expected to keep that initial appointment and any other treatment that is recommended. That will be a condition of your early release, and your Parole Officer will expect you to comply. Only when the treatment provider states you no longer are in need of treatment will that condition be satisfied. If you are released on probation supervision, you may also be expected to continue your treatment in the community.

If you have ever received Supplemental Security Income (SSI) or Social Security Disability Income (SSDI) before coming to prison, or if you may be eligible for that federal benefit based on your current mental health or other condition, your prison counselor may help you complete an application prior to release for that public benefit. Be sure to speak to your Mental Health counselor about this when you are within a year of your TPM or other release date. If you are a military veteran, you may also be eligible for benefits, including treatment, from the Veterans Administration. Again, speak with your counselor about this.

Your local mental health provider should not require you to pay a fee before you receive an evaluation and treatment. However, you may be asked to pay a fee at some point based on your ability to pay on a sliding fee scale published by the Department of Behavioral Health and Developmental Disabilities at some point in your treatment. If you receive a check from Social Security you may be eligible for Medicaid health care. If that is the case Medicaid will be billed for the services you receive, but you still may be asked to pay a small co-payment. If you work, you will also be asked to pay for your treatment based on your income, that is, on a sliding fee scale. The mental health provider may also have other sources to help you pay for your appointments and medication. Speak to your case manager there.

If you are receiving mental health treatment at the time of your release it is important for you to continue that treatment when you are released. Make sure you are complying with all the recommended treatment including taking any prescribed medications. If you stop taking your medications the symptoms of your condition may return and that may affect whether or not you'll be allowed to stay out of prison before your sentence ends. You should also stay away from the use of alcohol, illegal drugs, and medications not prescribed for you. These can make your condition worse.

Your Parole or Probation Officer will regularly check to see if you are complying with your release conditions or other conditions imposed on your sentence. It is to your benefit to keep all the appointments made for you and to follow the treatment recommendations of the Mental Health staff including taking your medications. If you have any difficulties with getting to your appointment, paying your share of treatment costs, or any other thing which may keep you from mental health treatment in the community let your Parole or Probation Officer know and he/she will help you.

If you need emergency care for a mental health condition, you may call the number given to you by your local Mental Health provider, or you can call the Georgia Crisis and Access Line at 1-800-715-4225.

There are groups in Georgia which can help provide information and support to you or your family members in your recovery for a mental health condition. One is the National Alliance on Mental Illness Georgia (NAMI Georgia). Individuals in that organization can connect you to resources in your community, and you can talk with persons who have experienced what you are experiencing. NAMI members are in every part of the state and you can contact them at www.namiga.org or by phone at 770-234-0855 or toll free at 1-800-728-1052.

Another group which can provide information for you and your family about resources, medications, and support is Mental Health America of Georgia. Its website is www.mhageorgia.org, phone 404-527-7175, or toll free 1-800-933-9896.

The Georgia Mental Health Consumer Network is another organization which may be of assistance in providing information and support. Staff at this organization can be reached at ww.gmhcn.org, 404-687-9487, or 1-800-297-6146.

Please speak with your mental health counselor about any questions you may have about your release from prison or anything in this section of the manual. He or she can be very helpful in preparing you for release and increasing your opportunity to remain in the community without returning to jail or prison

Re-Entry Referral Form

Date of Referral: _____ (**Provide 30 days notice when possible.**)

Inmate's Name/AKA: _____/_____
(Name on prison record)(Alias or "real" name if different)
State ID#:_____ SSN:
_____

Race: _____ Sex: _____ Date of: _____ Birth: _____
Release Date: _____
(Use OTIS racial codes: W=White/Caucasian B=African-American O = All Others.)

Type of Release: [ ] Sentence Expired, No Probation. [ ] Parole/Reprieve
[ ] Split sentence, Probation Follow Parole.
[ ] Probation Only
Level of Care: _____
Chief Probation/Parole Officer
Is the Consumer "At Risk" for homelessness after release? [ ] Yes [ ] No
Residence Plan: [ ] Own Home/Apartment [ ] With Relative [ ] Shelter [ ] Homeless

Emergency Contact for Consumer: _____
Contact Phone: _____
Client Address: _____
Client Phone: _____
Alternate Phone: _____

MH/MR Diagnosis:
Axis I: _____
Axis II: _____

MH/MR Medication: _____
Dosage: _____

MH/MR Medication: _____
Dosage: _____

MH/MR Medication: _____
Dosage: _____

MH/MR Medication: _____
Dosage: _____
Physical Health Diagnosis:

[Note: The inmate/probationer must sign a consent form for the release of the physical health information.]
[ ] Yes [ ] No (specify): _____
[ ] None [ ] Release of Physical Information Refused by Client.
Physical Medication: _____
Dosage: _____

Physical Medication: _____ Dosage:
_____
Medical Appliances Required: [ ] None [ ] Wheelchair [ ] Crutches [ ] Braces
[ ] CPAP [ ] TENS [ ] other (specify):_____

Re-Entry Referral Form

****

Major Offense: _____

Description of Significant Problems or Behaviors when **on Medication:**
[ ] None [ ] Injurious to Self

[ ] Threatening/Injurious to Staff/Peers

Description of Significant Problems or Behaviors When **Not on Medication**:
[ ] None [ ] Injurious to Self

[ ] Threatening/Injurious to Staff/Peers

History of Suicidal Ideation: [ ] Yes [ ] No
Suicide Attempts [ ] Yes [ ] No

History of Homicidal Ideation: [ ] Yes [ ] No

Details: _____

Eligible for SSI-Disability: [ ] Yes [ ] No

SSI Disability Application Submitted: [ ] No [ ] Yes (date):_____

Eligible for Medicare/Medicaid: [ ] Yes [ ] No

****

Referring Facility Name: _____

Referring Counselor Name: _____

Referring Counselor Phone: _____
Fax: _____

NOTE: Provide client with necessary information to contact Community Service Board, Behavioral Health Link at 1-800-715-4225 and a 30 day supply of ALL prescribed medications. The provider should contact Behavioral Health Link for the Mental Health Appointment and fax all supporting documents to the Community Service Board.

Distribution:

-Original: MH/MR Record (section 7), along with original of Release of Information Form if client consents to Behavioral Health Link health information.

-Fax Copy 1: Community Service Board, also fax supporting documents (Diagnosis List, most current Treatment/Habilitation Plan, most current psychiatrist/psychologist MH/MR Progress Note, initial psychiatric/psychological evaluation, counselor Progress Note summarizing course of treatment and response to treatment.)

-Fax Copy 2: Chief Probation Officer or Chief Parole Officer or both as applicable. Do NOT include supporting documents with this copy.

-Fax Copy 3: Central Office Re-Entry Coordinator (404) 656-4601. Do NOT include supporting documents with this copy.

Note: All sections must be completed. Write "unknown" or "N/A" where needed, but do not leave any section blank. Do NOT write, "see attached" for any answer; supporting documents are not sent to Probation, Parole, Central Officer or Behavioral Health Link.

Re-Entry Referral Form
Client Information Sheet

[ ] An appointment has been made for you with the following mental health provider:

Provider Name: _____

Appointment Date: _____ Time: ____ Phone: _____

Address: _____

[ ] No appointment has been made. Please call Behavioral Health Link at 1-800-715-4225.

[ ] Probation/Parole Officer Name:
_____

Phone #:_____
If you cannot keep this appointment or if you wish to decline services, and are not required by probation/parole to accept services, please call the above number and inform the Community Service Board.

Note: If you are on medication, please make sure a supply of your medication is given to you at the time you leave the prison/detention center.

Distribution:
Original: Inmate/Probationer
Copy: MH/MR Record
Probation/Parole Officer

CHAPTER 15

Alcohol, Other Drugs (AOD) and Recovery

Getting out of prison can be challenging and scary although most people feel hopeful because they believe that past behaviors which led to being arrested will not be repeated. Be aware however, that 6 out of 10 people released from prison return within 3 years. Coming into prison, almost 8 out of 10 Georgia inmates report that alcohol or other drug (AOD) use led to their incarceration.

What role will alcohol and other drugs (AOD) play in your life when you are released from prison? To begin answering this question, consider how you used AOD before prison. If you drank or got high before, during or after committing crimes or you were not able to have fun or enjoy yourself without using AOD, the desire to use will return. Experience shows that resisting the urge to use AOD involves changing: 1) the people you hang around with, 2) where you spend time, and 3) the things on which you focus your attention and spend money on. To provide you with experienced help, the Parole Board may require that you have a substance use assessment after your release – you will be asked to agree to this special condition of release at the time that you are asked to sign your parole certificate. The goal is for you to never get arrested again. If AOD use was part of your life before you went to prison, it is important for you to know that many people are in long-term recovery and that recovery resources are available in every community. If you will be on probation following release you may also be required to have a substance use assessment.

Immediately after getting out, most people say that they do not need help to stay off or stop using AOD: "My mind is made up - I'm not going to use," "I just have to stay focused", "I'm just not going to use by staying away from AOD," or "If I can find a good job (or man or woman) I will be fine." These replies are from people who returned to AOD use and prison.

Recovery begins by saying to another person, "I am changing how I live by doing" A panel of experts defined recovery as:

A voluntarily maintained lifestyle characterized by sobriety, personal health, and citizenship.[1]

Sobriety means not using alcohol or other non-prescribed drugs however, recovery is more than just not using or not breaking the law. Personal health includes physical, mental and spiritual wellness that improves over time. Citizenship refers to living with respect for yourself and regard for others who live around you. Research shows that recovery initially takes daily effort and that leads to higher success rates the longer one is sober[2]. During early recovery, the first 11 months of sobriety, three out of 10 people typically make it another year without using. However, 66% of people with 1-3 years of sobriety continue their abstinence another year. Remarkably, more than 8 out of 10 people with 4-5 years of stable recovery will not use in the next year.

The "pink cloud" of excitement and joy felt upon release from prison can quickly turn into a "rain" of challenges: finding a safe place to live, making and sustaining relationships with people who support your recovery, and getting a job that is enjoyable and that pays enough money to cover your bills and have a little left over. Immediately upon release some people, perhaps family, friends or others, expect us to go back to doing what we did before prison. When we say

"I've changed" or "I'm not doing that anymore" many folks believe that if we can change, it won't last long and that we will soon be back to our old selves and habits. However, the recovery system of care has helped thousands continue their recovery for days, weeks, months, years and even decades. The point is that you too can reap the benefits of recovery, and we can help!

To help you prepare for recovery in your community, complete the Recovery Readiness Checklist, included at the end of this section, and discuss with your counselor what recovery activities you want to begin the day of your release from prison.

While few people released from prison to parole commit new crimes and are arrested while on parole, most arrests occur within the first five months of release.[3] So, how do you successfully complete your sentence? Studies on over 43,000 parole discharges have shown that four activities separate those who were arrested from those who were successful: attending programs, taking drug tests frequently, sustaining employment, and not changing residences often.[3] Fortunately, the Parole Board tracks your likelihood of being arrested. The re-arrest risk score ranges from 10-0 and the lower your re-arrest risk score, the more likely you are to successfully complete parole. It is important for you to understand that your behavior, and your behavior alone, affects your re-arrest risk score. How do you lower your re-arrest risk score? See the four factors listed above and discuss your re-arrest risk score at least once a month with your Parole Officer. You will be able to see if it is increasing or decreasing.

Whether you complete your sentence while in prison or are released to parole or probation, programs to help you sustain your recovery are available in your community. The chart below identifies the initial program that follows prison release.

Prison Release:	From an In-Prison or Probation Residential Substance Abuse Treatment Program	To Parole with a Special Condition for a Substance Abuse Assessment	Completed Sentence in Prison
Primary Initial Resource:	Substance Abuse Aftercare Service	Motivation, Assessment and Planning Group followed by the Recovery Group	Community Service Board or Other Service Provider
Referral Made By:	Probation or Parole Officer	Parole Officer	Prison Counselor, Chaplain, or Self
Minimum Length:	6 months	7 weeks	Varies
Other Recovery Resources	Peer Support/Mutual Aid Groups: Alcoholics Anonymous, Narcotics Anonymous, Cocaine Anonymous, Methamphetamine Anonymous, Celebrate Recovery, Reformers Unanimous, Faith-Based Organizations, etc. Ask your Probation/Parole Officer and/or Counselor because other resources are likely available.		

"If I have to go to a program, how many session are required or how many weeks do I have to go?" Although the table above shows the minimum length of the initial programs that are available, the real answer is up to you. As discussed above, recovery takes time. Most people say it takes at least a year of sobriety before one can safely make any changes to the routine that has brought them that year of successful recovery and lowered re-arrest risk.

One more thing that is very important. The #1 cause of returning to AOD use is starting a new intimate relationship, especially with someone who is not in long-term (5 or more years) recovery. Here's what's worked for most people regarding intimate relationships. Start by getting a plant. If it lives for 6 months, get a pet. If the pet and the plant are still with you after 6 more months, then you MAY be ready to begin a new intimate relationship with another person. In the meantime, make friends with as many people who are in recovery as possible from whom you can learn recovery skills and enjoy AOD-free activities.

"If one wishes to travel fast, go alone, but if one wants to go far, travel with many."
African Proverb

References

1. Betty Ford Institute Consensus Panel. (2007). What is recovery? A working definition. *Journal of Substance Abuse Treatment*, 33, 221–228.

2. Dennis, M. L., Foss, M. A., & Scott, C. K. (2007). An eight-year perspective on the relationship between the duration of abstinence and other aspects of recovery. *Evaluation Review,* 31(6), 585-612.

3. Meredith, T. & Prevost, J. (2010). The parolee automated risk instrument, Generation 2: A re-validated actuarial, automated arrest risk instrument supporting evidenced-based supervision. Unpublished manuscript.

Recovery Readiness Checklist

Adapted from www.williamwhitepapers.com/recovery_toolkit
by George Braucht with William White's permission

Name: _____ Date: _____

Write one number, from 1 to 5, for each of following statements according to this scale:

1 = Strongly Agree; **2** = Agree; **3** = I'm Not Sure; **4** = Disagree; **5** = Strongly Disagree

1. I don't think I have an alcohol or drug problem. ..... ____
2. I might have an alcohol or drug problem, but it isn't that bad yet ..... ____
3. I sometimes worry that I could develop a severe alcohol or drug problem in the future .... ____
4. I think about stopping my alcohol or drug use but I haven't tried to quit yet ..... ____
5. I have an alcohol or drug problem, but feel like I can handle it on my own. ..... ____
6. I don't think going to treatment would do me any good ..... ____
7. I can't afford to go to treatment. ..... ____
8. I can't take time off work to go to treatment ..... ____
9. I think going to treatment would negatively affect my social relationships and my job. .... ____
10. I know people in successful long-term recovery from alcohol and/or drug problems. ..... ____
11. I have promised myself and others many times that I would cut down or stop my using. . ____
12. I have tried to stop my drinking or drug use many times. ..... ____
13. I can name three things in my life that would improve if I stopped my AOD use. ..... ____
14. I can name three bad things that might happen to me if I continued my AOD use. ..... ____
15. I have some family and friends who will support me if I try to stop my AOD use. ..... ____
16. I'm surrounding by family members and friends that would make it very hard for me to stop my drinking or other drug use..... ____
17. I currently have a plan to stop my AOD use, but I haven't acted on the plan yet. ..... ____
18. I live in a community with lots of treatment resources that could help me. ..... ____
19. I lived in a community with a variety of recovery support groups..... ____
20. I live in a community with many recovery support meetings per week. ..... ____

Recovery Readiness Checklist (continued)
Adapted from www.williamwhitepapers.com/recovery_toolkit
by George Braucht with William White's permission

Scoring Instructions

I. My Question 1 number = _____

My Question 13 number = _____

My Question 14 number = _____

My Total = _____

Number of all questions answered with a "3" (I am not sure) = _____

More than one of all 20 questions answered with a "3" (I'm not sure) or a total score in this section of 4 or more means that I am in the **pre-awareness stage of change.** I should spend some more time evaluating my relationship with alcohol and other drugs and the effects they have had on me and others who I care about.

II. My Question 2 number = _____

My Question 3 number = _____

My Question 4 number = _____

My Question 5 number = _____

My Question 6 number = _____

My Question 7 number = _____

My Question 8 number = _____

My Question 9 number = _____

My Question 13 number = _____

My Question 14 number = _____

My Total = _____

The best total score for these questions is a 10. A higher score means that I am in the **awareness, pre-action stage of change**. It is time that I made some serious decisions about changing the role of alcohol and other drugs in my life.

Please continue on the next page

Recovery Readiness Checklist (continued)
Adapted from www.williamwhitepapers.com/recovery_toolkit
by George Braucht with William White's permission

III. My Question 11 number = _____

My Question 12 number = _____

My Question 17 number = _____

My Total = _____

The best score in this section is a 3. A total score of 3-6 indicates that I am in the **action stage of change**. It is time to move from planning and promising to doing.

IV. My Question 10 number = _____

My Question 16 number = _____

My Question 15 number = _____

My Question 18 number = _____

My Question 19 number = _____

My Question 20 number = _____

My Total (do not include Question 16) = _____

The best score in each column is 5. If my total score is 5-10, I believe that I have **family, social and community support for recovery**. A score of 1, 2 or 3 on Question 16 means that I may need to break contact with those family members and friends who will undermine my recovery efforts.

CHAPTER 16

Family and Friend Relationships

Just as you had to adjust to life in prison, you will have to adjust to life as you return to the outside world. You cannot expect to feel immediately comfortable at first, but that does not mean it is time to give up. Be patient. Here are some suggestions that can help:

- Begin by appreciating the small things that others take for granted—such as privacy, being able to come and go as you please, etc
- Avoid talking about life behind bars as your only conversation topic—practice making "small talk" about daily happenings instead. Begin visualizing positive ways to react to possible situations
- Don't try to catch up on what you have missed; you cannot re-live time lost
- Be patient—know that you have to take small steps toward a new way of living
- Gradually you will begin to feel more like you belong "here" than "there", back in prison life

Family Relationship Changes

Don't expect to just walk back into a family's life without adjustments on both sides. A partner may have learned to do things around the house (budgeting, grocery shopping, car repair, etc.) that you did before. Do not think you can immediately go back to how things were before you left. Have a conversation with your partner about how you are feeling about this and decide who is going to take care of these tasks.

- Children may get used to living without their mom or dad. You may be rejected as a disciplinarian/parent or role model because of your "ex-con" status or just because you haven't been around. Remember, be patient and don't get angry
- Your children aren't the same as when you left—don't try to treat them the way you did before you left. You can't treat a child like you would an infant or a teenager like you would a child. Show your children that you care about their needs, are interested in what they are doing, and that you are willing to spend time with them
- A divorce or child custody proceeding may have occurred and significantly affected the family as you once knew it
- Your relationship with your parents will change, or maybe has already changed, because of aging

Show your family that you understand how you have hurt them.

- **Allow** members of your family to share painful memories with you
- **Admit** you were wrong,
- **Ask** for forgiveness

If asked about your incarceration, answer questions honestly. Do not tell people it was "no big deal." Acting "tough" about your experience does a serious disservice to your family and friends. Let them know that being incarcerated is no way to spend your life. Remember that trust takes a while to rebuild. As your family learns to trust you, they will be able to start trusting you more and you will feel more comfortable within the family.

Social Networking and the Internet

For many of you, there have been many changes in how people communicate since you have been incarcerated. People now use email, Facebook, Twitter, and other social networking sites to keep up with existing friends, find old friends whom they have not spoken with in a while, or to make new friends or even find dates.

Though this technology has many advantages and positivity to it, BE CAREFUL what you post or write on these sites. Remember, other people can see these posts and this could affect all the work you have done to mend your relationships with your family and your friends. Also, many employers go to these sites to see what kind of person you are. It is OK to be part of this technology, but be smart about what you say or put on these sites.

Former Friends/Associates

Let go of a negative past and look forward to a positive future!

That may mean no longer associating with old friends that have not changed. If your former associates are still into drugs, violence, and stealing, you need to find new friends! If you don't, you will definitely be pulled back in to your former lifestyle. Do not let this happen.

Don't be pulled back into your former lifestyle!

Remember that it's <u>you</u> who come back to prison and not those "so-called" friends.

Your Parents

Will you be living with your parents following release? Even if not, their advancing age can becoming a factor in your relationship with them. It is essential that you prepare yourself, which may include a changed, more supportive role with them. You may even find yourself caring for other relatives or friends.

Families are a primary source for care giving of an older adult. In fact, the National Alliance for Care-giving estimates that one in four households are providing care to someone who is at least 50 years old and has a disabling condition.

The job of care giving can evolve slowly, over a long period of time, or suddenly, in the case of an accident or illness. Care giving can mean having an elder live with you, or live hundreds of miles away, with you dealing with issues from a distance.

Remember that you have to be able to support the ones you are care giving for not just physically but emotionally. This certainly can become too great. It can cause emotional and physical exhaustion, depression, marital, and family problems as well as work conflicts.

One solution is to access resources to help you in this job. Locally, an entry point is the Senior Linkage Line (**1-800-333-2433**). It is an easy way to find community resources and support in Georgia. If you live a distance from your family member, a national toll-free line – Elder Care Locator (**1-800-677-1116**) can locate resources in the area where they reside as well as local Area Agencies on Aging. They can direct you to local resources in your area that will support your efforts to do a successful job of care giving.

More information on eldercare and aging is available in your local library.

Seven Characteristics of Strong Families

The following are simple reminders as to what is important in keeping a family strong. You aren't expected to have all characteristics in your family, but begin by concentrating on one or two:

1. **Appreciation**

   At least once a week show appreciation to your children or spouse for the things they do and say that are positive.

2. **Democratic Decision-Making**

   It is important to involve all members of the family in making family decisions.

3. **Flexibility and Openness to Change**

   Change is unavoidable.

4. **Communication**

   Family members share their feelings, hopes, dreams, fears, joys, sorrows, experiences, and needs. We communicate by our words, with our bodies, and by our behavior.

5. **Shared Values**

   Values provide direction and meaning to life—parents have to know what they expect of their children and how to communicate this clearly.

6. **Quality Time Together**

   The family bond is valued and efforts are made to make time for family activities and interaction.

7. **Connections with Others**

   Building and maintaining supportive relationships between family members and others in the community can help families cope with stress and crises.

Source: Building Family Strengths, A Tool Kit for Families—University of Georgia Extension Service

Tips for Incarcerated Parents

Remember, that your incarceration may sometimes be toughest on your children. Though you cannot be the kind of parent you would like to be and should be; this does not mean that you cannot have a relationship with them. Here are some tips to help you do the best job you can in the situation you are in:

- Establish and maintain a positive relationship with the other parent of your child. Even if your relationship has ended, try to find ways to connect respectfully for the sake of the child
- Make a plan of how you can connect with each of your children and follow the plan. This might include writing letters to each child on a regular basis, or using that phone call to contact them
- Be honest with your children regarding why you are not living with them but respect their ability to understand, depending on their age
- Let children know how important they are to you, but remember they may not necessarily respond as you might want. They may be angry because you did something wrong and cannot be there with them
- Be prepared to make amends, and say you are sorry
- Take your time. Don't expect big changes from family members overnight
- As much as possible, find ways to support your child emotionally, financially, and spiritually
- Be consistent in your approach and contact schedule. Your children need to be able to rely on you to call or write regularly
- Observe family celebrations, special occasions, and cultural events from the inside
- Make gifts, if you are able, using the classroom, carpentry, craft, or metal shop
- Create a game to play long distance. Make up a story for the children to finish. Draw pictures and make them into a coloring book that tells a story. It may help if they have a stuffed animal to hug or talk to when they miss you
- Focus on clearing up any outstanding legal problems before your release, especially things like unpaid fines and tickets which can affect your driver's license. If you have a court-ordered child support obligation, contact the child support officer assigned to your case
- Develop a realistic plan to reconnect with your child after you are released
- Connect with others inside who share your situation as a parent behind bars trying to connect with their children
- Don't be afraid to ask for counseling from the chaplain, or your counselor
- If possible, take some time to read about becoming a better parent. Look in the library transition resource center for parenting information

If your offense history includes victimization of children, you may have restrictions prohibiting contact with them. Abide by these rules.

CHAPTER 17

CHILD SUPPORT

The information in this section has been compiled with the cooperation of the Georgia Department of Human Services, Division of Child Support Services. This resource gives you general information about child support and is not legal advice.

Values of DCSS Include:

- Put children first
- Children need both parents

Collecting Child Support:

The Division of Child Support Services (DCSS) serves Georgia parents who need assistance. Either parent may apply at the DCSS office that serves their county or online through the website **www.ocse.dhr.georgia.gov**. There is an application fee of $25 that is waived for TANF recipients. The parent is asked to furnish legal documents, if available, and other necessary information.

Child Support Services Include:

- Establishing paternity through genetic testing
- Establishing and enforcing child support orders
- Establishing and enforcing medical support orders
- Collecting and distributing support payments

Georgia Fatherhood Program

This program helps non-custodial parents pay child support by providing them with assistance in employment readiness and workforce preparation, transitional employment, job placement, and life management and survival skills. Use the link below to find a program near where the offender will be returning. Call to schedule an appointment for the offender post-release.

http://www.ganet.org/GAFatherhood/

The national Web Site is **www.fatherhood.org**

Internet Access to Case and Payment Information:

The fastest way to check on your case **http://dcss.dhs.georgia.gov/**

See Selections under "How Do I" to apply for services, view status of your case, make a payment, make an appointment, etc, Information can be accessed 24 hours a day, every day. Through this site you can find contact numbers and the location of Child Support offices throughout the state. In order to access an individual case you will need your secure number (IRN).

The website also provides a list of Frequently Asked Questions and Answers as well as information on most any topic involved with Child Support. The public website provides all the service information. You do not have to have a case with DCSS to obtain information.

If you need to contact Child Support Services, call 1-877-423-4746

DCSS Does NOT:

- help anyone get a divorce
- find *custodial* parents
- take legal action about visitation rights or custody
- enforce court-ordered payment of unpaid bills not related to child support payments

How is the Amount of Child Support Determined?

In Georgia, child support is determined using the guidelines established in state law. There is a commission appointed to review these guidelines. There was a change in legislation (2006) that changed the guidelines in Georgia. These guidelines went into effect January 1, 2007. Particular rules and procedures are being established but these new guidelines will take into account the income of both parents as well as the circumstances of the child. Previous guidelines in Georgia have only taken into account the income of the Non-Custodial Parent. To access Georgia's current Excel™ electronic calculators, please select this link: http://www.georgiacourts.gov/csc/ You will be taken to the Child Support Commission's host site where you may download the Excel calculators, paper copies of the worksheet and schedules, along with other useful resource materials related to Georgia's Child Support Guidelines statute found at O.C.G.A §19-6-15.

What Incarcerated Parents Need to Know About Child Support?

- It is important for your local child support office to know that you are incarcerated.
- During the time of incarceration, your current child support continues and your arrears (past due amount) will accrue.
- If you work or have any type of income or money available during the time of incarceration, then part of that should be used to pay toward your child support obligation.
- Any money available through third party payment is still subject to attachment.
- If there is no order for child support yet, you may be contacted about establishing paternity through a genetic test.
- When you are released your child support is an obligation that must be handled.

It is important for you to have immediate contact with your local office - this can be done through by signing onto DCSS website at http://dcss.dhs.georgia.gov/

CHAPTER 18

LIVING UNDER SUPERVISION

Supervision after Release:
Probation and Parole are currently the dominant community programs for American Corrections. You may max out your prison sentence and have probation to follow, or you may parole out and have probation to follow. Parole and Probation Supervision may be served concurrently. You should check with your Probation Office and Parole Office upon release to set up the details of your Probation supervision and/or Parole supervision. Your counselor and you will develop a reasonable release plan, including conditions and goals. Your probation/parole officer will monitor your compliance with the conditions of probation/parole and your progress in meeting the goals of supervision. Generally, offenders may be released under two forms of supervision, probation and/or parole.

If you are aware that you have personal identification documents (such as driver's license, birth certificate, or social security card) in your file, be sure to remind your counselor or send a note to the records unit to have these documents included with your release paperwork.

Be sure that you understand the conditions of release before you are released. If you have questions, ask your counselor. Before you leave prison, you will be signing paperwork that states you have been read and had explained to you the conditions of release and that you fully understand all the rules, regulations, and conditions in the document. At the time you actually leave the prison, you will receive copies of these documents.

Supervision under Probation:
An offender released from prison may have been sentenced as a split sentence. This is a sentence divided among periods of prison, parole and probation. Another type of split sentence can occur when an offender is sentenced to prison on one count or case, but sentenced to probation on another count or case. If you fall into either one of these categories and have received a sentence of probation, you must report immediately to the Probation Office in your sentencing circuit when released from prison and/or parole. Upon your contact with the Probation Office, further instructions will be given to you concerning your conditions and reporting instructions.

***See Appendix J for list of Probation Offices**
While on Probation, you will have general conditions of Probation, which can be unique to your sentencing circuit and Judge. The following are general conditions of Probation, which may be on your sentence:

GENERAL CONDITIONS OF PROBATION 42-8-35
Avoid injurious and vicious habits.

Avoid persons or places of disreputable or harmful character.

Report to the probation or surveillance supervisor as directed and permit him/her to visit you at home or elsewhere.

Permit the supervisor to visit him at home or elsewhere.

Work faithfully at suitable employment, insofar as may be possible and remain within a specified location.

Make reparation or restitution to any aggrieved person for the damage or loss caused by his offense, in an amount to be determined by the court. Unless otherwise provided by law, no reparation or restitution to any

aggrieved person for the damage or loss caused by his offense shall be made if the amount is in dispute unless the same has been adjudicated.

Make reparation or restitution as reimbursement to a municipality or county for the payment for medical care furnished the person while incarcerated pursuant to the provisions of article 3 of Chapter 4 of the title. No reparation or restitution to a local governmental unit for the provision of medical care shall be made if the amount is in dispute unless the same has been adjudicated.

Repay the cost incurred by a municipality or county for wrongful actions by an inmate covered under the provisions of paragraph (1) of subsection (a) of code section 42-4-71.

Support his legal dependents to the best of his ability.

Violate no local, state, or federal laws and be of general good behavior.

If permitted to move or travel to another state, agree to waive extradition from any jurisdiction where he may be found and not contest any effort by any jurisdiction to return him to this state.

Submit to evaluations and testing relating to rehabilitation and participate in and successfully complete rehabilitative programming as directed by the department of corrections.

You may also have special conditions of probation which are as follows:
The following special conditions of probation are expressly imposed in this sentence in addition to the general conditions of probation. The violation of any special condition of probation will authorize the court to revoke the probation or suspension and to require the defendant to serve up to the balance of the sentence in confinement.

Probationer shall submit to a search of his/her property, both real and personal, that he/she owns, controls, or possesses without a search warrant during the tenure of this sentence by any law enforcement officer or probation supervisor.

Probationer shall from time to time, upon oral or written request by any probation supervisor, or by any city, county or state law enforcement officer, produce a breath, spittle, urine and/or blood specimen for analysis for the possible presence of alcohol or a substance prohibited or controlled by any law of the state of Georgia or of the united states.

Other special conditions ordered by the court are as follows:
Defendant shall complete ___ community service hours.

Defendant shall serve __ days/months at a Georgia Department of Corrections Detention subject to all rules and regulations of said center.

There are a number of special conditions that may be added, designed specifically for the individual offender. These special conditions may include, but are not limited to: Intensive Probation, Community Service, Electric Monitoring, Day Reporting Centers, Programming, Attending Treatment, Limitations on activities, and Limitations on contact with specific individuals, and/or groups of individuals. Exact wording of conditions of probation will vary between circuits. It is incumbent that every offender is familiar with his/her own court orders and terms of probation that are listed on his/her sentence.

PROBATION BEHAVIORAL PROGRAMMING

The Probation Operations Unit of Georgia Department of Corrections is offering a variety of cognitive behavioral programs to offenders. These programs are offered in a majority of statewide circuits. Cognitive programs hold offenders accountable for their actions and classes are intense and behavioral in nature. Behavioral strategies are reinforced in a firm but fair manner by qualified staff. Programs are conducted in a structured manner by enthusiastic and dedicated staff, according to established guidelines.

Supervision Fees

Offenders are required to make monthly payments on fines, court costs, restitution, probation fees, and other monetary penalties as ordered by the court. If the court does not specify a payment plan, the Probation Officer will develop a payment schedule when the offender is released from prison or parole.

Registration / Predatory Offender

Many states (Georgia included) have laws requiring people convicted of certain types of offenses to register with law enforcement. Many of these states' registration laws are not limited to just sexual offenders (Georgia included). It's **YOUR** responsibility to know what these laws are and how they affect you. Ignorance of the law is no excuse. Failure to comply with these laws has serious consequences, and in many states failure to register is a felony.

Georgia state law OCGA 42-1-12 requires lifetime registration. Other states may vary in the length of registration. Offenders requiring registration will be registered PRIOR to release from custody and advised of the requirements to maintain registration once released. Probation Officers will monitor registration, while offenders are under community supervision. Ultimately, it is YOUR responsibility to maintain this registration with the local Sheriff's Department. However, after you are off supervision it is **YOUR** responsibility to keep your registration current and comply with all applicable laws if you relocate to another state.

Frequently Asked Questions about Sex-Offender Registration

Q. If the original charges are dismissed and I am re-charged with a non-registerable offense, am I still required to register?

Under most circumstances, if the original charges are dropped and the accusation and/or indictment are re-drawn indicating an offence that does not require registration; you will not be required to register.

Q. Can a judge order that I do not have to register?

While a Judge can order that an offender not be required to register, this condition would be in conflict with state law if the offense is statutorily a registerable offense. When this occurs, the Probation Officer is directed to follow the Court's order and send the sentence to Division Office. A corresponding email must be forwarded to the Sex Offender Administration Unit advising of the sentence. This information and sentence will be forwarded to GDC's Legal Department for further direction as the sentence may be in conflict with Georgia Law.

Q. If a registerable offense is expunged from my criminal record, am I still required to register?

If you are sentenced under the First Offender Act, you will be removed from the registry upon Discharge without Adjudication of Guilt.

Q. Why isn't a risk level assigned to every offender?
The Sex Offender Registration Review Board assesses all persons convicted on or after July 1, 2006 of a dangerous sexual offense. Any offender already on the registry prior to July 1, 2006, will not be assessed and assigned a risk level unless they are returned to prison and/or receive a new sentence. The Board will also assess any offender previously convicted of a criminal offense against a minor and may be released from prison on or after July1, 1996. The risk classifications assigned to offenders are Level I, Level II, and Sexually Dangerous Predator.

Q. What if I am designated a Sexually Dangerous Predator?
An offender who has been declared a Sexually Dangerous Predator must wear a GPS/Electronic Monitor for the remainder of the offender's life. The offender will be equipped with the monitor PRIOR to being released from custody. The offender will also be responsible for the cost of the monitor. If the offender has probation to follow then probation will supervise the offender. If the offender is paroled then parole will supervise the offender. If the offender maxes out with no probation to follow then the sheriff's office in the county of the offenders residence will supervise the case. Tampering with an electronic monitor device is a felony offense punishable by imprisonment of one to five years.

Q. What if a citizen requests information on a registered offender?
GDC can release certain information to the public. For example, information regarding the conviction (offense, conviction date, docket number, etc.) can be given to the public. Conditions of probation may also be given in order to protect the victim, a potential victim, and/or public. Information such as the offender's address, social security number, date of birth, etc., may not be given to a citizen. Some information can also be obtained by accessing **http://www.state.ga.us/gbi**

Q. What if I am homeless and cannot provide an address for registration?
All offenders required to register are required to provide an address for registration per O.C.G.A. 42-1-12 (Sex Offender Registration). An offender has to be registered **PRIOR** to release from incarceration or placement on probation. Refusal to provide such information for registration is a felony and is punishable for 10 - 30 years.

Q. Will I still be required to register even after my supervision has expired?
Yes. Sex Offender Registration is for the life of the offender. Those offenders that have been sentenced under the First Offender Act will be removed from the registry when discharged without Adjudication of Guilt.

Q. What if I receive a legal name change?
Registration information is entered utilizing the name under which you are sentenced. Any and all aliases may be included on the registration. This would include any legal name changes. The Sheriff's Department maintaining the registration must be immediately notified of any changes including a legal name change.

Q. What do I need to do if I want to transfer to another state once I am released from prison or placed on probation?
If you plan on residing in another state, then you need to speak with your counselor at least 6 months PRIOR to your release date. The counselor will need to work with the probation officer in your sentencing circuit to prepare a transfer request to the state you want to reside in. The receiving state will investigate the information provided by you to your counselor/probation officer, and then make a decision to accept/deny your case for supervision. If you are under probation supervision, then you will need to discuss the transfer with your supervising probation officer. **Under no circumstances are you to travel to the state where the transfer is pending.** This is automatic grounds for rejection and a potential warrant for your arrest.

COMMUNITY IMPACT PROGRAMS

The Georgia Department of Corrections, city and county sectors have collaborated efforts to improve the community and assist in the lives of the offenders by reducing crime rates, increasing employment, elevating the socio-economic status, and decreasing incarceration.

The Community Impact Program is an expanded Re-Entry Initiative that operates beyond the prison. The program is designed with a new concept that will provide offenders with work experience, cognitive skills, substance abuse and mental health treatment, education and training skills.

Mission/Vision

To enhance public safety and improve communities through the concentrated and rigorous efforts of Law Enforcement and Community Stakeholders in the supervision and interventions of high risk/high need offenders being released from incarceration.

Objective

Be aware and involved in the successful re-entry of individuals returning to the community (Probationers, Parolees, and Max Outs).

Law Enforcement resources will monitor and provide supervision for offenders to prevent crime and aid in the apprehension of those who violate the law.

Identify offender risks and needs through case planning, as well as, utilizing evidence based programs and other resources (housing, employment, education, substance abuse, mental health counseling, etc.) to assist with successful re-entry.

Partner with Community Stakeholders to facilitate a "one stop shop" program that provides identified offenders with services that ensure compliance with probation/parole and community supervision.

CENTER LOCATION	PHONE NO.
Atlanta Community Impact Program	404-756-3706
Augusta Community Impact Program	706-792-7398
Columbus Community Impact Program	706-571-4212
Dalton Community Impact Program	706-272-2132
Gainesville Community Impact Program	770-535-5710
Macon Community Impact Program	478-751-6210
Savannah Community Impact Program	912-651-4350
Rome Community Impact Program	706-295-6323

DAY REPORTING CENTERS

Day Reporting Centers are a partnership project sponsored by the Georgia Department of Corrections. Day Reporting Centers administers an intermediate sanction program geared to offenders in need of additional structure and assistance beyond routine probation supervision. The program is designed to serve probationers with drug and alcohol problems who have violated the general conditions of probation. The program is also available for parolees. The program blends high levels of structure with delivery of intensive services addressing employment, basic adult education, cognitive restructuring, life skills and services for substance abuse. Probationers/Parolees receive services that reduce the likelihood that they will be re-incarcerated.

Mission
The mission statement of the Day Reporting Center (DRC) is to provide select probationers the opportunity to change criminal thinking and behavior through a combination of counseling, educational programming, and close supervision.

Objective
To protect the public through intensive probation supervision and behavioral interventions

To divert offenders from the warrant and revocation processes in an effort to reduce the jail and prison population.

To provide probationers/parolees with access to programs that reduce criminal thinking and behavior, identify and address substance abuse issues, increase educational levels and employability and improve compliance with conditions of probation.

To enable probationers/parolees to participate in restorative justice and community service to compensate for the impact of their crimes.

PROBATION OPTIONS MANAGEMENT
Probation Options Management Act is a program designed to strengthen community sanctioning. The program focus is to impose swift, certain, and proportionate sanctions for violations. Probation Options Management allows Chief Probation Officers or Hearing Officers within the Georgia Department of Corrections to impose administrative sanctions on violators by utilizing an array of graduated sanctions. The continuum ranges from community service work to more restrictive options such as Day Reporting Centers, Residential Treatment Centers, and Secure Options. To maximize certainty and swiftness of the program, probation agencies have the authority to provide sanctions without returning offenders back to court. Overall, the program has proven to reduce the average amount of time that probation officers spend in court and time offenders spend in jail awaiting court dispositions.

PAROLE

GENERAL INFORMATION

Website: www.pap.state.ga.us

The Parole Board's Mission Statement:
To serve the citizens of Georgia as an integral component of the Criminal Justice System by making informed release considerations and protecting the public through effective offender supervision.

Board Members
The Parole Board is composed of five members appointed by the Governor for staggered renewable seven-year terms subject to confirmation by the State Senate. Each year the Board elects one of its members to serve as chairman. Board membership in Georgia is a full-time position so the Board is always in session.

How parole is granted?
Parole Board Members do not meet as a group to discuss cases. When an inmate is considered for parole, each one of the five Board Members studies the case, deliberates alone, and renders his or her independent decision. On non-life cases, Board Members determine whether the Guidelines recommendation for parole denial or for a tentative release month is appropriate, or whether mitigating or aggravating factors should override the recommendation. This process continues until the majority Board decision has been reached on whether or not to parole the individual, and if so, when. Currently the Board reviews more than 15,000 cases annually.

The inmate case typically contains a personal interview with the inmate, diagnostic prison data, social background information, and legal circumstances of the offense(s), and possibly interviews with prosecutors or arresting officers, or victims. The inmate's criminal history is included, obtained from juvenile records, the GBI and FBI. Any letters from the community are reviewed and pertinent information is extracted and placed in the record. Prison reports of conduct, attitude and program participation are included. Lastly, the parole guidelines recommendation, which has been based on factors extracted from all the information, is submitted.

Behavior and program participation while incarcerated
An inmate's behavior while in the custody of the GA Dept. of Corrections does have an impact upon Parole Board decisions. Parole may be delayed or denied for inmates that have a history of poor behavior and/or possession of contraband (illegal drugs, cell phones, etc.). The Board looks favorably upon inmates that participate in programming that will enhance education, vocational skills, and substance abuse treatment when needed. Inmates that participate in programs that promote relationships with their family and children also reflect well.

Who is eligible for parole?
Eligible Georgia inmates have a right to be *considered* for parole, but they do not have a right which requires *release* on parole.

Under Georgia Law, an eligible inmate serving a State felony or State misdemeanor sentence in the custody of the Georgia Department of Corrections is automatically considered for parole. No application is necessary.

Who is not eligible for parole?
Inmates serving for "Serious Violent Offenses": Murder, Armed Robbery, Kidnapping, Aggravated Child Molestation, Aggravated Sodomy, Aggravated Sexual Battery, and Rape, committed after January 1, 1995.

At the time of consideration, the Board may establish a Tentative Parole Month (TPM) or may deny parole entirely. The Board may reconsider and change a prior decision in a case, for any reason, at any time.

Two-Strikes
Two-strikes legislation, effective for crimes committed after January 1, 1995, mandates that persons convicted for the first time of murder, rape, armed robbery, kidnapping, aggravated sodomy, aggravated sexual battery, or aggravated child molestation serve all of their prison sentence without possibility of parole. Persons convicted a second time of any of those seven crimes receive a life sentence without possibility of parole.

Reconsideration if denied parole
Inmates serving non-life sentences who are denied parole are not routinely reconsidered for parole. However, if the Board receives substantive new information the case may be reconsidered at the Board's discretion. Inmates who are serving life sentences who are denied parole must, by law, be reconsidered for parole at regular intervals not to exceed eight years.

Parole Guidelines
Parole Decision Guidelines are used to assist the Board in making consistent, soundly based, and understandable parole decisions on inmates serving non-life sentences. The Guidelines help the Board decide upon either a Tentative Parole Month (TPM) or to require the inmate complete his/her sentence without parole. Guidelines are used for non-life cases only. In life cases, primary emphasis during consideration is given to the nature and severity of the crime.

Time to serve
In Georgia, the Judge sets the maximum term of confinement, and the Parole Board determines the minimum time to serve. The Board was created for the purpose of providing a non-judicial review of inmate cases, to minimize sentencing disparities, to consider rehabilitative efforts by the inmate, and to select those inmates, after careful review, most likely to succeed on parole.

Performance Incentive Credit Program
In 1992, the Georgia Legislature passed a law creating an inmate performance incentive credit program (PIC). Eligible inmates may have their TPM advanced, up to 12 months based on satisfactory completion of his/her case plan, treatment programs and work details.
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Prison officials advise the Parole Board of the inmate's institutional conduct, attitude, and participation in rehabilitative programming, with a recommendation whether the Parole Board should advance or delay the TPM. Regardless of this recommendation, a final decision to grant or deny Performance Incentive Credits is left to the Board's discretion. Poor institutional conduct by an inmate often causes the Board to delay the TPM or to deny parole entirely.

There are two categories of parole eligible inmates that are <u>not</u> eligible for the PIC program; life sentence cases and those cases sentenced to two years or less.

Parole Officers
All Parole officers are four-year college graduates with extensive training. They work to ensure a parolee re-enters society with all the community support, monitoring and guidance available to prevent the offender from returning to crime. A Parole officer's primary responsibility is the community's safety. Georgia parole officers are certified peace officers that are authorized to arrest parole violators.

Parole Supervision
Most inmates eventually return to society, and the first six months after release from prison is the most vulnerable period. While experiencing the low self-esteem and disorientation typical after prison, a parolee is often subjected to pressure to return to his/her former lifestyle. Offenders with substance abuse problems are particularly susceptible. The fear of returning to prison is not always strong enough to overcome the immediate pressures an offender may feel. A combination of monitored supervision and practical assistance in obtaining jobs, counseling, and support, can pave the way for a law-abiding life.

There are degrees of parole supervision in the community just as there are security levels in prison. Studies have shown that certain low-risk non-violent offenders actually perform better with moderate, rather than maximum supervision. Others require much more structure and control.

When placed under parole supervision, parolees are assigned a case plan based on the severity of their offense, their particular needs, such as literacy training, and the length of time they will have on parole. Each case is individually planned within an established structure of agency requirements such as frequent visits, reports, and other conditions to safeguard the community.

Conditions of Parole
There are six standard parole conditions that are issued to all inmates released to parole supervision:

CONDITION 1 Intervention Plan/Instructions: I will participate in the development of and comply with a rehabilitation plan designed by my Parole Officer. This plan will require me to work, be drug tested, and may require me to attend and to pay a reasonable fee for counseling or classes. I will truthfully answer all questions and follow all written and verbal instructions from my Parole Officer or any other employee of the State Board of Pardons and Paroles.

CONDITION 2 Law/immediate Notification/Searches: I will not violate the law of any governmental unit. I will immediately notify my Parole Officer if I am arrested for any offense, including a traffic offense. My Parole Officer or any other Parole Officer may, at any time, conduct a warrantless search of my person, papers, and place of residence, automobile, or any other property under my control.

CONDITION 3 Weapon: I will not receive, possess, transport, have under my control, attempt to purchase, or obtain transfer of any firearm, ammunition, explosives or other deadly weapons.

CONDITION 4 Leaving State and Absconding: I will not leave my state of residence, even briefly, or change my residence without first getting permission from my Parole Officer. I will not abscond from parole supervision.

CONDITION 5 Child Support, Restitution, and Fees: I will support all my children as required by Georgia Law, make payments on any restitution, pay a monthly parole supervision fee as established by Parole Board Rule, and pay a reasonable fee for electronic monitoring.

CONDITION 6 Education: If I do not have a high school diploma or its equivalent and am unable to maintain reliable, regular employment, I will attend school to pursue a general education diploma (GED), a high school diploma, or a trade at a technical/vocational school.

Education has been linked to a successful lifestyle to the extent that it is not only a condition of release but state law (OCGA 49-9-44). Each parole office has a procedure/protocol in place to meet the requirements established by the law as well as ensuring parolee compliance with this condition.

Special Conditions of Parole

The Parole Board regularly issues extra or "special" conditions, in addition to the six standard conditions. They are tailored to an inmate's needs, and are intended to assist in the successful completion of parole. The following are some common examples of special conditions added by the Board:

Mental Health: (M.H.) "I will obtain a mental health assessment and follow through with any treatment/service recommendations(s) until my Parole Officer authorizes termination. I agree to pay all costs of any treatment/services provided to me."

Substance Abuse: "I will receive a substance abuse assessment and follow through with any recommendations made until my Parole Officer of Chief Parole Officer or designee authorizes termination. I agree to pay all of the costs of substance abuse counseling."

This condition alerts the Parole Officer to the Board's assessment that there is reason to believe the parolee has a substance abuse problem. The Parole Officer will normally refer the parolee to the Board's substance abuse treatment provider for an assessment. If substance abuse services are needed, the Parole Officer and counselor work as a team to implement a plan of action which includes a treatment plan and supervision strategy.

Restrictions on the Use of Motor Vehicle: "I will not operate, or possess a motor vehicle."

In cases where Vehicular Homicide or Serious Injury by Vehicle is the present offense or there is a prior offense of this nature, the Board may stipulate that a parolee may not own, operate or possess a motor vehicle, even though the parolee may have a valid operator's permit.

Fines: "I will begin payment of my fine 90 days after my release." If the court has set a fine of $25,000 or higher, the Board will add this special condition automatically.

Restitution: "I will begin payment of my restitution 90 days after my release." This particular condition addresses Board ordered Restitution.

Victims: "I will not have contact with the victim(s)." This condition will include the victim's name if given.

HIV Positive/Release: Inmates who are known to be positive for HIV have additional conditions of parole which address their medical conditions and their responsibilities to the community, both legally and procedurally.

Electronic Monitoring (EM): "I will be placed on electronic monitoring immediately upon release. I understand that I will be required to pay for this service." This is a preventative measure for offenders straight out of prison who would benefit by a more gradual transition into the community.

Sex Offender Registration: "I will comply with the applicable sex offender notification law, O.C.G.A. §42-9-44.1 AND/OR §42-1-12."

Special Conditions of Supervision – "I will comply with the special conditions attached hereto." This set of conditions are typically issued to sex offenders, however the Board may impose them on cases with old sex offence convictions and/or a history of criminal/inappropriate sexual behavior. These conditions include requirements to attend sex offender counseling, submit to periodic polygraph exams, placement on electronic monitoring, and other restrictions intended promote a successful parole outcome.

Parole Revocation

Each year roughly 11 percent of Georgia's 25,000-parolee population is returned to prison. A parole failure typically begins when the parolee stops communicating truthfully with his/her parole office. Parole officers do not expect parolees to be perfect. Difficulties or setbacks can occur, however they can usually be resolved successfully. A parolee should always keep in mind one of their most important responsibilities is to keep his/her parole officer truthfully informed of all changes or problems.

Commutation of Parole

The Parole Board, through its commutation power, may grant early termination from parole/conditional release. A minimum amount of time under parole supervision is required, the length of time depends upon the type of offense and the sentence received. Early termination of parole is granted when the Board determines:

- that the Parolee has performed in an exemplary fashion
- is compliant with all parole and special conditions
- all fines and fees are current

Restoration of Rights / Pardons

The Parole Board has the power to restore civil, political and firearms rights, as well as grant pardons. The following information explains the limits and requirements of these Parole Board actions:

STATE BOARD OF PARDONS AND PAROLES

2 Martin Luther King, Jr., Drive, S.E.
Balcony Level, East Tower
Atlanta, Georgia 30334-4909
(404) 656-4661
www.pap.state.ga.us

APPLICATION FOR RESTORATION OF RIGHTS

The State Board of Pardons and Paroles (SBPP) cannot pardon or restore firearm rights for offenses that occurred in other states. I understand that the SBPP cannot issue Pardons for federal offenses. I understand that the SBPP cannot expunge (remove from my record) any charges or convictions I have received nor can the SBPP seal my records. I understand a Pardon may only be granted for a *State of Georgia* conviction.

NOTE: The right to vote is automatically restored upon completion of sentence(s).

I am applying for (check the appropriate line):

_____ Restoration of Civil and Political Rights (for eligibility requirements, see page 2, Section 1)
_____ Pardon (for eligibility requirements, see page 2, see Section 2)
_____ Restoration of Right to Receive, Possess or Transport in Commerce a Firearm (for eligibility requirements, see page 2, Section 3)
_____ Pardon exception (for eligibility requirements, see page 2, see Section 4)

In order to be processed, you must:

(1) Attach your Georgia criminal history record (must be dated within 10 days of the postmark date)
(2) Review criminal history to ensure all arrests show a disposition (conviction, dismissal, etc.)
(3) Attach court documentation for any disposition not showing on your criminal record (see application instructions for obtaining criminal history and dispositions)
(4) For firearms requests, you must submit three (3) letters of reference

PLEASE PRINT:

Name: _____
(as it appears on court documents) Social Security Number

Other names you are known by	Sex: (M or F)	Race
Inmate # (if applicable)	Date of Birth	Current County of Residence
Street Address	City/State	Zip Code
Home Telephone Number	Cell Phone Number	Daytime Phone Number

On penalty of false swearing, I declare hereby that every statement by me is true and correct. I affirm I have not omitted any requested information. I fully understand any order issued by the Board in reliance on false, inaccurate, or incomplete information will be null and void and of no effect at all. I have not concealed any convictions or unpaid fines or restitution. I understand the Board's decision may not be appealed.

_____
Signature Date

If your application is incomplete, it will be returned to you for completion. Therefore, you must forward a self-addressed, stamped envelope with your application. If you move, you will need to notify the Parole Board in writing.

APPLICATION INFORMATION AND INSTRUCTIONS

- You may obtain your criminal history from the local law enforcement agency. Most Sheriffs' Offices offer this service for a fee.
- To obtain **certified** disposition documents, contact the Clerk of Court in the county of conviction. Dispositions on misdemeanor offenses are only required for Pardon exceptions as noted in Section 4. You are not required to provide dispositions older than 15 years.
- *No attorney is necessary for this process.*

Section 1: Restoration of Civil and Political Rights

This restores a person's civil rights which are lost in Georgia at the time of conviction. These include the right to run for and hold public office, to serve on a jury, and to serve as a Notary Public. The right to vote is automatically restored upon completion of your sentence(s) therefore you need not submit an application.

- You must have completed all sentence(s) within two (2) years prior to applying.
- You must have lived a law-abiding life during the two (2) years prior to applying.

Section 2: Pardon (State of Georgia convictions only):

This is an order of official forgiveness and is granted to those individuals who have maintained a good reputation in their community following the completion of their sentence(s). A Pardon is an official statement attached to the criminal record that states that the State of Georgia has pardoned the crime. **It does not expunge, remove or erase the crime from your record.** It may serve as a means for a petitioner to advance in employment or education.

- A Pardon will also restore your civil and political rights.
- You must have completed all sentence(s) at least five (5) years prior to applying.
- You must have lived a law-abiding life during the five (5) years prior to applying.
- You cannot have any pending charges.
- All fines and restitution must be paid in full.

Section 3: Restoration of Right to Receive, Possess or Transport in Commerce a Firearm

- This Restoration of Firearms Rights will include a Pardon and Restoration of Civil and Political Rights.
- You must submit three (3) letters of reference from citizens of unquestionable integrity.
- You cannot have any felony or misdemeanor drug related convictions.
- You cannot be granted for any offense in which a firearm was used or possessed.
- You must have completed all sentence(s) at least five (5) years prior to applying.
- You must have lived a law-abiding life during the five (5) years prior to applying.
- All fines and restitution must be paid in full.
- A personal interview will be required with a SBPP staff member. Photo identification (photo) must be provided at the time of the interview. This also includes applicants who reside out of state.

Section 4: Exception for Pardon or Restoration of Civil and Political Rights

In some cases, individuals may request an exception to the two (2) and five (5) year eligibility requirement. Additionally, some individuals may require a Pardon for misdemeanor convictions. If you are applying for such an exception, you must provide documentation to verify the specific situation.

- Adoption / Custody / Foster Care/ Daycare (certified copies of court documents)
- Section VIII (8) Housing (application)
- Truck driver into Canada (letter from employer)
- Education (supporting documents)
- Employment (supporting documents)
- Immigration (proof of deportation status and proof of legal, permanent residency)
- Peace Officer Standards and Training Council (POST). For additional information on law enforcement qualifications, please see POST Council Rule number 464-3-02(1)(g) at the following link: http://www.gapost.org/Rules/3offcrt.html

Glossary of Terms

Pardon – This is an order of official forgiveness and is granted to those individuals who have maintained a good reputation in their community following the completion of their sentence(s). A Pardon is an official statement attached to the criminal record that states that the State of Georgia has pardoned the crime. It does not expunge, remove or erase the crime from your record. It may serve as a means for a petitioner to advance in employment or education.

Restoration of Civil and Political Rights – This is an order restoring a person's civil rights which are lost in Georgia upon conviction. These include the right to run for and hold public office, to serve on a jury, and to serve as a Notary Public. The right to vote is automatically restored upon completion of your sentence(s) therefore you need not submit an application.

Frequently Asked Questions

Do I need an attorney to apply? No, you do not need an attorney to apply for a Pardon or Restoration of Civil and Political Rights.

Is there a fee to apply? No, there is no cost to apply for restoration of rights.

How long does it take for my application to be processed? The entire process can be lengthy since all information you provide to us must be verified. On average, processing an application takes approximately *six to nine months* and may take longer based on the Board's workload.

What will happen if I cannot obtain my criminal history or dispositions for my convictions? Your application will not be processed without the Georgia criminal history and certified sentence document for any disposition not showing on your record.

When am I eligible to apply for a Pardon? You must have completed all sentence(s) at least five (5) years prior to applying and have lived a law-abiding life since the completion of your sentence(s). You can have no pending charges against you. All fines and restitution must be paid in full.

Will my conviction still show on my record? Yes, however, a Pardon or Restoration of Civil and Political Rights will become part of your criminal history record.

How do I get a Record Expungement? This is not a function/duty of the Parole Board. To research details regarding a Record Expungement, Go to OCGA Section 35-3-37 for Georgia law requirements. You may also search at the following website: http://www.ehow.com/how_5481088_expunge-record-georgia.html

If I receive a Pardon, and then I am asked by an employer or future employer whether I have been convicted of a crime, do I answer "no" since I received a Pardon? You must answer "yes" to your employer or future employer. Explain that you have received a Pardon and provide a copy of your Pardon paperwork.

I was convicted of a sex offense and I was pardoned. Do I still have to register on the Sex Offender Registry? Yes, even if you received a Pardon, you must continue to register on the Sex Offender Registry. You may research at www.gbi.georgia.gov (click on Services and then Sex Offender Registry).

What are a Restoration of Civil and Political Rights? A Restoration of Civil and Political Rights is an order restoring the rights which are lost in Georgia upon conviction. These include the right to run for and hold public office, to sit on a jury, and to serve as a Notary Public. Restoration of Civil and Political Rights does not include the right to possess, own or carry a firearm. If you were convicted in another state and wish to have these rights restored, you must currently reside in Georgia.

When am I eligible to apply for Restoration of Civil and Political Rights? You must currently live in Georgia. You must have completed all sentence(s) at least two (2) years prior to applying and lived a law-abiding life since the termination of your sentence(s).

Is a Restoration of Civil and Political Rights a separate process from a Restoration of Firearms Rights? Yes, these are different processes. If you would like to have your firearms rights restored, you must check the line on the application for "Restoration of Right to Receive, Possess or Transport in Commerce a Firearm." A personal interview will be required for firearms restorations.

Can I bow hunt even if I do not receive a Pardon or Restoration of Civil and Political Rights? Yes, you may bow hunt without a Pardon or Restoration of Civil and Political Rights.

Is a muzzle loader considered a firearm? Yes, a muzzle loader is considered a firearm.

Do I have to apply with the Parole Board to restore my right to vote? No, you do not to have to apply to restore your right to vote. Your right to vote is automatically restored upon termination of your sentence(s). However, you must re-register with your local registrar's office in the county of your residence. To find your local registrar's office, visit this site: http://sos.georgia.gov/elections/elections/voter_information/2011_voter_info.asp

Do I need to apply with the Parole Board to restore my right to sit on a jury? Yes, you must apply for a Restoration of Civil and Political Rights in order to sit on a jury.

Do I need to apply with the Parole Board to restore my right to run for public office? Yes, you must apply for a Restoration of Civil and Political Rights to run for public office.

Do I need to apply with the Parole Board to restore my right to apply for a Notary Public? Yes, you must apply for a Restoration of Civil and Political Rights to apply for a Notary Public.

CHAPTER 19: APPENDIXES
(COMMUNITY RESOURCE CONTACT INFORMATION)

Appendix A

SOCIAL SECURITY GEORGIA FIELD OFFICES

Pre-Release Contacts

ALBANY
Public Tel: (229) 430-8400
Counties Served: Early, Randolph, Dougherty, Lee, Miller, Mitchell, Worth, Terrell, Baker, Calhoun, Clay

ATHENS
Public Tel: (866) 964-3294
Counties Served: Clarke, Elbert, Greene, Hart, Madison, Oconee, Taliaferro, Wilkes, Oglethorpe

ATLANTA DOWNTOWN
Public Tel: (800) 772-1213
Counties Served: Fulton, DeKalb

ATLANTA WEST
Public Tel: (404) 691-3419
Counties Served: Fulton

AUGUSTA
Public Tel: (706) 731-0685
Counties Served: Columbia, Richmond, Aiken, SC., McDuffie, Warren, Glascock, Lincoln

BRUNSWICK
Public Tel: (866) 964-6563
Counties Served: Glynn, McIntosh, Camden

CARROLLTON
Public Tel: (866)331-2318
Counties Served: Carroll, Heard, Haralson, (Douglas 30187)

COLUMBUS
Public Tel: (877) 784-3688
Counties Served: Talbot, Stewart, Marion, Taylor, Harris, Muscogee, Russell (AL), Chattahoochee, Schley, Webster, Quitman

CORDELE
Public Tel: (229) 273-6311
Counties Served: Wilcox, Sumter, Crisp

COVINGTON
Public Tel: (877) 873-9106
Counties Served: Morgan, Rockdale, Newton, Henry

DALTON
Public Tel: (866) 593-5681
Counties Served: Murray, Whitfield

DECATUR S. DEKALB
Public Tel: (404) 244-4018
Counties Served: Fulton, DeKalb

DUBLIN
Public Tel: (888) 655-6438
Counties Served: Laurens, Dodge, Telfair, Johnson and Treutlen

GAINESVILLE
Public Tel: (866) 331-2309
Counties Served: Pickens, Union, Fannin, Gilmer, Hall, White, Forsyth, Lumpkin, Dawson, and (Banks 30547, 30558)

GRIFFIN
Public Tel: (866) 964-1005
Counties Served: Spalding, Lamar, Pike, Butts, Upson

GWINNETT
Public Tel: (800) 772-1213
Counties Served: Fulton, DeKalb, Gwinnett

LAGRANGE
Public Tel: (866) 836-6744
Counties Served: Troup, Coweta and Meriwether

MACON
Public Tel: (888) 759-3917
Counties Served: Wilkinson, Monroe, Jones, Bibb, Twiggs, Jasper, Crawford

MARIETTA
Public Tel: (800) 772-1213
Counties Served: Cobb, Cherokee, Paulding, (Douglas 30133, 30134, 30135), (N. Fulton 30201, 30202, 30339, 30004, 30009, 30023, 30075, 30076 and 30077

MILLEDGEVILLE
Public Tel: (866) 348-5817
Counties Served: Washington, Hancock, Putnam, Washington, Baldwin

MOULTRIE
Public Tel: (877) 405-3470
Counties Served: Colquitt, Cook, Berrien

ROME
Public Tel: (866) 964-1006
Counties Served: Bartow, Floyd, Chattooga, Polk, Gordon

SAVANNAH
Public Tel: (800) 772-1213
Counties Served: Liberty, Chatham, Effingham, Long, (Bryan 31324)

SOUTHLAKE (MORROW)
Public Tel: (800) 772-1213
Counties Served: Fayette, Clayton, Fulton

STATESBORO
Public Tel: (866) 748-2088
Counties Served: Evans, Bullock, Screven, Candler, (Bryan 31308, 31321)

SWAINSBORO
Public Tel: (478) 237-6436
Counties Served: Emanuel, Burke, Jefferson, Jenkins

THOMASVILLE
Public Tel: (888) 491-1886
Counties Served: Decatur, Thomas, Grady, Seminole

TIFTON
Public Tel: (229) 382-6457
Counties Served: Tift, Turner, Ben Hill, Irwin

TOCCOA
Public Tel: (877) 405-7655
Counties Served: Habersham, Towns, Franklin, Rabun, Stephens, and (Banks 30511)

VALDOSTA
Public Tel: (229) 242-2595
Counties Served: Brooks, Lowndes, Lanier, Echols

VIDALIA
Public Tel: (866) 931-2518
Counties Served: Montgomery, Wheeler, Appling, Tattnall, Jeff Davis, Toombs

WARNER ROBINS
Public Tel: (866) 931-7084
Counties Served: Houston, Peach, Bleckley, Macon, Pulaski

WAYCROSS
Public Tel: (877) 405-3578
Counties Served: Bacon, Coffee, Clinch, Atkinson, Pierce, Charlton, Brantley, Wayne, Ware

WINDER
Public Tel: (866) 331-9071
Counties Served: Barrow, Jackson, Walton

APPENDIX B

GET THE FACTS TO HELP MAKE THAT BIG DECISION!

Learn About Yourself	**Resource**
Your Work Preferences	www.GCIC.peachnet.edu
Skills Assessments (some free)	www.brainbench.com
O*Net (interest profiler)	http://online.onetcenter.org
Learn About Careers	
How to Choose One-Do I need to Change?	GCIC,
How to Prepare for Career of Your Choice	www.mappingyourfuture.org
Learn About Training Opportunities	
Eligible Training Providers (WIA)	**www.gcic.edu/gawia**
Schools for Your Career Choice	www.GCIC.peachnet.edu
How to get Financial Aid	www.GCIC.peachnet.edu
Company Information	**www.anywho.com**
	www.reverse-lookup.com
Learn About Labor Market	
Job Listings	**www.dol.state.ga.us**
Salary and Hiring Practices	GCIS, O*Net
Demand for Workers	GCIS, O*Net
Wage Information	**www.salary.com**
Learn New Job Search Skills	
Interview Tips	www.GCIC.peachnet.edu
Internet Job Search	**www.dol.state.ga.us/forms.htm**
Youth Job Opportunities	**www.studentjobs.gov**
Brush Up On Life Skills	
Practice Using Internet and Computer	**http://www.free-ed.net**
Introduction to PCs	**www.free-ed.net**
GED	GED on TV - Channel 46, 6-7 AM
GED	**www.free-ed.net**
Math	**www.aaamath.com**
Web Site Keys	
Ga. Department of Labor	**www.dol.state.ga.us**
WIA Eligible Training Providers	**www.gcic.edu/gawia**
GCIS	**www.gcic.peachnet.edu**
Free classes	**www.free-ed.net**
	www.freeskills.com
	www.howstuffworks.com
On-line Course Survey	**www.elearners.com**

APPENDIX C

WEB SITES FOR JOB SEARCHS

Access Atlanta ..... www.accessarlanta.com
Atlanta Journal/Constitution ..... www.ajc.com
Career Search……. www.career.org
Career Search……. www.careeronestop.org
Dice ..... www.dice.com
Flip Dog…….. www.flipdog.com
Go Job……. www.gojob.com
Get a Job ..... www.getajob.com
Help Wanted ..... www.helpwanted.com
Jobs……... www.jobhunt.com
Jobs…… www.jobsinthemoney.com
Jobs……. www.jobsafari.com
Jobs ..... www.jobs.com
Johnson Personnel ..... www.johnsonpersonnel.com
Riley Guide ..... www.rileyguide.com
Social Services ..... www.opportunitynocs.org
Think Jobs ..... www.thinkjobs.com
US Jobs - Atlanta ..... Atlanta.usjobs.com
Work From Home ..... www.contract-jobs.com

WEB SITES FOR JOB SEARCHS *(By Category)*

IT AND TECHNICAL JOBS

www.atlanta.computerejobs.com
www.careercity.com
www.delphi.com/careers
www.justtechjobs.com
www.techjobbank.com
www.topechelon.com

GOVERNMENT *(Federal, State, Local)*

www.jobbankinfo.org
www.careers.ga.gov
www.dol.state.ga.us
www.co.clayton.ga.us
www.co.dekalb.ga.us
www.federaljobs.net
www.federaljobsearch.com
www.fedworld.com
www.co.fulton.ga.us
www.gms.state.ga.us
www.gsa.gov
www.thejobsite.state.ga.us

BUSINESS/OCCUPATIONS

www.accountingjobs.com
www.autohiresoftware.com
www.bankjobs.com
www.careermosaic.com
www.hcareers.com
www.hrimmall.com
www.hrjobs.com
www.hrstore.com
www.hrworld.com
www.marketingjobs.com
www.salesjobs.com
www.worldcom.com

HEALTHCARE
www.emory.edu
www.medzilla.com
www.employment911.com
www.jobhunt.com
www.joboptions.com
www.theworksite.com

INTERVIEW PREPARATION
www.dynastaff.com
www.sunfeatures.com

JOB HUNTING MANUALS
employmentguide.com
www.dbm.com

ONLINE CAREER TESTS
www.careerpath.com
www.self-directed-search.com
www.keirsey.com
www.futurestep.com
www.personalitytype.com
www.2.ncsu.edu

BUILDING A RÉSUMÉ
www.cover-letters.com
www.damngood.com

POST RESUME SITES
www.accornresume.com
www.americasemployers.com
www.bestjobsusa.com
www.careerbuilder.com
www.careercity.com
www.jobsafari.com
www.monster.com
www.recruitersonline.com
www.net-temps.com

JOB SEARCH AGENTS
(E-Mail address is required)
www.careerexchange.com
www.career.com
www.careerjournal.com
www.nationjob.com
www.searchease.com
www.vault.com

NONPROFIT ORGANIZATIONS
www.nonprofitjobs.org
www.idealist.org
www.4work.com

FREE TYPING TUTORIAL DOWNLOAD
www.aetech.co.uk/tutor/

EDUCATION
www.doe.k12.ga.us
www.educationjobs.com

VETERANS
www.taonline.com
www.vetjobs.com
www.va.gov/jobs

GENERAL
atlantajobline.com
www.quintcareers.com

FREE E-MAIL ADDRESS
gmail.com
hotmail.com
lycos.com
yahoo.com

EMPLOYMENT/VOCATIONAL REHABILITATION LINKS

Georgia Department of Labor – TOPPSTEP Program

http://www.dol.state.ga.us/find_career_centers.htm

http://www.dol.state.ga.us/find_voc_rehab_offices.htm

APPENDIX D

Georgia Department of Labor TOPPSTEP Contacts

Position/Location Phone No.
Fax No.

State Coordinator

Sussex 276 .....404-232-3540.
404-232-3538

Regional Coordinators

Athens .....706-583-2550.
706-369-5895

Augusta .....706-721-3657.
706-721-7680

Covington……770-784-2455
770-7842459

Macon .....478-752-1173.
478-751-6639

Statesboro .....912-681-5156.
912-681-5228

Clayton……678-479-5886
678-479-5256

Lafayette…….706-638-5525.
706-638-5529

Representatives

Albany.....229-430-5010.
229-430-5027

Americus.....229-931-2520.
229-931-2433

Athens .....706-583-2550.
706-369-5895

Augusta .....706-721-3131.
706-721-7680

Bainbridge.....229-248-2618.
229-248-2681

Blairsville.....706-745-6959.
706-745-6453

Blue Ridge .....706-632-2033.
706-632-7316

Brunswick .....912-264-7244.
912-262-3334

Cairo .....229-377-6526.
229-377-8013

Camilla.....229-522-3630.
229-522-3633

Carrollton.....770-836-6668.
770-836-6770

Cartersville.....770-387-3760.
770-387-3766

Cedartown.....770-749-2213.
770-749-2277

Clayton County 678-479-5886
678-479-5256

Cobb-Cherokee 770-528-6100
770-528-6139

Columbus.....706-649-7423.
706-649-1049

Cordele.....229-276-2355.
229-276-2706

Covington .....770-784-2455.
770-784-2459

Dalton .....706-272-2301.
706-272-2318

DeKalb County 404-298-3970
404-298-3995

Position/Location Phone No.
Fax No.

Douglas .....912-389-4254.
912-389-4307

Dublin .....478-275-6525.
478-275-6599

Eastman.....478-374-6994.
478-374-6996

Elberton.....706-213-2028.
706-213-2036

Gainesville .....770-535-5484.
770-531-5699

Griffin .....770-228-7226.
770-229-3287

Gwinnett County 770-840-2200
770-613-4843

Habersham .....706-776-0811.
706-776-0822

Hinesville.....912-370-2595.
912-370-2598

Houston County 478-988-7130
478-988-7140

Jessup.....912-427-5842.
912-427-5881

Kings Bay .....912-673-6942.
912-673-7077

Lafayette .....706-638-5525.
706-638-5529

Lagrange .....706-845-4000.
706-845-4005

Macon .....478-751-6164.
478-751-6639

Milledgeville..478-445-5465.
478-445-2040

Monroe.....770-207-4111.
770-207-4114

Moultrie .....229-891-7147.
229-891-7149

Newnan .....770-254-7220.
770-254-7277

North Metro ...404-679-5200.
404-679-1713

N.W. Georgia.706-961-1990

706-961-0062

Rome.....706-295-6051.
706-295-6050

Savannah.....912-356-2773.
912-351-3800

South Metro ... 404-699-6900
404-699-6933

Statesboro .....912-681-5156.
912-681-5228

Sylvester .....229-777-2120.
229-777-2121

Thomasville ...229-225-4033.
229-225-5013

Thomson .....706-595-3665.
706-595-7209

Tifton .....229-386-3322.
229-386-7188

Toccoa.....706-282-4514.
706-282-4513

Valdosta .....229-333-5211.
229-333-5301

Vidalia.....912-538-3231.
912-538-3238

Waycross 912-285-6105
912-287-6550

http://www.dol.state.ga.us/find_career_centers.htm

APPENDIX E

GEORGIA'S SYSTEM OF TECHNICAL COLLEGES

Tcsg.edu

Albany Technical College	Albany (229) 430-3500
Altamaha Technical College	Jesup (912) 427-5800
Appalachian Technical College	Jasper (706) 253-4500
Athens Technical College	Athens (706) 355-5000
Atlanta Technical College	Atlanta (404) 225-4601
Augusta Technical College	Augusta (706) 771-4000
Central Georgia Technical College	Macon (478) 757-3400
Chattahoochee Technical College	Marietta (770) 528-4500
Columbus Technical College	Columbus (706) 649-1800
Coosa Valley Technical College	Rome (706) 295-6202
DeKalb Technical College	Clarkston (404) 297-9522
East Central Technical College	Fitzgerald (229)468-2000
Flint River Technical College	Thomaston (706) 646-6148
Georgia Aviation Technical College	Eastman (478) 374-6980
Georgia Virtual Technical College	Covington (770) 784-3136
Griffin Technical College	Griffin (770) 228-7348
Gwinnett Technical College	Lawrenceville (770) 962-7580
Heart of Georgia Technical College	Dublin (478) 275-6589
Lanier Technical College	Oakwood (770) 531-6300
Middle Georgia Technical College	Warner Robbins (478) 988-6800
Moultrie Technical College	Moultrie (229) 891-7000
N. Georgia Technical College	Clarkesville (706) 754-7700
N. Metro Technical College	Acworth (770) 975-4000
Northwest Technical College	Rock Springs (706) 764-3510
Ogeechee Technical College	Statesboro (912) 681-5500
Okefenokee Technical College	Waycross (912) 287-6584
Sandersville Technical College	Sandersville (478) 553-2050
Savannah Technical College	Savannah (912) 351-6362
S. Georgia Technical College	Americus (229) 931-2394
Southeastern Technical College	Vidalia (912) 538-3100
S.W. Georgia Technical College	Thomasville (229) 225-4096
Swainsboro Technical College	Swainsboro (478) 289-2200
Valdosta Technical College	Valdosta (229) 333-2100
W. Central Technical College	Waco (770) 537-6000
W. Georgia Technical College	LaGrange (706) 845-4323

APPENDIX F

FINANCIAL AID & JOB WEBSITES

www.dol.state.ga.us Main GA Department of Labor site
www.gcic.peachnet.edu Major GrantSite (GCIS) >Run GCIS~ID gsuoeo
(> means "click on") Password gcis1106>Fin Aid>cluster
www.studentaid.ed.gov Fed pubs including the Student Aid Guide & FAFSA
www.gvtc.org OnLine Certs & Diplomas from Technical Colleges
www.usg.edu University System of Georgia - Rules & Regs
www.gacollege411.org New! Major College Info Site
www.jobsite.org Gov't jobs in GA, incl Résumé Builder
www.gsfc.org GaStuFinComm "Mapping-Your-Future"
Call (770) 724-9031 For GS PS catalogue
www.ed.gov US Dept of Ed site
www.studentaid.ed.gov Fed pubs including the Student Guide
www.gapsc.com GA Professional Standards Commission
www.doe.k12.ga.us GA Dept Education
www.gradview.com Grad school funding
www.gradschools.com List of grad schools & funding
www.fastweb.org Free personal profile grant search engine
www.google.com Universal search engine
www.blackexcel.org/100minority.htm Major site for multiple scholarship links
www.americorps.org AmeriCorps Information & Funding
www.naces.org National Association of Credential Evaluators
www.hsf.net Hispanic Scholarship Fund
www.maldef.org Mexican Legal Defense Fund
www.chci.org Congressional Hispanic Caucus
www.needcollegemoney.com "Pathways To Scholarships" Funding Guidebook & CD
www.gcic.peachnet.edu/gawia …….. Eligible WIA Programs & Providers
http://www2.gsu.edu/~wwweop/ . …….. Educational Opportunity Center
www.g1careernet.com…… GA One Stop Shops

www.nslds.ed.gov……. Type & status of funding used in your education

www.atlantaregional.com/workforce-solutions

www.scholaraid.com ……. A free Internet based scholarship search service

www.fastweb.com .. …… Financial aid search through the web with over 400,000 private sector scholarship Fellowships, grants and student loans available to
studentswww.gacollege411.org/financial_aid.../hope.../_default.aspx

www.collegenet.com/mach25.....……..... Free version of the Wintergreen/Orchard House

www.supercollege.com … Launch a free scholarship search that connects students to a database of over 400,000 awards worth over $1.1 billion

http://www.freschinfo.com …….. Has a database of over 1,900 sources of scholarships representing approximately 130,000 awards

http://www.ed.gov/prog_info/SFA.StudentGuide/-1/pell.html

Pell Grant is the largest federal aid program; based on need

www.fafsa.com …… . Complete the Free Application for Federal student Aid on the Internet study

www.gcic.peachnet.edu……. DOL, Career Resource Centers and School Career

Centers Georgia Career Information System-Financial Aid Sort

www.hcacareers.com/ ……Living Loan Stipend for Registered Nurses

Appendix G

Mental Health and Substance Abuse Services Resources

Agency	Services Offered	Web Address	Phone Number
Georgia Crisis & Access Line	Mental health, substance abuse & developmental disabilities services.	http://www.mygcal.com/	1-800-715-4225
Mental Health America of Georgia	Information on resources, medications & support	http://www.ciclt.net/nmhag http://www.mhageorgia.org	1-800-933-9896
National Alliance on Mental Illness Georgia	Information on resources & support	http://www.namiga.org/	1-800-728-1052
GA Mental Health Consumer Network	Information on resources & support	http://www.gmhcn.org/	1-800-297-6146
AIDS Information	Information on treatment & government approved resources	http://www.cdc.gov/hiv/default.htm	1-800-448-0440
Al-Anon	Mutual support group for family members of those abusing alcohol	http://www.ga-al-anon.org/	888-4AL-ANON
Alcohol & Drug Abuse Hotline	Substance abuse treatment program information	http://www.samhsa.org/	1-800-662-4357
Alcoholics Anonymous	Mutual support group	http://www.aageorgia.org/	1-800-207-1264

Agency	Services Offered	Web Address	Phone Number
Celebrate Recovery	Christ-centered mutual support group	http://www.celebraterecovery.com/	Not available
Co-Anon	Mutual support group for family members of those abusing cocaine	http://www.co-anon.org/	1-800-898-9985
Cocaine Anonymous	Mutual support group	http://www.georgiaca.org/	404-255-7787
Codependents Anonymous	Mutual support group for developing healthy relationships	http://www.onlinecoda.net/	888-444-2359
Crystal Meth Anonymous	Mutual support group	http://www.crystalmeth.org/	404-454-3637
GA Association of Recovery Residences	List of approved recovery residences	http://www.garronline.org/	404-558-1485
GA Council on Substance Abuse	Provides information, resources and training	http://www.gasubstanceabuse.org/	404-523-3440
Marijuana Anonymous	Mutual Support Group	http://marijuana-anonymous.org	800-766-6779
Nar-Anon	Mutual support group for family members of those abusing narcotics	http://www.nar-anon.org	1-800-448-0440
Narcotics Anonymous	Mutual support group	http://www.na.org/	General:1-818-773-9999 North Area: 888-479-9696 Northeast Area:888-313-7887 South Area: 800-342-3487

Agency	Services Offered	Web Address	Phone Number
National Drug & Alcohol Abuse Hotline	Locate substance abuse treatment programs by state	http://www.drug-rehabs.org/	1-855-378-4734
National Institute on Drug Abuse	Drug information & facts, educational materials, etc.	http://www.drugabuse.gov/nidahome.html	1-877-643-2644
Overcomers Outreach	Christ-centered mutual support group	http://www.overcomersoutreach.org/	1-800-310-3001
National Suicide Prevention Lifeline	24/7 hotline providing counseling & crisis center referrals	http://www.suicidepreventionlifeline.org	1-800-SUICIDE 1-800-273-TALK
United Way	Information on essential services	http://liveunited.org/our-work/2-1-1/	211
Veteran's Administration	Benefits for veterans	http://www.va.gov/	1-800-827-1000

Appendix H

State Health Department Offices & Community Service Boards

County Health Department	City	Phone Number	Web Site
Appling	Baxley	912-367-4601	http://www.sehdph.org
Atkinson	Pearson	912-422-3332	http://www.sehdph.org
Bacon	Alma	912-632-4712	http://www.sehdph.org
Baker	Newton	229-734-5226	http://rtn.darton.edu/phirn/
Baldwin	Milledgeville	478-445-4264	
Banks	Homer	706-677-2296	http://www.phdistrict2.org/
Barrow	Winder	770-307-3502	http://publichealthathens.com/
Bartow	Cartersville	770-382-1920	http://www.nwgapublichealth.org/
Ben Hill	Fitzgerald	229-426-5288	http://www.southhealthdistrict.com/
Berrien	Nashville	229-686-5411	http://www.southhealthdistrict.com/
Bibb	Macon	478-745-0411	
Bleckley	Cochran	478-934-6590	
Brantley	Nahunta	912-462-6165	http://www.sehdph.org
Brooks	Quitman	229-263-7585	http://www.southhealthdistrict.com/
Bryan	Pembroke	912-653-4331	http://www.gachd.org/
Bulloch	Statesboro	912-764-0759	http://www.sehdph.org
Burke	Waynesboro	706-554-3456	http://www.ecphd.com/
Butts	Jackson	770-504-2230	
Calhoun	Morgan	229-849-2515	http://rtn.darton.edu/phirn/
Camden	Kingsland	912-729-6012	http://www.gachd.org/
Candler	Metter	912-685-5765	http://www.sehdph.org
Carroll	Carrollton	770-836-6667	
Catoosa	Ringgold	706-935-2366	http://www.nwgapublichealth.org/
Charlton	Folkston	912-496-2561	http://www.sehdph.org
Chatham	Savannah	912-356-2441	http://www.gachd.org/
Chattahoochee	Cussetta	706-989-3663	
Chattooga	Summerville	706-857-3471	http://www.nwgapublichealth.org/
Cherokee	Canton	770-345-7371	http://www.nghd.org/
Clarke	Athens	706-542-8600	http://publichealthathens.com/
Clay	Ft. Gaines	229-768-2355	
Clayton	Jonesboro	678-610-7199	http://www.claytoncountypublichealth.org/
Clinch	Homerville	912-487-2199	http://www.sehdph.org
Cobb	Marietta	770-514-2300	http://www.cobbanddouglaspublichealth.org/

County Health Department	City	Phone Number	Web Site
Coffee	Douglas	912-389-4450	http://www.sehdph.org
Colquitt	Moultrie	229-891-7100	http://rtn.darton.edu/phirn/
Columbia	Appling	706-541-2869	http://www.ecphd.com/
Cook	Adel	229-896-3030	http://www.southhealthdistrict.com/
Coweta	Newnan	770-254-7400	http://www.coweta.ga.us/Resources/healthdept.html
Crawford	Roberta	478-836-3167	
Crisp	Cordele	229-271-1054	
Dade	Trenton	706-657-4213	http://www.nwgapublichealth.org/
Dawson	Dawsonville	706-265-2611	http://www.phdistrict2.org/
Decatur	Bainbridge	229-248-3055	http://rtn.darton.edu/phirn/
DeKalb	Decatur	404-294-3700	http://www.dekalbhealth.net/
Dodge	Eastman	478-374-5576	
Dooly	Vienna	229-268-4725	
Dougherty	Albany	229-430-6200	http://rtn.darton.edu/phirn/
Douglas	Douglasville	770-920-7311	http://www.cobbanddouglaspublichealth.org/
Early	Blakely	229-723-3707	http://rtn.darton.edu/phirn/
Echols	Stattenville	229-559-5103	http://www.southhealthdistrict.com/
Effingham	Springfield	912-954-6850	http://www.gachd.org/
Elbert	Elberton	706-283-3775	http://publichealthathens.com/
Emanuel	Swainsboro	912-237-7501	http://www.ecphd.com/
Evans	Claxton	912-739-2088	http://www.sehdph.org
Fannin	Blue Ridge	706-632-3023	http://www.nghd.org/
Fayette	Fayetteville	770-305-5416	
Floyd	Rome	706-295-6123	http://www.nwgapublichealth.org/
Forsyth	Cumming	770-781-6900	http://www.fchd.us/
Franklin	Carnesville	706-384-5575	http://www.phdistrict2.org/
Fulton	Atlanta	404-730-1202	http://www.fultoncountyga.gov/
Gilmer	Ellijay	706-635-4363	http://www.nghd.org/
Glascock	Gibson	706-598-2061	http://www.ecphd.com/
Glynn	Brunswick	912-264-3961	http://www.gachd.org/
Gordon	Calhoun	706-624-1444	http://www.nwgapublichealth.org/
Grady	Cairo	229-377-2992	http://rtn.darton.edu/phirn/
Greene	Greensboro	706-453-7561	http://publichealthathens.com/
Gwinnett	Lawrenceville	770-339-4283	http://www.gnrhealth.com

County Health Department	City	Phone Number	Web Site
Habersham	Demorest	706-778-7156	http://www.phdistrict2.org/
Hall	Gainesville	770-531-5600	http://www.phdistrict2.org/
Hancock	Sparta	706-444-6616	
Haralson	Buchanan	770-646-5541	http://www.nwgapublichealth.org/
Harris	Hamilton	706-628-5780	
Hart	Hartwell	706-376-5117	http://www.phdistrict2.org/
Heard	Franklin	706-675-3456	
Henry	McDonough	770-954-2250	
Houston	Warner Robins	478-218-2020	
Irwin	Ocilla	229-468-5003	http://www.southhealthdistrict.com/
Jackson	Jefferson	706-367-5204	http://publichealthathens.com/
Jasper	Monticello	706-468-6850	
Jeff Davis	Hazlehurst	912-375-2425	http://www.sehdph.org
Jefferson	Louisville	478-625-3716	http://www.ecphd.com/
Jenkins	Millen	478-982-2811	http://www.ecphd.com/
Johnson	Wrightsville	478-864-3542	
Jones	Gray	478-986-3164	
Lamar	Barnesville	770-358-1483	
Lanier	Lakeland	229-482-3294	http://www.southhealthdistrict.com/
Laurens	Dublin	478-275-6545	
Lee	Leesburg	229-759-3014	http://rtn.darton.edu/phirn/
Liberty	Hinesville	912-876-2173	http://www.gachd.org/
Lincoln	Lincolnton	706-359-3154	http://www.ecphd.com/
Long	Lucdowici	912-545-2107	http://www.gachd.org/
Lowndes	Valdosta	229-333-5257	http://www.southhealthdistrict.com/
Lumpkin	Dahlonega	706-867-2727	http://www.phdistrict2.org/
Macon	Oglethorpe	478-472-8121	
Madison	Danielsville	706-795-2131	http://publichealthathens.com/
Marion	Buena Vista	229-649-5664	
McDuffie	Thomson	706-595-1740	http://www.ecphd.com
McIntosh	Townsend	912-832-5473	http://www.gachd.org/
Meriwether	Greenville	706-672-4974	
Miller	Colquitt	229-758-3344	
Mitchell	Camilla	229-336-2055	http://rtn.darton.edu/phirn/

County Health Department	City	Phone Number	Web Site
Monroe	Forsyth	478-992-5083	
Montgomery	Mt Vernon	912-583-4602	
Morgan	Madison	706-752-1266	http://publicheathathens.com/
Murray	Chatsworth	706-695-4585	http://www.nghd.org/
Muscogee	Columbus	706-321-6300	http://www.columbushealth.com
Newton	Covington	770-784-2121	http://www.gnrhealth.com/
Oconee	Watkinsville	706-769-7060	http://publichealthathens.com/
Oglethorpe	Lexington	706-743-8181	http://publichealthathens.com/
Paulding	Dallas	770-443-7881	http://www.nwgapublichealth.org/
Peach	Ft Valley	478-825-6939	
Pickens	Jasper	706-253-2821	http://www.nghd.org/
Pierce	Blackshear	912-449-2032	http://www.sehdph.org
Pike	Zebulon	770-567-8972	
Polk	Cedartown	70-749-2270	http://www.nwgapublichealth.org/
Pulaski	Hawkinsville	478-783-1361	
Putnam	Eastonton	706-485-8591	
Quitman	Georgetown	229-334-3697	
Rabun	Clayton	706-212-0289	http://www.phdistrict2.org
Randolph	Cuthbert	229-732-2414	
Richmond	Augusta	706-721-5800	http://www.ecphd.com/
Rockdale	Conyers	770-785-5936	http://www.gnrhealth.com/
Schley	Ellaville	229-937-2208	
Screven	Sylvania	912-564-2190	http://www.ecphd.com/
Seminole	Donalsonville	229-524-2577	http://rtn.darton.edu/phirn/
Spalding	Griffin	770-467-4740	
Stephens	Toccoa	706-282-4507	http://www.phdistrict2.org/
Stewart	Lumpkin	229-838-4859	
Sumter	Americus	229-924-3637	
Talbot	Talbotton	706-665-8561	
Taliaferro	Crawfordville	706-456-2316	http://www.ecphd.com
Tattnall	Reidsville	912-557-7850	http://www.sehdph.org
Taylor	Butler	478-862-5628	
Telfair	McRae	229-868-7404	
Terrell	Dawson	229-995-8435	http://rtn.darton.edu.phirn/

County Health Department	City	Phone Number	Web Site
Thomas	Thomasville	229-226-4241	http://rtn.darton.edu.phirn/
Tift	Tifton	229-386-8373	http://www.southhealthdistrict.com/
Toombs	Lyons	912-526-8108	http://www.sehdph.org
Towns	Young Harris	706-896-2265	http://www.phdistrict2.org/
Treutlen	Soperton	912-529-4217	
Troup	LaGrange	706-845-4085	
Turner	Ashburn	229-567-4357	
Twiggs	Jeffersonville	478-945-3351	
Union	Blairsville	706-745-6292	http://www.phdistrict2.org/
Upson	Thomaston	706-647-7149	
Walker	LaFayette	706-638-5577	http://www.nwgapublichealth.org/
Walton	Monroe	770-207-4125	http://publichealthathens.com/
Ware	Waycross	912-283-1875	http://www.sehdph.org
Warren	Warrenton	706-456-2252	http://www.ecphd.com/
Washington	Sandersville	478-552-3210	
Wayne	Jesup	912-427-2042	http://www.sehdph.org
Webster	Preston	229-828-3225	
Wheeler	Alamo	912-568-7161	
White	Cleveland	706-865-2191	http://www.phdistrict2.org/
Whitfield	Dalton	706-272-2342	http://www.nghd.org/
Wilkes	Washington	706-678-2622	http://www.ecphd.com/
Wilkinson	Irwinton	478-946-2226	
Worth	Sylvester	229-777-2150	http://rtn.darton.edu/phirn/

http://health.state.ga.us

Health Departments Served by Counties

Counties Served	CSB Name	CEO/Executive Director
Barrow,Clarke, Jackson, Elbert, Greene, Madison, Morgan, Oconee, Oglethorpe, Walton	Advantage Behavioral Health Systems www.advantagebhs.org	Cindy Darden, Ph.D. 250 North Avenue Athens, GA 30601 Ph. 706-389-6789 Fax 706-389-6740
Baker, Calhoun, Dougherty, Early, Lee, Miller, Terrell, Worth	Albany Area CSB www.albanycsb.org	Kay Brooks, Ed.D. 1120 W. Broad Ave. P. O. Box 1988 Albany, GA 31707/31702-1988 Ph.229-430-4042 Fax 229-430-4047 kbrooks@albanycsb.org
Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumkin, Rabun, Stephens, Towns, Union, White	Avita Community Partners www.gamtns.org	Cindy McLaughlin 4331 Thurmond Tanner Rd. Flowery Branch , GA 30542 Ph. 678-513-5701 Fax 678-513-5827
Clayton	Clayton County CSB www.claytoncenter.org	Dr. Aundria Cheever, MSW-DCC 157 Smith Street Jonesboro, Georgia 30236 Ph. 770-473-2416 Fax 770-477-9772
Cobb	Cobb CSB www.cobbcsb.com	Tod W. Citron 3830 S. Cobb Drive Smyrna, GA 30080 Ph. 770-429-5000 Fax 770-438-5136
Bleckley, Dodge, Johnson, Laurens, Montgomery, Pulaski, Telfair, Treutlen, Wheeler, Wilcox,	CSB of Middle Georgia www.csbmg.com	Denise Forbes 2121-A Bellevue Road Dublin, GA 31021 Ph. 478-272-6811
DeKalb	DeKalb CSB www.dekcsb.org	Gary Richey P. O. Box 1648 Decatur, GA 30031 Ph. 404-508-7807 Fax 404-508-7795
Douglas	Douglas CSB www.cobbcsb.com	Tod W. Citron 3830 S. Cobb Drive Smyrna, GA 30080 Ph. 770-429-5000 Fax 770-438-5136

Counties Served	CSB Name	CEO/Executive Director
Fulton	Fulton County DBHDD www.livebetterfulton.org	Dr. Patrice Harris 99 Jesse Hill Jr Drive, SE Atlanta 30303 Ph. 404-613-1205 Fax 404-730-1294
Bryan, Camden, Chatham, Effingham Glynn, Liberty, Long, McIntosh,	Gateway BHS www.gatewaybhs.org	Frank Bonati, Ph.D. 700 Coastal Village Drive Brunswick, GA 31520 Ph. 912-554-8457 Fax 912-262-6424
Colquitt, Decatur, Grady, Mitchell, Seminole, Thomas	Georgia Pines CSB	Robert H. Jones, Jr. 1102 Smith Avenue, Ste. K Thomasville, GA 31792 Ph. 229-225-4370 Fax 229-225-4374
Cherokee, Fannin, Gilmer, Murray, Pickens,Whitfield, Bartow, Floyd, Gordon, Haralson, Paulding, Polk	Highland Rivers CSB www.highlandrivers.org	Jason Bearden 1710 Whitehouse Drive Suite 204 Dalton, GA 30720 Ph. 706-270-5000 Fax 706-270-5066
Catoosa, Chattooga, Dade, Walker	Lookout Mountain CSB www.lmcs.org	Tom Ford, Ph.D. (GACSB Secretary) 501 Mize Street P. O. Box 1027 LaFayette, GA 30728 Ph.706-638-5584 Fax 706-638-5585
Butts, Fayette, Henry, Lamar, Pike, Spalding, Upson	McIntosh Trail CSB www.mctrail.org	Pam McCollum 1501-A Kalamazoo Drive Griffin, GA 30224 Ph. 770-358-8250 Fax 770-229-3223
Crisp, Dooly, Macon, Marion, Schley, Sumter, Taylor, Webster	Middle Flint www.middleflintbhc.org	Beth Ragan 415 N. Jackson Street P. O. Drawer 1348 Americus, GA 31709 Ph. 229-931-2470 Fax 229-931-2952

Counties Served	CSB Name	CEO/Executive Director
Chattanoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, Talbot	New Horizons CSB www.newhorizonscsb.org	Sherman K. Whitfield P. O. Box 5328 Columbus, GA 31906 Ph. (706) 596-5517 Fax (706) 596-5589
Baldwin, Hancock, Jasper, Putnam, Washington, Wilkinson	Oconee CSB www.oconeecenter.org	Angela Hicks-Hill (GACSB Treasurer) 131 N. Jefferson St. P. O. Box 1827 Milledgeville, GA 31061 Ph. 478-445-4817 Fax 478-445-4963
Burke, Emanuel, Glascock, Jefferson, Jenkins, Screven	Ogeechee Behavioral Health Services www.obhs-ga.org	Amy Tribble 223 N. Anderson Street P. O. Box 1259 Swainsboro, GA 30401 Ph. 478-289-2741 Fax 478-289-2544
Carroll, Coweta, Heard, Troup, Meriwether	Pathways CSB www.pathwayscsb.org	Jade Benefield 122-C Gordon Commercial Dr., LaGrange, GA 30240 Ph. 706-845-4045 Fax 706-845-4341
Crawford, Houston, Peach	Phoenix Center CSB www.phoenixcenterbhs.com	James Singleton 940 Highway 96 Warner Robbins, GA 31088 Ph. 478-988-1002 x 116 Fax 478-988-1106
Appling, Bulloch, Candler, Evans, Jeff Davis, Tattnall, Toombs, Wayne	Pineland CSB www.pinelandcsb.org	June A. DiPolito 5 West Altman Street Statesboro, GA 30458 Ph. 912-764-6906 Fax 912-764-3252
Bibb, Jones, Monroe, Twiggs	River Edge CSB www.river-edge.org	Shannon Harvey, LCSW 175 Emery Highway Macon, GA 31217 Ph. 478-751-4515 Fax 478-752-1041

Counties Served	CSB Name	CEO/Executive Director
Columbia, Lincoln, McDuffie, Richmond, Taliaferro, Warren, Wilkes	Serenity Behavioral Health System www.serenitybhs.com	Charles D. Williamson 3421 Mike Padgett Hwy Augusta, GA 30906 Ph.706-432-4891 Fax 706-432-3791
Ben Hill, Berrien, Brooks, Cook, Echols, Irwin, Lanier, Lowndes, Tift, Turner	South Georgia CSB www.bhsga.com	David Sofferin 3120 N. Oak St Ext, Ste C Valdosta, GA 31602-1007 Ph. 229-671-6101
Atkinson, Bacon, Brantley, Charlton, Clinch, Coffee, Pierce, Ware	Unison Behavioral Health www.unisonbehavioralhealth.com	Allen Brown PO Box 1397 Waycross, Georgia 31503 Ph. 912-449-7103
Gwinnett, Newton, Rockdale	View Point Health https://www.myviewpointhealth.org/	David Crews P. O. Box 687 Lawrenceville, GA 30046 Ph. 678-209-2370 Fax 770-339-5382
Haralson	Haralson BHS (Associate Membership)	Melody Harpe (Acting Director) 4149 Cashtown Road Breman, GA 30110 Ph. 770-537-2367

Community Service Boards (CSB)

Georgia Community Service Boards (CSB) (Provides mental health, developmental disabilities & addictive diseases services)				
Counties Served	CSB Name / Website	Address	Phone Number	Fax Number
Barrow, Clarke, Jackson, Elbert, Greene, Madison, Morgan, Oconee, Oglethorpe, Walton	Advantage Behavioral Health Systems (formerly NE Georgia CSB) www.advantage.bhs.org	250 North Avenue, Athens, 30601	706-389-6789	706-389-6740
Baker, Calhoun, Dougherty, Early, Lee, Miller, Terrell, Worth	Albany Area CSB www.albanycsb.org	1120 W. Broad Avenue, Albany	229-430-4042	229-430-4047
Clayton	Clayton County CSB www.claytoncenter.org	157 Smith Street Jonesboro, 30236	770-478-2280	770-477-9772
Cobb	Cobb CSB www.cobbcsb.org	3830 S. Cobb Dr., Smyrna, 30080	770-429-5000	770-438-5136
Bleckley, Dodge, Johnson, Laurens, Montgomery, Pulaski, Telfair, Treutlen, Wheeler, Wilcox	CSB of Middle Georgia www.csbmg.us	2121-A Bellevue Road, Dublin, 31021	478-272-1190	478-275-6509
DeKalb	DeKalb CSB www.dekcsb.org	445 Winn Way Decatur, 30030	404-508-7807	404-508-7795
Douglas	Douglas CSB www.cobbcsb.com	3830 S. Cobb Dr., Smyrna, 30080	770-429-5000	770-438-5136
Fulton	Fulton County Community Service Board www.fultoncountyga.gov/county/health	141 Pryor Street, S.W., Suite 4035 Atlanta, 30303	404-730-0210	404-730-0341
Bryan, Camden, Chatham, Effingham, Glynn, Liberty, Long, McIntosh	Gateway BHS www.gatewaybhs.org	700 Coastal Village Drive Brunswick, 31520	912-554-8510	912-262-6424
Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, White	Avita Community Partners www.gamtns.org	4331 Thurmond Tanner Rd., Flowery Branch, 30542	678-513-5701	678-513-5827
Colquitt, Decatur, Grady, Mitchell, Seminole, Thomas	Georgia Pines CSB	1102 Smith Avenue, Suite K, Thomasville, 31792	229-225-4370	229-225-4374

Gwinnett, Newton, Rockdale	GRN CSB www.grncsb.com/index.htm	P.O. Box 687, Lawrenceville, 30046	770-339-5019	770-339-5382
Cherokee, Fannin, Gilmer, Murray, Pickens, Whitfield, Bartow, Floyd, Gordon, Haralson, Paulding, Polk	Highland Rivers CSB www.highlandrivers.org	1710 Whitehouse Dr., Suite 204, Dalton, 30720	706-270-5100	706-270-5066
Catoosa, Chattoga, Dade, Walker	Lookout Mountain CSB www.lmcs.org	501 Mize Street, P.O. Box 1027, Lafayette, 30728	706-638-5584	706-638-5585
Butts, Fayette, Henry, Lamar, Pike, Spalding, Upson	McIntosh Trail CSB www.mctrail.org	1501-A Kalamazoo Drive, Griffin, 30224	770-358-8250	770-229-3223
Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, Talbot	New Horizons CSB www.newhorizonscsb.org	P.O. Box 5328, Columbus, 31906	706-596-5517	706-596-5589
Baldwin, Hancock, Jasper, Putnam, Washington, Wilkinson	Oconee CSB www.oconeecenter.org	131 N. Jefferson Street, P.O. Box 1827, Milledgeville, 31061	478-445-4817	478-445-4963
Burke, Emanuel, Glascock, Jefferson, Jenkins, Screven	Ogeechee CSB www.obhs-ga.org	223 N. Anderson Street, P.O. Box 1259, Swainsboro, 30401	478-289-2522	478-289-2544
Carroll, Coweta, Heard, Troup, Meriwether	Pathways CSB www.pathwayscsb.org	122-C Gordon Commercial Drive, Lagrange, 30240	706-845-4045	706-845-4341
Crawford, Houston, Peach	Phoenix Center CSB www.phoenixcenterbhs.com	940 Highway 96, Warner Robins, 31088	478-988-1002 Ext 116	478-988-1106
Appling, Bulloch, Candler, Evans, Jeff Davis, Tattnall, Toombs, Wayne	Pineland CSB www.pinelandcsb.org	5 West Altman Street, Statesboro, 30458	912-764-6906	912-764-3252
Bibb, Jones, Monroe, Twiggs	River Edge CSB www.river-edge.org	175 Emery Highway, Macon, 31217	478-751-4515	478-752-1040
Atkinson, Bacon, Brantley, Charlton, Clinch, Coffee, Pierce, Ware	Satilla CSB www.satilla.csb.state.ga.us	1007 Mary Street Waycross, 31503 P.O. Box 1397, Waycross, 31501	912-449-7100	912-287-6660

Columbia, Lincoln, McDuffie, Richmond, Taliaferro, Warren, Wilkes	Serenity Behavioral Health System www.serenitybhs.com	3421 Mike Padgett Hwy., Augusta, 30906	706-432-4891	706-432-3791
Ben Hill, Berrien, Brooks, Cook, Echols, Irwin, Lanier, Lowndes, Tift, Turner	South Georgia CSB www.bhsga.com	3120 N. Oak Street, Suite C, Valdosta, 31602-1007	229-671-6100	229-671-6755
Crisp, Dooly, Macon, Marion, Schley, Sumter, Taylor, Webster	Southern Star CSB www.middleflintbhc.org	415 N. Jackson St., P.O. Box 1348, Americus, 31709	229-931-2470	229-931-2952
Haralson	Haralson BHS	217 Tennessee Avenue, Bremen, 30110	770-537-2367 Ext 123	770-537-1203

Appendix I

LINKAGE INFORMATION BY HEALTH DISTRICTS

Health District 1.1
(Northwest - Rome)

Counties: *Floyd, Bartow, Paulding, Haralson, Polk, Chattooga, Gordon, Walker, Dade, and Catoosa*

Health Clinic (Primary) - N.W. Georgia Specialty Care Clinic

Floyd County Health Department

16 East 12th Street
2nd Floor – Floyd County Health Department
Rome, GA 30161
Phone: (706) 295-6701

AIDS Resource Council Inc.

108 – B 5th Ave.
Rome, GA 30161
Phone: (706) 290-9098
Fax: (706) 290-9019
www.aidsresourcecouncil.org

Hours of Operation: M, T and Th from 10-2 pm
Services Provided: Health education, Support Groups, Gas and Bus Vouchers. Open: M, T & Th from 10-2 pm

AIDS Alliance of North West GA

Gordon County

13 Elizabeth Street (Behind Courthouse)
Cartersville, GA 30120
770-606-0953

Health District 1.2
(North Georgia)

Counties: *Cherokee, Fannin, Gilmer, Murray, Pickens, Whitfield*

Health Clinic (Primary): Living Bridge Center
808 Professional Boulevard
Dalton, GA 30720
Phone: (706) 281-2360
Fax: (706) 281-2390
www.nghd.org

Health District 2
(North – Gainesville)

Counties: *Habersham, Hart, Towns, Forsyth, Union, Hall, Rabun, White, Dawson, Lumpkin, Stephens, Franklin, Banks*

Health Clinic (Primary): Hall County Health Department
Hall County Primary Care Clinic
1290 Athens St.
Gainesville, GA 30507
Phone: (770) 535-5801
Fax: (770) 535-5742

North Georgia AIDS Alliance
615 Oak Street
Suite D
Gainesville, GA 30501
770-297-3175

Health District 3.1
(Cobb & Douglas)

Counties: *Cobb & Douglas*

Health Clinic (Primary): Cobb/Douglas Public Health Department
1650 County Services Parkway
Marietta, GA 30008
Phone: (770) 514-2817
Fax: (770) 514- 2498
www.cobbanddouglaspublichealth.org

HEALTH DISTRICT 3.2
Atlanta/ Metro Area
College Park
(Fulton, Cobb)

Primary Medical Care: Fulton County Health Department
99 Jessie Hill Jr. Drive
Atlanta, GA 30303
404-730-1430

Services Provided: Medical services (CD4 count must be above 200), AID Atlanta case management

Grady Infectious Disease Clinic (IDC)

341 Ponce de Leon Ave.
Atlanta, GA 30308
404-616-2440
404-616-9759
Services Provided: Medical services (CD4 must be BELOW 200), AID Atlanta Case Management, Living Room

Atlanta VA Medical Center

1670 Clairmont Road
Decatur, GA 30033
Phone: (404) 321-6111 or (800) 944-9726
404-329-2222 – APPTS
800-224-4087
Fax: (404) 728-7733

The Living Room

Grady Infectious Disease Clinic (IDC)
3rd Floor
341 Ponce de Leon Ave.
Atlanta, GA 30308
404-616-6332 (Main)
Service Provided: Housing Opportunity (Cannot be used for PAROLE)

St Joseph's Mercy Clinic Downtown

424 Decatur Street

Atlanta, GA 30312

Hours of Operation: Monday through Friday from 8:30 a.m. to 5:00 p.m.

Walk-ins Monday, Wednesday and Fridays 7:00 am till 4:00 pm (till noon on Friday)

AID Atlanta
Joy Bradley Medical Clinic

1605 Peachtree Street
Atlanta, Georgia 30309
Phone: (404) 870-7700
Georgia AIDS & STD Infoline: (800) 551-2728
Services Provided: Case Management, HIV Medical treatment and testing, education, job preparedness assistance

GATEWAY 24/7

275 Pryor St SW
Atlanta, GA 30303
(404) 521-1390
Service Provided: Emergency services

Health District 3.3
(Clayton - Morrow)

Counties: *Clayton*

Health Clinic (Primary): Clayton County Board of Health
1117 Battlecreek Road
Jonesboro, GA 30236
678-610-7484

Health District 3.4
(East Metro – Lawrenceville)

Counties: *Gwinnett, Rockdale, & Newton*

Health Clinic (Primary): Rick Crawford Medical Clinic
AID Gwinnett
3075 Breckinridge Blvd.
Suite # 415
Duluth, GA 30096
Appt. Phone: (770) 962-8396
Fax: (770) 962-1291
www.aidgwinnett.org

Health District 3.5
(Dekalb – Decatur)

Cities: *Stone Mountain, Decatur, Lithonia*

Health Clinic (Primary): DeKalb Co. Health Department
Ryan White Clinic
445 Winn Way
Suite # 150
Decatur, GA 30031
Phone: (404) 508-7866

** NEED TO BRING: Picture ID, Proof of Address (Notarized Letter), Utility Bill with name of Head of Household and address, Proof of "no-income" letter- WAGE Verification (DOL)

Atlanta VA Medical Center
1670 Clairmont Road
11th Floor – Infectious Disease Section
Decatur, GA 30033
Phone: (404) 321-6111 or (800) 224-4087

St. Joseph Mercy Care
424 Decatur Street
Atlanta, GA 30312
678-843-8500
Service Provided: Medical services for HIV.
Hours of Operation: Walk-in Clinic Monday, Wednesday and Friday (Morning) 7:00 a.m.

Health District 4
(Troup – LaGrange)

Counties: *LaGrange, Carroll, Heard, Troup, Meriwether, Pike, Upson, Lamar, Spalding, Butts, Henry, Fayette, and Coweta*

Health Clinic (Primary): Haven of Hope
770 Greison Trail Suite #8
Newnan, GA 30263-3165
Phone: (770) 252-5418
or 866-670-7472

Health District 5.2
(North Central – Macon)

Counties: *Jasper, Putnam, Hancock, Monroe, Jones, Baldwin, Washington, Wikinson, Twiggs, Crawford, Peach, Houston, Bibb*

Health Clinic (Primary): The HOPE Center
135 Macon West Drive
Macon, GA 31210
478-405-7220

Central City AIDS Network

The Rainbow Center/The Diversity House
2020 Ingleside Drive
Macon, GA 31204
478-750-8080
Service Provided: HIV Support Services

Rivers Edge Behavior Health Center
175 Emery Hwy
Macon, GA 31204
478-751-4519
Service Provided: Mental Health Services

Health District 5.1
(South Central- Dublin)

Counties: *Laurens, Johnson, Bleckley, Pulaski, Dodge, Wilcox, Telfair, Wheeler, Treutlen, Montgomery*

Health Clinic (Primary): South Central District Clinical Services
Laurens County Health Dept.
2121-B Bellevue Rd.
Dublin, GA 31021
Phone: (478) 296-6119

Bleckley County Health Dept.
152 North 8th Street
Cochran GA 31014
478-934-6590

HEALTH DISTRICT 6
(East Central-Augusta)

Counties: *Wilkes, Lincoln, Taliaferro, McDuffie, Warren, Glascock, Jefferson, Burke, Emanuel, Jenkins, Screven, Richmond, Columbia*

Health Clinic (Primary): Health Sciences University (MCG)
(Ambulatory Care Center – 2nd Floor - Medicine 4)
1120 15th Street BA-5309
Augusta, GA 30912
706-721-2236
CALL CENTER (MCG) – 706-721-9313

Alternate Sites: University Hospital Retroviral Disease Outpatient Clinic
1350 Walton Way
Augusta, GA 30901
706-774-8626,

Health District 7
(West Central- Columbus)

Counties: *Harris, Talbot, Taylor, Macon, Dooly, Crisp, Sumter, Schley, Webster, Randolph, Quitman, Clay, Stewart, Chattahoochee, Muscogee, Marion*

District Clinical Health Services
2100 Comer Ave. 2nd Floor
Columbus, GA 31902
706-321-6411

*Clients need to bring to initial appointment: ID card and Release Papers
**Intake process takes about 3+ hours

Columbus Wellness Outreach Prevention Project, Inc.
1220 Wildwood Ave.
Columbus, GA 31906
706-596-1171

Health District 8.1
(South – Valdosta)

Counties: *Ben Hill, Turner, Irwin, Tift, Berrien, Cook, Lanier, Brooks, Echols, Lowndes*

Health Clinic (South): Serves: Berrien, Cook, Lanier, Echols, Brooks, and Lowndes Co.

The Adult Health Promotion Clinic-South
601 N. Lee St.
Valdosta, GA 31603
Phone: (229) 247-8025 or (229)245-8711

Health Clinic (North): Serves: Ben Hill, Turner, Irwin, and Tift Co.

The Adult Health Promotion Clinic- North
1205 N. Tift Ave.
Tifton, GA 31794
Phone: (229) 391-9281
Fax: (229) 391- 9857

Health District 8.2
(Southwest – Albany)

Counties: *Terrell, Lee, Worth, Calhoun, Dougherty, Early, Baker, Mitchell, Colquitt, Miller, Seminole, Decatur, Grady, and Thomas*

Health Clinic (Primary): **Rural HIV Clinic**

2202 East Oglethorpe Blvd.
Albany, GA 31705
229-431-1423 Omega -Appts
229-438-0738 (fax)

Health District Services: **New Beginnings**
1710 S. Slappy Blvd.
Albany, GA 31706
Phone: (229) 430-3808

Health District 9.1
(Southeast – Savannah)

Counties: Chatham, Bryan, Effingham, Liberty, Long, McIntosh, Glynn, Camden

Health Clinic (Primary): **Chatham County Health Department**
HIV Outpatient Clinic
107-B Fahm Street
Savannah, GA 31401
MAIN 912-651-2253
FAX-912-651-2365

Client can receive assistance with transportation IF they call at least 48 hours in advance for it to be arranged.

NEED TO BRING: *Letter required indicating: Financial status (indigent), residence status, Picture ID, Wage Verification Form (from DOL)

Liberty County Wellness Clinic
Liberty County
912-876-2173

Savannah Veterans (VA) Primary Health Care Clinic
325 West Montgomery Crossroads
Savannah, GA 31406
912-920-0214 (Clinic/Appointments)
912-356-2537 (Administration)
Services Provided: Veterans Medical Health Care, Shuttle to Charleston SC VA Hospital

My Brothaz H.O.M.E, Inc.
Director – Mark Douglas
2111 Price Street
P.O. Box 9111
Savannah, GA 31401
912-231-8727
Services Provided: Case Management, HIV Support Group (Thursdays 6:15pm – 8:15pm)

Union Mission, Inc.
120 Fahm Street
Savannah, GA 31401
Aretha Jones – Director
912-236-0123
www.unionmission.org

Health District 9.2
(Southeast – Waycross)

Counties: *Bulloch, Candler, Evans, Tattnall, Toombs, Appling, Jeff Davis, Bacon, Pierce, Brantley, Ware, Charleston, Clinch, Atkinson, Coffee, Wayne*

Health Clinic (Primary): Wayne Wellness Center

162 Memorial Drive
Jesup, GA 31598
Phone: 912-588-2511 *or* 866-309-0201
FAX: 915-588-2518
MAIL: P.O. Box 977
Jesup, GA 31545

Satellite Offices:

Bulloch Wellness Center

3 West Altman St.
Statesboro, GA 30458
Phone: (912) 764-2402
Fax: (912) 764-5561

Coffee Wellness Center

1003 Shirley Ave.
Douglas, GA 31533
Phone: 912-389-4586 ***or*** 866-808-7828
FAX: 912-389-4590

Toombs Wellness Center

714 N.W. Broad Street MAIL: P.O. Box 8
Lyons, GA 30436 Lyons, GA 30436
Phone: 912-526-9581 ***or*** 866-406-6534
FAX: 912-526-9583

Ware Wellness Center

1720 Reynolds Street
Waycross, GA 31501
Phone: 912-287-6728 ***or*** 866-308-5974
FAX: 912-287-6764

Health District 10
(Northeast – Athens)

Counties: *Oglethorpe, Oconee, Clarke, Greene, Morgan, Walton, Barrow, Jackson, Madison, Elbert*

Health Clinic (Primary): **Specialty Care Clinic**
345 N. Harris Street
Suite 100
Athens, Georgia 30601
706-425-2935

AIDS Athens Inc.
112 Park Avenue
Athens, GA 30601

(706) 549-3730 Phone

info@aidsathens.org

Appendix J
State Board of Pardons and Paroles – Parole Offices

Office	Street	City	Zip	Phone	Counties Served
Rome	100 Marable Way, Suite D	Rome	30165	706.295.6483	Floyd, Polk
Marietta	1220 Kennestone Cir, Suite 110	Marietta	30066	770.528.3724	Cobb
Gainesville	1002 Aviation Blvd., Suite C	Gainesville	30501	770.535.5725	Hall, Lumpkin
Athens	171 Old Epps Bridge Rd.	Athens	30606	706.369.5620	Clarke, Oconee, Oglethorpe
Thomaston	113-B East County Road	Thomaston	30286	706.646.6030	Lamar, Meriwether, Monroe, Pike, Upson
Milledgeville	2271 Vinson Hwy., Arnall Bldg.	Milledgeville	31061	478.445.4431	Baldwin, Jones, Wilkinson
Thomson	108 Gordon Street	Thomson	30824	706.595.5891	Glascock, Lincoln, McDuffie, Taliaferro, Warren, Wilkes, Washington, Jefferson, Columbia
Dublin	164 Lovett Farm Road, Suite B	East Dublin	31027	478.275.6606	Johnson, Laurens, Twiggs, Bleckley, Dodge, Pulaski
Savannah	8 Southern Oaks Court	Savannah	31405	912.651.2001	Chatham
Macon	640 North Ave., Bldg D, Ste 400	Macon	31211	478.751.6218	Bibb
Warner Robins	2505 Moody Road	W. Robins	31088	478.329.4730	Houston, Crawford, Peach
Albany	1301 Evelyn Avenue	Albany	31705	229.430.4392	Dougherty, Calhoun, Clay, Quitman, Randolph, Terrell, Stewart, Webster
Moultrie	117 First Avenue, SE	Moultrie	31768	229.891.7260	Colquitt, Thomas
Jesup	261 North Brunswick Street	Jesup	31545	912.427.5890	Appling, Evans, Liberty, Long, Wayne
Waycross	3019 Memorial Drive	Waycross	31503	912.285.6323	Clinch, Brantley, Charlton, Pierce, Ware
Fitzgerald	410 South Sherman	Fitzgerald	31750	229.426.5223	Ben Hill, Irwin, Tift, Turner
Columbus	114 Enterprise Court	Columbus	31904	706.649.1105	Marion, Muscogee, Talbot, Chattahoochee
Jonesboro	7681 Southlake Pkwy., Suite 710	Jonesboro	30236	770.473.2450	Clayton
Lawrenceville	595 Old Norcross Rd., Suite E	Lawrenceville	30045	770.995.2189	Gwinnett
Dalton	710 South Hamilton Street	Dalton	30720	706.272.2117	Murray, Whitfield
Augusta	3439 Mike Padgett Highway	Augusta	30906	706-792-7341	Richmond, Burke
Brunswick	1729 Norwich Street	Brunswick	31520	912.264.7386	MnIntosh, Camden, Glynn
Monroe	226 Alcova Place #E-17	Monroe	30655	770.207.4160	Newton, Walton
Cairo	240 Second Avenue., SE	Cairo	39828	229-378-2554	Miller, Seminole, Baker, Decatur, Grady, Mitchell, Early
North Fulton	3201 Atlanta Industrial Pkwy., Suite 306	Atlanta	30331	404.699.6835	Fulton
Canton	220 Brown Industrial Pkwy., Suite 100	Canton	30114	770.720.3530	Cherokee, Forsyth
Lagrange	135 Buena Vista Drive	Lagrange	30241	706.845.4075	Harris, Troup
Griffin	1435 N. Expressway, Suite 301	Griffin	30223	770.229.3120	Butts, Henry, Fayette, Spalding
Lafayette	901 North Main Street	Lafayette	30728	706.638.5560	Catoosa, Chattooga, Dade, Walker
Jefferson	78 Washington Street	Jefferson	30549	706.367.3150	Banks, Barrow, Jackson
Conyers	997 Commerce Dr., Suite 1-B	Conyers	30094	770.388.5770	Dekalb, Rockdale
Lyons	135 SW Broad Street	Lyons	30436	912.526.4509	Candler, Emauel, Montgomery, Tattnall, Truetlen, Toombs
Statesboro	51-55 East Main Street	Statesboro	30458	912.681.5658	Bryan, Bulloch, Effingham, Jenkins, Screven
Douglasville	8473 Duralee Lane, Suite 300	Douglasville	30134	770.489.3030	Haralson, Paulding, Douglas
Valdosta	120 North Oak Street	Valdosta	31601	229.333.5305	Berrien, Cook, Lanier, Echols, Lowndes, Brooks
Adairsville	14 Legacy Way, Suite D	Adairsville	30103	770.773.2803	Bartow, Gordon
South Metro	4830 Old National Highway	College Park	30337	404.559.6616	Fulton
Dekalb	2910 Miller Rd., Suite 150	Decatur	30035	770.593.5650	Dekalb
Cordele	1207 South 7th Street	Cordele	31015	229.276.2363	Crisp, Dooly, Wilcox, Worth
Americus	108 E. Lamar Street	Americus	31709	229.931.2531	Lee, Macon, Schley, Sumter, Taylor
Carrollton	924 Maple Street	Carrollton	30117	770.836.6896	Carroll, Coweta, Heard
Douglas	14 Airport Circle	Douglas	31533	912.389.4048	Atkinson, Jeff Davis, Telfair, Wheeler, Bacon, Coffee
Ellijay	26 River Terrace, Suite 201	Ellijay	30540	706.276.7066	Dawson, Fannin, Gilmer, Pickens, Union
Hartwell	331 Memorial Road	Hartwell	30643	706.856.2663	Elbert, Franklin, Hart, Madison
Clarkesville	194 Professional Park	Clarkesville	30523	706.754.6701	Habersham, Rabun, Stephens, Towns, White
Eatonton	824 Oak Street, Suite 1	Eatonton	31024	706.485.4554	Greene, Hancock, Jasper, Morgan, Putnam

APPENDIX K

STATE PROBATION OFFICES

AGENCY	LOCATION	PHONE	FAX	COUNTIES
ADEL PO	107 North Parrish Avenue, Adel, GA 31620	229-896-7525	229-896-2275	Cook
ALBANY PO	1303 Evelyn Avenue, Albany, GA 31705	229-430-4182	229-430-3068	Dougherty
AMERICUS PO	108 East Lamar Street, Americus, GA 31709	229-931-2537	229-931-2695	Lee, Macon, Schley, Stewart, Webster
ATHENS PO	171 Old Epps Bridge Road, Athens, GA 30603	706-369-6000	706-369-6400	Clarke, Oconee
ATLANTA CENTRAL	1100 Sylvan Road, Atlanta, GA 30310	404-756-3707	404-505-2351	Fulton
ATLANTA COURT SERVICES	160 Pryor Street, Atlanta, GA 30303	404-656-4600	404-651-5880	Fulton
ATLANTA PO	160 Pryor Street, Atlanta, GA 30303	404-656-4600	404-651-5880	Fulton
ATLANTA SSU	1100 Sylvan Road, Atlanta, GA 30310	404-756-3800	404-505-2363	Fulton
AUGUSTA PO	901 Greene Street, Augusta, GA 30901	706-721-1122	706-721-0881	Burke, Columbia, Richmond
BAINBRIDGE PO	205 West Water Street, Bainbridge, GA 39817	229-248-2671	229-248-3922	Decatur
BAXLEY PO	69 Tippins Street, Suite 104, Baxley, GA 31513	912-366-1064	912-366-1066	Appling
BLAIRSVILLE PO	395 Cleveland Street, Suite 3, Blairsville, GA 30512	706-781-2360	706-745-0548	Union, Towns
BLAKELY PO	148 Court Square, Blakely, GA 30823	229-723-4277	229-724-2165	Early
BLUE RIDGE PO	990 East Main Street, Suite 9, Blue Ridge, GA 30513	706-632-2149	706-632-2264	Fannin
BRUNSWICK PO	1729 Norwich Street, Brunswick, GA 31521	912-262-3065	912-262-3064	Appling, Camden, Glynn, Jeff Davis, Wayne
BUCKHANAN PO	24 Magnolia Street, Buchanan, GA 30113	770-646-3810	770-646-8533	Haralson
CAIRO PO	24 Third Avenue, NE, Cairo, GA 39828	229-377-5347	229-377-4396	Grady
CALHOUN PO	210 A South King Street, Calhoun, GA 30701	706-624-1414	706-624-1420	Gordon
CAMILLA PO	16 N. Court Street, Camilla, GA 31730	229-522-3572	229-522-3575	Baker, Calhoun, Mitchell
CANTON PO	130 E. Main Street, Suite G-101, Canton, GA 30114	770-479-2602	770-720-3533	Cherokee
CARROLLTON PO	497 Rome Street, Carrollton, GA 30117	770-836-6704	770-836-6780	Carroll, Heard
CARTERSVILLE PO	15 Postelle Street, Suite 101, Cartersville, GA 30120	770-387-3780	770-387-4040	Bartow
CEDARTOWN PO	100 A County Loop Road, Cedartown, GA 30125	770-749-2206	770-749-2238	Polk
CLARKESVILLE PO	201 Monroe Street, Clarkeville, GA 30523	706-754-9315	706-754-1680	Habersham, Rabun
CLAXTON PO	105 Daniel Street, Claxton, GA 30417	912-739-9612	912-739-9618	Evans, Tattnall, Bryan
CLAYTON PO	25 Courthouse Square, Suite 217, Clayton, GA 30525	706-782-4727	706-782-4098	Rabun
COLUMBUS PO	1328 Second Avenue, Columbus, GA 31901	706-649-0584	706-649-0591	Chattahoochee, Harris, Marion, Muscogee, Talbot, Taylor
CONYERS PO	365 Salem Gate Drive, Suite 1, Conyers, GA 30013	770-388-5011	770-785-6977	Rockdale
CORDELE PO	1304 South Seventh Street, Cordele, GA 31015	229-276-2346	229-276-2724	Crisp, Dooly
COVINGTON PO	4186 Baker Street, Covington, GA 30015	770-784-2700	770-784-3067	Newton
CUMMING PO	310 Tribble Gap Road, Cumming, GA 30040	770-781-2170	770-781-6799	Forsyth
CUTHBURT PO	113 West Pearl Street, Cuthbert, GA 39840	229-732-2123	229-732-6663	Randolph, Quitman, Clay
DAHLONEGA PO	163 Tipton Drive, Dahlonega, GA 30533	706-867-2929	706-867-2933	Lumpkin, White
DALLAS PO	250 Butler Industrial Drive, Dallas, GA 30132	770-443-7861	770-443-7860	Paulding
DALTON PO	515 Benjamin Way, Suite 314, Dalton, GA 30721	706-272-2306	706-272-2307	Murray, Whitfield
DANIELSVILLE PO	97 Sunset Drive, Suite A, Danielsville, GA 30633	706-795-3845	706-795-5234	Madison
DARIEN PO	213 Walton Street, Darien, GA 31305	912-437-5583	912-437-6956	McIntosh
DAWSON PO	499 Rountree Drive, SW, Dawson, GA 39842	229-995-6459	229-995-3937	Terrell
DEKALB PO	547 Church Street, 1st Floor, Decatur, GA 30030	404-370-5113	404-371-7295	DeKalb
DEKALB CENTRAL PO	547 Church Street, 2nd Floor, Decatur, GA 30030	404-370-5114	404-371-7343	DeKalb
DONALSONVILLE PO	223 South Wiley Avenue, Donalsonville, GA 39845	229-524-2836	229-524-2747	Seminole, Miller
DOUGLAS PO	319 East ward Street, Douglas, GA 31533	912-389-4431	912-389-4415	Coffee, Bacon

DOUGLASVILLE PO	8473 Durelee Lane, Suite 400, Douglasville, GA 30134	770-789-3070	770-489-3069	Douglas
DUBLIN PO	164 A Lovett Farm Road, East Dublin, GA 31027	478-275-6637	478-274-7895	Johnson, Laurens, Twiggs, Treutlen
AGENCY	**LOCATION**	**PHONE**	**FAX**	**COUNTIES**
EASTMAN PO	5505 Anson Avenue, Eastman, GA 31023	478-374-6501	478-374-6829	Dodge, Bleckley, Pulaski
EATONTON PO	105 S. Jefferson Street, Eatonton, GA 31024	706-484-2970	706-484-2968	Putnam, Jasper
ELBERTON PO	233 North Oliver Street, Elberton, GA 30635	706-213-2032	706-213-2058	Elbert, Oglethorpe
ELLIJAY PO	1 Board Street, Suite 002, Ellijay, GA 30540	706-635-5125	706-635-5126	Gilmer
FAYETTEVILLE PO	135 A Bradford Square, Fayetteville, GA 30215	770-460-2730	770-460-2475	Fayette
FITZGERALD PO	162 Ocilla Highway, Suite 11, Fitzgerald, GA 31750	229-426-5234	229-276-2724	Ben Hill, Wilcox
FORSYTH PO	145 L. Cary Bittick Drive, Forsyth, GA 31029	478-994-7002	770-504-2374	Monroe
FORT VALLEY PO	205 West Church St., Suite 226, Fort Valley, GA 31030	478-825-3136	478-825-6107	Peach, Crawford
GAINESVILLE PO	1002 Aviation Blvd., Gainesville, GA 30501	770-535-5710	770-535-6966	Dawson, Hall
GRAY PO	161 James Street, Gray, GA 31032	478-986-6611	478-986-4086	Jones
GREENSBORO PO	113 North Main St., Suite 306, Greensboro, GA 30642	706-453-7131	706-453-9970	Greene, Morgan
GREENVILLE PO	North Court Square, Health Bldg, Greenville, GA 30222	706-672-4971	706-672-2781	Meriwether
GRIFFIN PO	1498 D. F. Fuller Drive, Griffin, GA 30224	770-229-3132	770-412-4030	Pike, Spaulding
HARTWELL PO	68 Maret Street, Hartwell, GA 30643	706-856-2711	706-856-2723	Hart, Franklin
HAZELHURST PO	15 Jeff Davis Street, Suite 3, Hazelhurst, GA 31539	912-375-4441	912-379-1032	Jeff Davis
HINESVILLE PO	104 A Commerce Street, Hinesville, GA 31313	912-370-2571	912-370-2575	Bryan, Evans, Liberty, Long, McIntosh, Tattnall
JACKSON PO	163 Ernest Biles Drive, Jackson, GA 30233	770-504-2370	770-504-2374	Butts, Lamar, Monroe
JASPER PO	37 Court Street, Jasper, GA 30143	706-692-4805	706-692-4804	Pickens
JESUP PO	243 North Brunswick Street, Jesup, GA 31546	912-427-5894	912-427-1960	Wayne
LAFAYETTE PO	109 Main Street, LaFayette, GA 30728	706-638-5531	706-638-5463	Catoosa, Chattooga, Dade, Walker
LAGRANGE PO	206 Rear Ridley Avenue, LaGrange, GA 30240	706-845-4125	706-845-4249	Troup
LAKELAND PO	6 Brantley Street, Lakeland, GA 31635	229-482-3303	229-482-8318	Lanier, Atkinson, Cook, Clinch, Berrien
LAWRENCEVILLE PO	410 Oak Street, Lawrenceville, GA 30046	770-339-2222	770-339-2225	Gwinnett
LEESBURG PO	104 Leslie Highway, Leesburg, GA 31763	229-759-3034	229-759-3049	Lee
LOUISVILLE PO	142 East Broad Street, Louisville, GA 30434	478-625-3648	478-625-7762	Jefferson
MACON PO	543 Second Street, Suite 102, Macon, GA 31201	478-751-6092	478-752-1022	Bibb
MARIETTA PO	590 Commerce Park Dr., Suite 102, Marietta, GA 30061	770-528-6620	770-528-6648	Cobb
MARIETTA PO-NORTH	590 Commerce Park Dr., Suite 102, Marietta, GA 30061	770-528-4923	770-528-3163	Cobb
MARIETTA PO-SOUTH	2275 Northwest Pkwy, Suite 170, Marietta, GA 30061	770-916-2115	770-916-21355	Cobb
MCDONOUGH PO	165 McDonough Pkwy, McDonough, GA 30253	770-954-2004	770-954-2919	Henry
MCRAE PO	37 South Second Avenue, McRae, GA 31055	229-868-3200	229-868-3209	Montgomery, Telfair, Wheeler
MILLEDGEVILLE PO	2271 Vinson Hwy, Arnall Bldg, Hardwick, GA 31059	478-445-4468	478-445-1430	Baldwin, Hancock, Wilkinson
MILLEN PO	Jenkins County Courthouse, Millen, GA 30442	478-982-2050	478-982-2379	Jenkins
MONROE PO	226 Alcovy Place, Suite C-7, Monroe, GA 30655	770-267-1347	770-207-4202	Walton
MORROW PO	1331 Citizens Pkwy, Suite 201, Morrow, GA 30260	770-960-4100	770-960-4143	Clayton
MOULTRIE PO	18 South Main Street, Moultrie, GA 31768	229-891-7270	229-891-7271	Colquitt
NASHVILLE PO	495 County Farm Road, Nashville, GA 31639	229-686-9329	229-686-7688	Berrien
NEWNAN PO	51 B Perry Street, Newnan, GA 30263	770-254-7204	770-254-7309	Carroll, Coweta, Meriwether, Troup
PERRY PO	201 Perry Pkwy, Perry, GA 31069	478-988-6898	478-988-6710	Houston
REIDSVILLE PO	108 Brazell Street, Second Floor, Reidsville, GA 30456	912-557-1166	912-557-6211	Tattnall
ROME PO	100 Marable Way, NW, Suite A, Rome, GA 30165	706-295-6323	706-295-6397	Rome
SANDERSVILLE PO	111 Brookins Street, Sandersville, GA 31082	478-553-2450	478-553-2462	Washington
SAVANNAH PO	8 Southern Oaks Court, 1st Floor, Savannah, GA 31405	912-651-2204	912-651-3376	Chatham
SOPERTON PO	202 MLK Street, South, Soperton, GA 30457	912-529-6670	912-529-4223	Treutlen

SPRINGFIELD PO	103 South Laurel Street, Springfield, GA 31329	912-564-7382	912-564-5985	Effingham
STATESBORO PO	15 North Main Street, Statesboro, GA 30458	912-871-1119	912-871-1311	Bulloch, Effingham, Jenkins, Screven
SWAINSOBORO PO	101 North Main Street, Swainsboro, GA 30401	478-289-2602	478-289-2607	Emanuel
SYLVANIA PO	216 Mims Road, Sylvania, GA 30467	912-564-7382	912-564-5985	Screven
SYLVESTER PO	105 East Liberty Avenue, Sylvester, GA 31791	229-777-2183	229-777-2137	Worth, Turner
THOMASTON PO	113 B East County Road, Thomaston, GA 30286	706-646-6000	706-646-6061	Upson
THOMASVILLE PO	800 West Jackson Street, Thomasville, GA 31792	229-225-4021	229-225-4349	Thomas
THOMSON PO	1025 Warrenton Highway, Thomson, GA 30824	706-595-7404	706-595-1318	Glascock, McDuffie, Thomson
TIFTON PO	541 South Main Street, Suite D, Tifton, GA 31794	229-386-3503	229-386-7396	Irwin, Tift
TOCCOA PO	27 Doyle Street, Toccoa, GA 30577	706-282-4570	706-282-4601	Stephens
VALDOSTA PO	209 North Ashley Street, Valdosta, GA 31601	229-333-5274	229-245-2228	Lowndes, Echols, Brooks
WARNER ROBINS PO	281 D. Carl Vinson Pkwy, Warner Robins, GA 31088	478-929-6832	478-329-4716	Houston
WASHINGTON PO	23 East Court Street, Room 401, Washington, GA 30673	706-678-2373	706-678-7479	Wilkes, Lincoln, Taliaferro
WATKINSVILLE PO	203 North Main Street, Watkinsville, GA 30644	706-769-3959	706-769-2946	Oconee
WAYCROSS PO	3019 Memorial Drive, Waycross, GA 31503	912-285-6028	912-285-6059	Brantley, Charlton, Pierce, Ware
WAYNESBORO PO	105 Liberty Street, Waynesboro, GA 30830	706-437-6849	706-437-6848	Burke
WINDER PO	22 Lee Street, Winder, GA 30680	678-963-7020	678-867-2307	Barrow, Banks, Jackson
WOODBINE PO	207 East Second Street, Woodbine, GA 31569	912-576-5998	912-576-1312	Camden
DAY REPORTING CENTERS				
ATHENS DRC	171 Old Epps Bridge Road, Athens, GA 30603	706-369-5688	706-369-5723	Clarke, Oconee
ATLANTA METRO DRC	1100 Sylvan Road, Atlanta, GA 30310	404-756-3706	404-756-3703	Fulton
AUGUSTA DRC	3439 Mike Padgett Hwy, Augusta, GA 30603	706-771-4155	706-771-4767	Burke, Columbia, Richmond
CLAYTON DRC	1331 Citizens Pkwy, Morrow, GA 30260	770-960-2005	770-960-2052	Clayton
COLUMBUS DRC	1334 Second Avenue, Columbus, GA 31901	706-649-0584	706-649-0591	Chattahoochee, Harris, Marion, Muscogee, Talbot, Taylor
GAINESVILLE DRC	1002 Aviation Blvd., Gainesville, GA 30501	770-535-5723	770-535-6921	Dawson, Hall
GRIFFIN DRC	1498 D. F. Fuller Drive, Griffin, GA 30224	770-229-3345	770-229-3349	Fayette, Pike, Spaulding, Upson
MACON DRC	543 Second Street, Suite 101, Macon, GA 31201	478-751-4191	478-751-4196	Bibb
NORTHWEST DRC	517 Benjamin Way, Suite 400, Dalton, GA 30721	706-272-2111	706-272-2307	Murray, Whitfield
ROME DRC	100 Marable Way, NW, Suite B, Rome, GA 30165	706-368-7800	706-295-6771	Floyd
ROUSE DRC	3019 Memorial Drive, Waycross, GA 31502	912-285-6028	912-285-6057	Brantley, Charlton, Pierce, Ware
THOMASVILLE DRC	800 West Jackson Street, Thomasville, GA 31792	229-227-2447	229-227-2417	Thomas
TIFTON DRC	115 South Davis Avenue, Tifton, GA 31794	229-391-6937	229-391-6933	Irwin, Tift, Turner, Worth, Ben Hill, Berrien, Cook

APPENDIX L

Georgia Community Action Agencies

ACTION, Inc. 594 Oconee Street P.O. Box 1072 Athens, GA 30603-1072 Phone: 706-546-8293 Fax: 706-546-9180 John Scoggins, Interim Executive Director
Counties Served: Barrow, Clarke,
Elbert, Greene, Jackson, Madison,
Morgan, Oconee, Oglethorpe, Walton

Central Savannah River Area Economic Opportunity Authority, Inc. 1261 Greene Street P.O. Box 10104 Augusta, GA 30903-2704 Phone: 706-722-0493 Fax: 706-722-8565 Gloria B. Lewis, Executive Director glewis@csraeoa.org
Counties Served: Burke, Columbia,
Emanuel, Glascock, Jefferson, Jenkins,
Lincoln, McDuffie, Richmond, Screven,
Taliaferro, Warren, Wilkes

Clayton County Community Services Authority, Inc. 1000 Main Street P.O. Box 1808 Forest Park, GA 30298-1808 Phone: 404-363-0575 Fax: 404-361-8395 Charles W. Grant, Executive Director revcwg@aol.com
Counties Served: Clayton, Fayette

Coastal Georgia Area Community Action Authority, Inc. One Community Action Drive P.O. Box 2016 Brunswick, GA 31521 Phone: 912-264-3281 Fax: 912-265-7444 Leonard Dawson, Executive Director ldawson@cgacaa.org
Counties Served: Bryan, Camden, Glynn,
Liberty, McIntosh

Coastal Plain Area Economic Opportunity Authority, Inc. 2601 Bemiss Road, Suite L Valdosta, GA 31602 Phone: 229-244-7860 Fax: 229-245-7885 Patricia A. Smith, Executive Director psmith@coastalplain.org www.coastalplaineoa.org
Counties Served: Ben Hill, Berrien, Brooks, Cook, Echols, Irwin, Lanier, Lowndes, Tift, Turner

Community Action for Improvement, Inc. 1380 LaFayette Parkway P.O. Box 1307 LaGrange, GA 30240 Phone: 706-884-2651 Fax: 706-884-2654 Jerome Anderson, Executive Director janderson@cafi-ga.org
Counties Served: Carroll, Coweta,
Heard, Meriwether, Troup

Concerted Services, Inc. 2100 Riverside Drive P.O. Box 1965 Waycross GA, 31502-1965 Phone: 912-285-6083 Fax: 912-285-6288 Clarence E. Billups, Executive Director cebillups@wayxcable.com www.concertedservices.org
Counties Served: Appling, Atkinson,
Bacon, Brantley, Bulloch, Candler,
Charlton, Clinch, Coffee, Effingham,
Evans, Jeff Davis, Long, Pierce, Tattnall,
Toombs, Ware, Wayne

Enrichment Services Program, Inc. 900 Linwood Boulevard P.O. Box 788 Columbus, GA 31902-1788 Phone: 706-649-1600 Fax: 706-649-1603 Wokie Massaquoi-Wicks, Executive Director espexdir@knology.net www.enrichmentservices.org
Counties Served: Chattahoochee, Clay,
Harris, Muscogee, Quitman, Randolph,
Stewart, Talbot

Atlanta Community Action Authority, Inc. 1690 Chantilly Drive N.E. Atlanta, GA 30324 Phone: 404-320-0166 Fax: 404-320-9866 Joyce Dorsey, Executive Director facaa@aol.com www.facaa.org
Counties Served: Fulton

Heart of Georgia Community Action Council, Inc. 324 Pine Street P.O. Box 398 Eastman, GA 31023 Phone: 478-374-4301 Fax: 478-374-7648 Nancy Smith, Executive Director nsmith@mgcaa.org www.mgcaa.org
Counties Served: Bleckley, Dodge,
Laurens, Montgomery, Pulaski, Telfair,
Treulten, Wheeler, Wilcox

Macon-Bibb County Economic Opportunity Council, Inc. 653 Second Street, Second Floor Macon, GA 31201 Phone: 478-738-3240 Fax: 478-738-3258 Jimmie Samuel, Executive Director jsamuel@maconbibbeoc.com www.maconbibbeoc.com
Counties Served: Bibb

Middle Georgia Community Action Agency, Inc. 121 Prince Street P.O. Box 2286 Warner Robins, GA 31099-2286 Phone: 478-922-4464 Fax: 478-922-7320 Nancy Smith, Executive Director nsmith@mgcaa.org www.mgcaa.org
Counties Served: Butts, Crawford, Houston, Jones, Lamar, Monroe, Peach, Pike, Upson, Twiggs
Ninth District Opportunity, Inc. 308 Spring Street P.O. Box Drawer L Gainesville, GA 30503 Phone: 770-532-3191 Fax: 770-534-0548 Janice Riley, Executive Director janice.riley@ndo.org www.ndo.org
Counties served: Banks, Dawson,
Forsyth, Franklin, Habersham, Hall,
Hart, Lumpkin, Rabun, Stephens,
Towns, Union, White

North Georgia Community Action, Inc. 1344 Talking Rock Road P.O. Box 760 Jasper, GA 30142-0760 Phone: 706-692-5644 Fax: 706-692-2804 Lou Wilson, Acting Executive Director call for e-mail
Counties served: Catoosa, Chattooga,
Cherokee, Dade, Fannin, Gilmer,
Murray, Pickens, Walker, Whitfield

Overview, Inc. 120 South Jefferson Street P.O. Box 693 Milledgeville, GA 31061 Phone: 478-453-4111 Fax: 478-453-2136 Vickie G. Gunn, Executive Director vggunn@alltel.net
www.overviewinc.com
Counties served: Baldwin, Hancock,
Jasper, Johnson, Putnam, Washington,
Wilkinson

Partnership for Community Action, Inc. 3597 Covington Highway Decatur, GA 30032 Phone: 404-929-2500 Fax: 404-508-9330 Mohammed Saleem, Executive Director call for e-mail
Counties Served: DeKalb, Gwinnett, Rockdale

Southwest Georgia Community Action Council, Inc. 1001 First Avenue SW P.O. Drawer 3728 Moultrie, GA 31776-3728 Phone: 229-985-3610 Fax: 229-890-1056 Myrtis Mulkey- Ndawula, Executive Director mndawula@swgacac.com www.swgacac.com
Counties served: Baker, Calhoun,
Colquitt, Decatur, Dougherty, Early,
Grady, Lee, Miller, Mitchell, Seminole,
Terrell, Thomas, Worth

Tallatoona Community Action Partnership, Inc. P.O. Box 1480 Cartersville, GA 30120 Phone: 770-382-5388 Fax: 770-387-4302 Deborah L. Schmell, Executive Director
deborahs@tallatoonacap.org
Counties served: Bartow, Douglas,
Floyd, Gordon, Haralson, Paulding, Polk

West Central Georgia Community Action Authority, Inc. Highway 90 East P.O. Box 185 Montezuma, GA 31063 Phone: 478-472-3607 Fax: 478-472-3609 Cynthia F. Brown, Executive Director cfbrown@alltel.net
Counties served: Crisp, Dooly, Macon, Marion, Schley, Sumter, Taylor, Webster

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