Pre-Release & Reentry Handbook

1st Edition 2011

Transitioning to the Community?

No matter whether you have been incarcerated for the last month, year, or decade, you probably have a lot on your mind as you begin to think about getting out and going back into the community.

Some things you might be considering:

- Where will you live?
- Where will you work?
- Will anyone be willing to hire you?
- How can you stay clean and sober?
- What steps can I take to re-unify with my family?
- Where can I get healthcare assistance?
- How can you pay your bills/manage your money?
- How can you get assistance to take care of any physical or mental health issues?

As you look to make the transition from the facility that you are in, there are a lot of things that you can be doing to get prepared.

Thinking ahead and doing some legwork while you are still in custody can make a huge difference and make getting back into the community a lot easier. This handbook is designed to help you to take some of those steps now— before your release.

Part of what this handbook asks you to do, is to think about what challenges face you– from personal issues to practical problems. This could be substance abuse issues or trying to figure out how to get a copy of your birth certificate.

The handbook is also designed to be a reference for you once you leave. It has basic information that you can use to navigate through the systems that you will be faced with– from helpful hints like how to work successfully with your Probation Officer to applying for assistance with the Department of Health and Human Services and tips for getting a job.

Please be sure to reach out to correctional staff in your facility, and to the case-workers and other staff that will work with you on the outside. These people are there to help you— they wouldn't be in this business otherwise.

We all want you to succeed– to rejoin your family, your friends, and our community— and to follow the law. Use this guide, and the resources in it, to help you think about what your goals are, and then start planning the steps you will take to reach those goals once your release date arrives. Good luck!

"If you keep doing what you've always done, you'll keep getting what you've always gotten." - Alcoholics Anonymous Slogan

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This handbook belongs to:

_____

Use the space below to write down the following important information for easy access:

Probation Officer:

Name: _____

Office Phone:_____

Cell Phone:_____

Reporting Location:_____

_____

Reporting Instructions: _____

_____

ICM (Intensive Case Manager)

Name: _____

Office Phone:_____

Cell Phone:_____

Office Location: _____

_____

Health-Care Provider:

Name: _____

Address: _____

Phone: _____

Other:

Name: _____

Address: _____

Phone:_____

Transitions can be hard– Preparing while you're in a facility can improve your chances for success.

Start at the Start: Get Your ID

You need a number of pieces of identification to be able to do things like obtain housing, get a job, get public assistance benefits, or apply for credit. It can take many weeks to get some kinds of identification, so it makes sense to begin now, before your release. If you need help, be sure to ask facility staff.

☐ Birth Certificate

You will need to write to the bureau of vital statistics where you were born– often a city hall or, if you were born in Maine, you can mail the Office of Data, Research, and Vital Statistics. Most of time, copies of these records cost money. Ask facility or reentry planner for help to find out the following information:

- For a copy of a birth certificate for a birth that happened in Maine, you can mail:

  Vital Records
  11 State House Station
  244 Water Street
  Augusta, ME 04333-0011

A sample request, below, includes the information required for processing. You must also include a $15.00 check, payable to "Treasurer– State of Maine" per certified copy.

Your Address
City, State, Zip
Date

Vital Records
11 State House Station
244 Water St.
Augusta, ME 04333-0011

Dear Sir or Madam,
Please send me a certified copy of my birth certificate.

My name: *Include first, middle and last name*
Gender:
Date of Birth:
Place of Birth: *Name of City Birth Occurred In*
Parents Names: *List the names of both your parents, including your mother's maiden name.*
Your relationship: *Indicate your relationship to the name on the birth record being requested.*
Phone Number: Include the phone number for your permanent residence, if available.

I am enclosing a check for the fee and a stamped, self addressed envelope.

Thank you,
Sign
Print your full name

☐ Social Security Card

Your social security card, a form of identification given shortly after birth which assigns you a social security number, can be obtained in a number of different ways but you will need to fill out an application form. To get this form:

- Call: 1-800-772-1213 or 1-800-325-0778 (TTY)
- Visit www.socialsecurity.gov
- Or, go to your local Social Security Administration office once you're out.

Social Security Administration Offices

Auburn
600 Turner Street
Suite 5
Auburn, ME 04210
(866) 627-6996
(207) 782-0519

Augusta
PO Box 1075
330 Civic Center Dr
Augusta, ME 04332-1075
(866)-882-5422
(207) 622-8398

Bangor
202 Harlow Street, Ste 208
Bangor ME 04401-4940
1-877-405-1448
(207) 941-1945

Portland
550 Forest Ave., Suite 150
Portland, ME 04101-1505
1-877-319-3076
(207) 871-7296

Presque Isle
365 Main St.
Presque Isle, ME 04769-2811
1-866-837-2719
(207) 764-6378

Rumford
Suite 5
600 Turner Street
Auburn Me 04210
1-866-627-6996

Rockland
231A Park St.
Rockland, ME 04841-2127
(207) 596-6633
(207) 594-4830

Saco
110 Main St.,
Suite 1450
Saco, ME 04072-3517
1-877-253-4715
(207) 282-8813

Portsmouth, NH
(Berwick, Cape Nedick, Eliot, Kittery and York)
80 Daniel St., Room 200
Portsmouth, NH 03801-3897
1-888-397-9796
(603) 433-5933

You: A Copy Machine

Getting all your documents in order prior to leaving your facility, or at least getting that process started, is important so that when you get out you are not waiting around for documents to come in the mail. In addition, a lot of the documents can be obtained by mail simply through a written request and this cuts down on you having to physically go get copies of documents you'll need. Sending out a request now will save you long lines later!

Documents You May Need:

☐ Military discharge papers — Veterans can get a copy of their DD214 Report of Separation by:

- Going to www.archives.gov/veterans
- By submitting a Standard Form 180 — Request Pertaining to Military Records, available from: National Personnel Records Center
  Military Personnel Records
  9700 Page Avenue
  St. Louis, MO 63132-5100

☐ Green Card / Alien Registration Card: If your green card was lost or stolen, you may apply for a replacement card using an I-90 form. This application, five pages in length, can be printed off by at www.uscis.gov/form/i-90.pdf then filled out and mailed. Ask a caseworker to print out this form for you if you have lost your current card.

Documents At- A- Glance

If you are applying for a replacement social security card because yours was lost or stolen, you will need to prove citizenship and identify.

Citizenship documents:

- U.S. Birth Certificate
- U.S. Consular Report of Birth
- U.S. Passport
- U.S. Certificate or Naturalization
- U.S. Certificate of Citizenship

Identity documents:

- U.S. Driver's License
- State-issued non-driver identification card
- U.S Passport

Some documents can be used for both citizenship and identify purposes, such as a U.S. Passport.

If you are a non-citizen applying for an original new card, you will need additional documentation, and should check online for the full requirements.

Other Documents:

☐ **High School diploma or General Equivalency Diploma (GED) -** Write the school you graduated from and request a copy along with your transcript. Include a self-addressed stamped envelope for their convenience.

Be sure to get as many of your vital documents as possible before your release so that when you get out, you don't have to do all that work!

☐ **Occupational or professional license**– Mail the certifying agency and request a copy of your licensure. Include a stamped self-addressed envelope for their convenience.

☐ **Criminal Record**– A written request with your name, including any previous names, date of birth, and reason for requesting the criminal record must be submitted along with a self-addressed stamped envelope and check for $8 payable to the "Treasurer, State of Maine" to:

Identification Division
State Bureau of Identification
Maine State Police
36 Hospital St.
Augusta, ME 04330
207-624-7009

Use this record to make sure that you are accurately filling out housing and employment applications. It is a good idea to review the record to make sure it does not include any errors. If you are going to be released from custody within eight weeks or so, fill out the return envelope address with an address other than the facility you currently reside in. Ask loved ones if they will accept mail for you if you do not have a permanent residence to return to upon release.

Returning home can be the most difficult part of going to jail or prison: you may feel like the puzzle pieces have changed while you were locked up and that your piece no longer fits in.

☐ **Duplicate Maine Driver's License or State Identification-** You can use the mail process to provide a written request which should include your name, date of birth and current address as well as a brief statement certifying the original license/identification card is not in your possession and what happened to your original. The digital image and signature on file will be verified and your duplicate license/identification card will be processed and mailed to you. You will need to submit along with the written request a $5.00 fee, payable to "Treasurer, State of Maine". In the alternative, you can use the form included in this handbook.

Written requests should be mailed to:

Bureau of Motor Vehicles
License Information Unit
29 State House Station
Augusta, ME 04333-0029

Telephone (207)624-9000 ext. 52114

You may also request a duplicate card online at http://www.maine.gov/sos/bmv/licenses/duplicense.html but you must have your social security number and a credit card to pay the fee.

"Every day do something that will inch you closer to a better tomorrow."

~ Doug Firebaugh

REQUEST FOR DUPLICATE MOTOR VEHICLE OPERATOR'S LICENSE OR IDENTIFICATION CARD

Send the completed form to:

Secretary of State
Bureau of Motor Vehicles
License Services
29 State House Station
Augusta, Maine, 04333-0029

I hereby make application for a duplicate license or identification card. I have enclosed the $5.00 fee.

Please state briefly what happened to your original Maine driver's license or identification card.

I certify that my original Maine driver's license or identification card is not in my possession because:

_____

_____

Name (printed): _____

Date of Birth: _____

Driver License or Identification Number: _____

Mailing Address: _____

Do you wish to be an organ donor? Yes _____ No _____

Signature: _____ Date: _____

****

Please complete the bottom portion only if the application was completed by someone other than the license or identification card holder.

Your Name (printed): _____

Your Date of Birth: _____

Your Driver License or Identification Number: _____

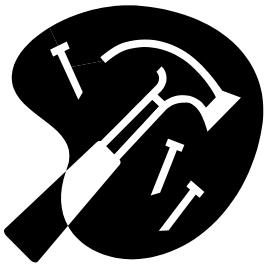
Relationship to licensee (must be immediate family member): _____

Your Signature: _____

This page intentionally left blank.

Preparing to Get A Job

Getting a job is not easy for most people– particularly if they have criminal histories. However, there are some things that you can do to prepare to get a job once you're back in the community. Putting some effort into preparing to get a job now can help you get one sooner upon release.



What would you like to do for work?

It is important to start thinking about what kind of job would be a good fit for you– one that you would be able to do, that interests you, and one where you would be able to get to every work-day.

In order to begin putting together a resume, you should also start thinking about what your skills and strengths are.

It may help to talk to friends, family, or professionals you work with who can help you look at what your strengths are– sometimes it is easier for an outsider to identify strengths!

What kinds of things do you do for fun or enjoyment?

Example: Cooking, working on cars, yard work.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

What strengths do you have? Write them down – they will be useful in putting together your resume.

Examples include: goal oriented, organized, hard worker, get along well with others, a leader, team player, focused.

_____
_____
_____
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_____
_____
_____

Your Employment History

Whether you apply for a job with a resume or using a potential employer's application, you need a thorough and complete employment history.

One way to do this is to think through all of your previous jobs, and write them down. You will find a space for this on the following page. It is also important to think through what you have done to improve or maintain your employability while in custody. Use the boxes below to identify this information.

Finally, you can contact the Social Security Administration and request a copy of your job history from them. They will send you a listing of all employers, dates of employment and, income reported for the last 10 years. You can use the attached form to do so. Mail it to your local SSA office (address listed on page 3).

Job Title/Description	Skills you used or learned

Resume Builder

Now that you have thought of some of your skills and the things that you have done while you have been incarcerated, it is time to go back and identify what you have done for work, where, when, and what skills you used in those jobs. You may also include volunteer activities. Keep this information handy– it can make it a lot easier when filling out job applications outside.

Employer	Employment Dates	Job Title	Skills Used/Job Duties
ABC Convenience Store	May 2010-December 2010	Cashier/Clerk	Customer service work, attention to detail, friendly attitude, worked as part of a team.

Put It Together!

Now that you have spent some time thinking about what kind of jobs would be a good fit for you, you can start to prepare a resume to use upon release. If you can't type it up while in custody, you can hand-write it and then type it up at your local library shortly after release.

Your resume should include:

- Your name and contact information at the top of the page
- An employment objective that describes the kind of job you are looking for
- Your education and employment experiences; you may also consider including classes or programs you participated in while in custody
- A separate sheet prepared listing at least three personal references. This could include former employers, teachers, counselors, etc.

John Doe

123 Main St.

Yourtown, ME 04123

(207) 555-5555

Qualifications:

- Experienced, capable customer service associate.
- Excel at working collaboratively to meet or exceed deadlines and company goals.

Employment History:

December 2010-March 2010 YourJail Community Service Work Crew-Member— Yourtown, ME

Participated in work-crew opportunity while incarcerated in YourJail, providing painting and carpentry assistance to local non-profit and government agencies.

May 2010– December 2010 ABC Convenience Store — Portland, ME

Provided friendly and fast customer service to patrons, working as part of a team. Also stocked shelves, helped with inventory assessment, and pumped gas for elderly/disabled as needed.

June 2009—February 2010 ABC Grocery Store — Bangor, ME

Worked as cashier, checking-out and bagging customer's orders. This position also required inventory assistance and being able to work a flexible schedule.

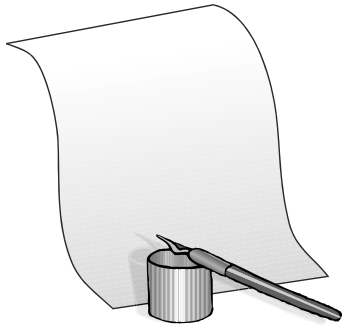
Education:

Yourtown High School, Yourtown, ME—Graduated in 2007.

Skills and Accomplishments:

- Able to work as part of a team
- Flexible schedule
- Dependable and on-time
- Attention to detail

Resume Writing Tips



- ***Check your spelling and grammar!*** A resume with errors will reduce your likelihood of being considered for a job. Run spell-check and have a friend, family member, case-worker or reentry staff assist you with edits.
- Be concise– highlight your skills and strengths, but keep to the topic at hand.
- Be thorough. If you can't remember an employer's address or phone number, use a phone book to look that information up. Do not leave blank spaces unless absolutely necessary.
- Don't use the pronoun "I" in your resume– only use "I" in your cover letter. Instead, use action words like "Participated in," "Maintained" and "Organized."
- Focus on what your skills are and what you can offer the company with whom you are applying for a position. Don't exaggerate or be deceitful—employers usually check with references and former employers.
- Include a cover letter– and if possible, address the cover letter to the individual who will likely be considering your application materials. If you can't call and get that persons' name, address it to Personnel Department or Human Resources instead.
- Make up a template cover letter that you can modify for your own use. An example is included here, but write one up that fits your skills. If you can't type it up while in custody, visit your local library or Maine Career Center to type it up.
- Get a USB or other re-writeable storage device. This can make applying for jobs a lot easier because you will be able to use any computer with a printer to update or modify your basic cover-letter and resume as needed.

John Doe
123 Main St.
Yourtown, ME 04123
(207) 555-5555
June 1st, 2011

Human Resources [or contact's name]
123 Convenience Store
456 Main St.
Yourtown, ME 04123

Dear [contact's name or Sir or Madam]:

I am writing in response to the position posting for a convenience store clerk that appeared online at Yourtown's Newspaper on May 31st.

As you can see from my enclosed resume, I have previous experience in the customer service field, and in particular, I have been employed at convenience stores before. I believe that I have the skills and experience needed to be successful in your open position.

I would appreciate your consideration in regards to your opening. I would be pleased to speak or meet with you any time, and can be reached using the contact information above. Please do not hesitate to contact me with questions or to set up an interview. I look forward to hearing from you soon.

Sincerely,

Sign

Your Name

Enclosure

"What do I do if I don't have an employment history or other activities to put in a resume?"

If you do not have any employment history to fill out a resume, there are several things you can do.

One option is to visit your local CareerCenter for assistance in developing some different ways to market yourself and to gain access to job training programs.

Also, keep in mind that some jobs do not require a resume. Many entry-level positions will simply require you to fill out an application. If you have no employment history and are in your early twenties, having no employment history is not that uncommon.

You may want to prepare a cover letter that you can submit with applications that highlights your strengths and skills. Focusing on why you would be a good fit for the open position will draw attention to good attributes and help make up for your limited employment history.

You do not need to tell your potential employer why you do not have any previous employers. If asked in an interview, you can explain what you were doing during that time– school, caring for children, volunteering, etc. You may also let the employer know at that time if part of your time was spent in jail or prison. If that is the case, you will want to tell them why briefly and highlight the programs or opportunities you took advantage of while incarcerated.

The Work Opportunity Tax Credit can Help You!

The Work Opportunity Tax Credit (WOTC) is a Federal tax credit incentive that the Congress provides to private-sector businesses for hiring individuals from twelve target groups who have consistently faced significant barriers to employment. One of the target groups is Ex-Felons who have been released from custody within the past year.

The main objective of this program is to enable the targeted employees, like Ex-Felons and individuals who have been on TANF for more than 2 years, to gradually move from economic dependency into self-sufficiency as they earn a steady income and become contributing taxpayers. The participating employers are compensated by being able to reduce their federal income tax liability— a savings of about $2,400 per employee (or more!).

Mentioning the WOTC when interviewing for a job during the criminal history discussion may help make you a stronger candidate. More information can be found at www.doleta.gov/business/incentives/opptax/benefits.cfm or by going to the Department of Labor's main website at

Employment and Your Criminal History

You may think that because you have a criminal history that you will not be able to get a job. While it is true that it can be more difficult to get a job when you have to explain criminal conduct, there are some ways to approach the subject that will help you to overcome this barrier to employment.

Honesty is the <u>only</u> policy.

If you are asked on an application or in an interview if you have a criminal history, you need to be honest with your potential employer.

If you are filling out an application with a yes/no question about criminal history, answer honestly. If spaces for explanation are provided, either fill in with a response you have prepared ahead of time, write that you will discuss in an interview, or fill "see attached" for an explanation that you have brought with you.

Remember:
Most employers run criminal background checks so failing to be honest about your criminal history will probably be caught—and then you really <u>would not</u> get the job!

How to Explain Your Criminal History

Everyone must find their own way to explain their criminal conduct, but there are a few general things to think about when answering these types of questions.

- Accept responsibility for your behavior and actions.
- Do not blame others (i.e. "my girlfriend asked me to…")
- Be clear and concise about the crime(s) committed. Do not include details (i.e. who was there, etc.) unless asked.
- Do not make excuses for your behavior (i.e. "I was really broke").
- Do not minimize the impact on the victim (i.e. "the store had insurance, anyway").
- Identify the lessons you have learned from your involvement in the criminal justice system (i.e. "I have learned to be more responsible for my actions").
- Identify the steps you have taken so that you will not act in criminal ways again (i.e. "I've taken a skill-building class and an anger management course while in custody. These have helped me to look at other ways to deal with my problems like reaching out for help from my probation officer or getting and keeping a job)."

"***Don't waste time learning the 'tricks of the trade.'***

Instead, learn the trade."

~Attributed to both James Charlton and

H. Jackson Brown, Jr.

Fidelity/Federal Bonding–
You've heard of it, but what is it really?

ANY job at ANY employer in ANY State can be covered by Fidelity Bonding

What Is Fidelity Bonding?

- Insurance to protect employer against employee dishonesty
- Covers any type of stealing: theft, forgery, larceny, and embezzlement
- In effect, a guarantee of worker job honesty
- An incentive to the employer to hire an at-risk job applicant
- A unique tool for marketing applicants to employers
- DOES NOT cover 'liability" due to poor workmanship, job injuries, work accidents, etc.

Why Is Fidelity Bonding Needed for Job Placement?

- Employers view ex-offenders and other at-risk job seekers as potentially untrustworthy workers and deny them job-hire.
- Insurance companies will not cover risky job applicants under commercial Fidelity Bonds purchased by employers to protect themselves against employee dishonesty.
- Anyone who has ever "committed a fraudulent or dishonest act" is deemed NOT BONDABLE by insurance companies, a situation leading to routine denial of employment opportunities for such persons.
- Being NOT BONDABLE is a significant barrier to employment possessed by the hardest-to-place job applicants; this barrier can be eliminated only by The Federal Bonding Program.
- Job bonding enables the employer to "obtain worker skills without taking risk."

Persons who are NOT BONDABLE can ultimately become commercially BONDABLE by demonstrating job honesty during the 6 months of bond coverage under the Federal Bonding Program

Who Is Eligible for Bonding Services?

- Any at-risk job applicant is eligible for bonding services, including: ex-offenders, recovering substance abusers (alcohol or drugs), welfare recipients and other persons having poor financial credit, economically disadvantaged youth and adults who lack a work history, individuals dishonorably discharged from the military, and others.
- Anyone who cannot secure employment without bonding.
- All persons bonded must meet the legal working age set by the State in which the job exists.
- Self-employed persons are NOT ELIGIBLE for bonding services (bondee must be an employee who earns wages with Federal taxes automatically deducted from paycheck).
- Bonds can be issued to cover already employed workers who need bonding in order to (a) prevent being laid off, or (b) secure a transfer or promotion to a new job at the company.

How Can Bonds Be Accessed Under the Federal Bonding Program?

- Any organization is eligible to deliver bonding services under The Federal Bonding Program; for many years bonding services were almost exclusively delivered by the State Employment Service.
- All organizations issuing Fidelity Bonds must be "certified" to do so by The Federal Bonding Program.
- The Fidelity Bonds issued to employers covering at-risk applicants are made available exclusively to The Federal Bonding Program by Travelers which is not duplicated by any other U.S. program.
- Bonds are issued instantly to be in effect the day that the applicant is scheduled to start work; the bonds are self-terminating (no termination paperwork needed), and the employer does not sign any papers in order to receive the bond free-of-charge.
- The bond insurance issued ranges from $5,000 to $25,000 coverage for a 6-month period with no deductible amount (employer gets 100% insurance coverage); when this bond coverage expires, continued bond coverage can be purchased by the employer if the worker demonstrated job honesty under coverage provided by The Federal Bonding Program.

Bond can be issued to the employer as soon as the applicant has a job offer with a date scheduled to start work

Mention the Federal Bonding Program to potential employers during interviews– it may help tip the scale in your favor!

Preparing for an Interview

So you have finally gotten a call-back from one of the applications you submitted for a job. You need to start thinking about the interview now. It may be helpful to focus on three areas: **What to Say, What to Wear/How to Look, and What to Bring.**

What to Say: Plan to answer a lot of questions– this is the potential employers chance to get to know you. The following questions are examples of what you may be asked. Fill in your own answers to prepare.

What kind of training do you have? _____

_____

Do you work well with others? _____

_____

Tell me 3 of your greatest strengths. _____

_____

Tell me 3 of your greatest challenges. _____

_____

How would you resolve a dispute with a co-worker? _____

_____

Tell me why you are the best person for this position. _____

_____

How did you prepare for this interview? _____

_____

Tell me about yourself. _____

_____

Tell me about a challenging work place problem you have had to face. _____

_____

_____

"I can't go back to yesterday – because I was a different person then"
~Lewis Carroll

What to Wear / How to Look

When preparing for an interview, you need to spend some extra time getting ready and making yourself look as good as possible for the job. By looking clean and neat, you are presenting yourself well and that will increase your chances of being hired.

Employers often see the outside person you project as a reflection of who you will be as an employee, so take the time to do the following:

- Shower and put on deodorant.
- Wear an appropriate outfit for the interview. Do not wear anything gaudy or outlandish or that is low-cut or revealing.
- Even if it is an entry level job, do NOT wear jeans unless you have nothing nicer. You need to dress as professional as is appropriate for the job, with kakis or nice slacks as the bare minimum.
- Do not wear clothing with holes in it, logos on it, or any inappropriate language or pictures.
- Brush / Style your hair. You do not want to look unkempt.
- If you have one, wear your watch.
- Wear a small amount of cologne or perfume, if any. You do not want to overpower the room with your scent.
- Brush your teeth. A few minutes before your interview freshen your breath with a mint/gum or brush your teeth again.
- Make sure your finger nails are clean and neat, with no dirt under them.
- Do not drink alcohol or use any drugs before your interview.

What to Bring

It is important to be prepared for your interview both mentally and physically. You may consider bringing the following items with you during an interview.

- A copy of your resume.
- A list of references if you have not already been required to provide them.
- A small notebook and a pen/pencil.
- A folder that includes copies of any recently completed courses (i.e. GED, vocational programming when in custody, etc.), letters of recommendation, school transcripts. You can provide them to the prospective employer as the topic come up.

Other Hints

- Be on time (or better yet- 5 minutes early!)
- Be polite to the receptionist as well as to the interviewer.
- Shake your interviewers' hand when you meet them and when you leave.
- Do not swear or use foul language or slang.
- Answer questions as simply as possible.
- Promote yourself! Focus on your strengths and accomplishments.
- Thank the interviewer for their time when you leave and ask when/how you may follow up.

Be sure to smile, make eye contact, and be friendly!

Getting back into the Workforce

Finding a job can be challenging for anyone. When you get out of custody, you may feel a little lost, discouraged or like it will be impossible to get a job. This is not the case! Lots of individuals with criminal histories are able to get jobs– even people with felony records. Here are some tips for beginning your job search.

- If you were employed long-term successfully prior to your incarceration and left on good terms, contact your former employer to inquire about possible available openings.
- Talk with friends and family about your job search. They may have ideas of places you can look or know of open positions. This type of networking can be very effective!
- Start small. Even though you may want a high paying job, you may not have the skills or experience to obtain that kind of employment. Focus your energy on getting a job that fits your interests, skills, and educational and employment backgrounds. This may mean taking a job at minimum wage– but keep in mind that minimum wage is far better than no wage at all.
- Go to your local CareerCenter — they have resources to help you look for a job, get training, and type up your resume.
- Contact local Temporary Agencies. These agencies generally hire out workers to employers for short periods of time. Sometimes, these job placements are "temp to hire," meaning that that if the worker is successful and the position continues to need to be filled, an offer for permanent placement may happen.
- For short-term labor, day laborer companies are in some of Maine's larger cities. These agencies provide limited employment opportunities where you work a full day and are then paid for that day. You can find these companies in your local yellow pages or by using online directories.
- Check out your local Sunday paper's classified ads– Sunday classifieds usually have the most ads.

You can find job leads by looking online at job-banks, and help-wanted websites. Some local sites are:

- JobsinME.com
- JobsinMaine.com
- Southernmainehelp-wanted.com
- Maine-Jobs.com
- Myjobwave.com
- Mainevillejobs.com
- Maine.craigslist.org

Other employment resources can be found online at

MaineCareerCenters.com

or

Maine.gov

"What is the recipe for successful achievement? To my mind there are just four essential ingredients: Choose a career you love, give it the best there is in you, seize your opportunities, and be a member of the team."

-Benjamin Fairless

Maine CareerCenters Can Help You!

The **Maine CareerCenter** provides a variety of employment and training services at **no charge for Maine workers and businesses**—even if you have a criminal history. Anyone can use the center's services.

It is the place to start when you're looking for your first job, your next job, a better job – or a whole new career. You do not need to be claiming unemployment benefits or be out of work to use our services.

The CareerCenter system is a collaboration of the Maine Department of Labor, Local Workforce Investment Boards, and employment, education, and training providers.

The Maine CareerCenter network consists of 12 full-service centers and additional service points and partner providers located throughout the state.

The Information Center is open to job seekers at no cost for education and employment-related purposes.

The library has information about:

- Economics, the labor market, employment trends and specific industries
- Career planning and exploration, job hunting and starting a business
- Businesses, education and training resources, and support services
- Labor laws and regulations

The computer center provides:

- Access to Internet, computers and software to prepare résumés, search for jobs online, or file your unemployment claim
- Wireless internet access (WiFi) for use with your wireless-capable laptop (at most CareerCenter locations)
- Access to telephone, fax and copier for education and employment-related purposes

The CareerCenter offers services in both individual and group settings.

Some CareerCenters may invite you to attend an orientation session to find out what kinds of services you are eligible for or fit your individual needs. Ask the staff person at your local CareerCenter Information Center how to get started.

Workshops: CareerCenters offer workshops and classes on a variety of topics including networking, job search techniques, résumé writing, and more.

Job Fairs: get an online list of upcoming job fairs in your area or around the state.

Start your job search by registering for Maine's Job Bank.

- Accessible 24 hours a day, 7 days a week
- Search for job openings based upon your individual qualifications
- Get matched with employers looking for your skills
- Receive automatic e-mail notifications when jobs that match your qualifications and preferences are posted
- Post a résumé that can be sent to employers

CareerCenter staff can help you determine what programs are available to assist you and put you in touch with the best education and training resources in your area.

You can access many of the resources of the CareerCenter by visiting the CareerCenter website:

- Search Maine's Job Bank
- Find information on CareerCenter programs and services
- Research training and education opportunities
- File your unemployment claims
- Link to hundreds of other employment resources

Visiting Your Local CareerCenter

When you visit your local CareerCenter, you can make an appointment with a career counselor to assess your skills, come up with a plan, and learn about special programs you may be eligible for. You can also attend workshops on job search skills such as resume creation, networking and interviewing. From a CareerCenter computer or your own home computer, you can register with Maine's Job Bank, create a profile, and get matched with current and future job opportunities.

Full Service Career Centers

Augusta CareerCenter
21 Enterprise Drive, Suite 2
109 State House Station
Augusta, ME 04333
Phone: 624-5120 or
1-800-760-1573
Fax: 287-6236
TTY: 1-800-633-0770

Bangor CareerCenter
45 Oak Street, Suite 3
Bangor, ME 04401-6667
Phone: 561-4050
or 1-888-828-0568
Fax: 561-4066
TTY: 1-800-498-6711

Bath CareerCenter
34 Wing Farm Parkway
Bath, ME 04530-1515
Phone: 442-0300
or 1-888-836-3355
Fax: 442-0065
TTY: 1-800-697-2871

"The only place success comes before work is in the dictionary."

-Vince Lombardi

Calais CareerCenter
One College Drive
Calais, ME 04619-0415
Phone: 454-7551
or 1-800-543-0303
Fax: 454-0349
TTY: 1-888-697-2883

Lewiston CareerCenter
5 Mollison Way
Lewiston, ME 04240-5805
Phone: 753-9000
or 1-800-741-2991
Fax: 783-5301
TTY: 1-877-796-9833

Machias CareerCenter
53 Prescott Drive, Suite 1
Machias, ME 04654-9752
Phone: 255-1900
or 1-800-292-8929
Fax: 255-4778
TTY: 1-800-381-9932

Portland CareerCenter
185 Lancaster Street
Portland, ME 04101-2453
Phone: 771-5627
or 1-877-594-5627
Fax: 822-0221
TTY: 1-888-817-7113

Presque Isle CareerCenter
66 Spruce Street, Suite 1
Presque Isle, ME 04769-3222
Phone: 760-6300
or 1-800-635-0357
Fax: 760-6350
TTY: 1-888-697-2877

Rockland CareerCenter
91 Camden Street, Suite 201
Rockland, ME 04841-2421
Phone: 596-2600
or 1-877-421-7916
Fax: 594-1428
TTY: 1-888-212-6229

Skowhegan CareerCenter
98 North Avenue
Skowhegan, ME 04976-1923
Phone: 474-4950
or 1-800-760-1572
Fax: 474-4914
TTY: 1-888-697-2912

Springvale CareerCenter
9 Bodwell Court
Springvale, ME 04083-1801
Phone: 324-5460
or 1-800-343-0151
Fax: 324-7069
TTY: 1-888-697-2913

Wilton CareerCenter
865 US Route 2E
Wilton, ME 04294-6649
Phone: 645-5800
or 1-800-982-4311
Fax: 645-2093

Limited CareerCenter Services Providers

The following centers provide limited CareerCenter Services. Go to www.mainecareercenter.org for more information or call your local CareerCenter.

Bar Harbor
Bar Harbor Municipal Building
93 Cottage Street
Bar Harbor, ME 04609
Phone: 1-888-828-0568
TTY: 1-800-498-6711

Belfast
Goodwill Workforce Solutions Center
Wentworth Bldg.
147 Waldo Ave., Suite 110
Belfast, ME 04915
Phone: 930-7047
TTY: 1-888-313-9400

Biddeford
Goodwill Workforce Solutions Center
407 Alfred Road, Park 111, Suite 2
Biddeford, ME 04005
Phone: 571-3301
Fax: 571-3304

Brunswick Base Closure and Realignment Commission (BRAC)
Goodwill Workforce Solutions Center
500 Sewall Street, Bldg. 150
Brunswick Naval Air Station
Brunswick, ME 04011
Phone: 373-0754 Fax: 373-0756

Dexter
Town of Dexter
23 Main Street
Dexter, ME 04930
Phone: 1-888-828-0568
TTY: 1-800-498-6711

Dover-Foxcroft
Eastern Maine Development Corp.
Morton Ave School
Dover-Foxcroft, ME 04426
Phone: 1-888-828-0568
TTY: 1-800-498-6711

East Millinocket
Eastern Maine Development Corp.
One Industrial Drive, Suite 2
East Millinocket, ME 04430-1062
Phone: 746-9608 or 1-800-777-8173
Fax: 746-9439
TTY: 1-800-498-6711

Ellsworth
Eastern Maine Development Corp.
Ellsworth Higher Education Center
Mill Mall
Ellsworth, ME 04605
Phone: 1-888-828-0568
TTY: 1-800-498-6711

Greenville
Greenville Town Office
8 Minden Street,
Greenville, ME 04441
Phone: 1-888-828-0568
TTY: 1-800-498-6711

Guilford
Guilford Memorial Library
4 Library Street,
Guilford, ME 04443
Phone: 1-888-828-0568
TTY: 1-800-498-6711

Houlton
Aroostook County Action Program
91 Military Street, Suite 3
Houlton, ME 04730-2421
Phone: 532-5300 or 1-800-697-2987
Fax: 532-5309 TTY: 1-888-697-2897

Madawaska
Aroostook County Action Program
88 Fox Street, Suite 103
Madawaska, ME 04756-1352
Phone: 728-6345 or 1-800-432-7881 or
TTY 1-888-697-2877 Fax: 728-4491

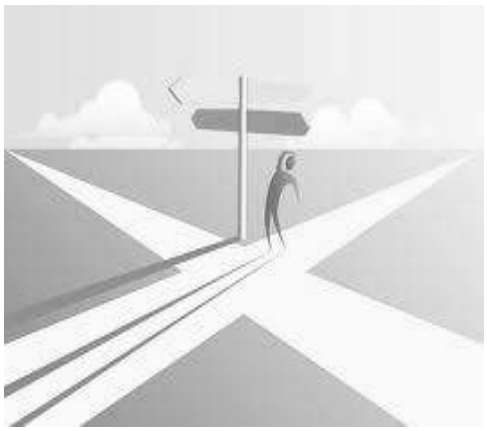
North Windham
Goodwill Workforce Solutions Center
57 Tandberg Trail
North Windham, ME 04062
Phone: 892-2653 Fax: 892-2654

Rumford
Western Maine Community Action
60 Lowell Street
Rumford, ME 04276-2096
Phone: 364-3738 or 1-877-421-7915
Fax: 369-9315

South Paris
Western Maine Community Action
232 Main Street
South Paris, ME 04281
Phone: 743-7763 or 1-877-237-6171
Fax: 743-8439
TTY: 1-888-313-9400

Sullivan
Sullivan Town Hall
1888 US Highway 1
Sullivan, ME 04664
Phone: 1-888-828-0568
TTY: 1-800-498-6711

Trenton
Trenton Town Office
59 Oak Point Road
Trenton, ME 04605
Phone: 1-888-828-0568
TTY: 1-800-498-6711



Vocational Rehabilitation

State of Maine
Department of Labor
Bureau of Rehabilitation
Division of
Vocational Rehabilitation

What Is Vocational Rehabilitation?

The Division of Vocational Rehabilitation, also known as "VR," is a Department of Labor program that helps people who have disabilities to get and keep a job. VR helps people who have physical, mental, or emotional disabilities.

Who Is Eligible For VR Services?

To be eligible for VR, you must apply for services. To be eligible you must:

- have a disability that keeps you from getting or keeping a job; and
- need VR services to find or keep a job.
- If you are receiving Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) based on disability and you have an interest in working, you are eligible for VR services.

Eligibility must be determined in 60 days.

How Do I Apply? To apply for VR, you need to call their offices. A VR counselor will contact you for an initial appointment. The counselor will explain the program and learn more about you and your goals. Contact your local CareerCenter (see page XX) to apply.

What About My Employment Goals? Your VR counselor will work with you to help make informed choices about jobs and careers.

Good planning includes: skills and abilities you have;

- the types of jobs you want to consider;
- where you are willing to work and live; and
- what transportation is available.

The more flexible you can be, the more likely you are to find a job. You and your VR counselor need to work together to develop a plan that will lead to a job.

What Services Does VR Provide? Every person's rehabilitation plan is different because every person's vocational needs are different. VR will consider any service you need to achieve the agreed upon vocational goal. VR will help you explore different career opportunities by finding out your interests and aptitudes. As you identify careers, VR can provide information about the skills and training you need.

VR has labor market information to help you see what type of work is available. If you need training, VR can locate or develop specific training programs with special accommodations for you.

VR may buy tools, uniforms or basic equipment needed to start a job. VR may buy a lot of job-related things you may need to find or keep a job. VR can also help with re-training or education needed to get a new job. Sometimes VR can assist with payment for some medical/psychological services.

Some people use a Job Developer in looking for work; others may get a Job Coach who gives close supervision and support on the job until the person learns all the job skills. Generally services end 90 days after a person gets a job.

How Much Will This Cost? It does not cost you anything to apply for services. There is no charge for diagnostic services, vocational evaluation, counseling, or job placement assistance. If you are eligible for services, your counselor will ask you about your income and expenses. Depending upon your income, you may be asked to contribute to the cost of VR services. VR cannot pay for any services you received before you applied to VR, or any services not agreed upon with your Counselor and written in the Individual Plan for Employment.

YOU: Getting to Work

REGIONAL TRANSPORTATION

Aroostook Regional Transportation

207-764-1290

Caribou-Fort Kent-Houlton-Madawaska-Presque Isle areas

Brunswick Explorer- Brunswick area

207-721-9600

BAT Community Connector

207-992-4670

Bangor-Brewer-Hampden-Veazie-Orono-Old Town

CityBus and Trolley—City of Bath

207-443-8363

ShuttleBus

207-282-5408

Biddeford-Saco-Old Orchard Beach

Scarborough & South Portland (Maine Mall)

ZOOM Turnpike Express

888-THE-ZOOM

Biddeford-Saco-Portland

Coastal Trans

800-444-6207 or 800-289-6605 Knox, Lincoln, Sagadahoc Counties

Brunswick & Harpswell

Downeast Transportation

207-667-5796

Mount Desert Island/Bar Harbor-Ellsworth-Bangor & points throughout Hancock County

Kennebec Valley Transit (KVCAP) Explorer Bus

207-877-5677

Augusta-Hallowell-Farmingdale-Gardiner

Waterville-Fairfield

Citylink—Lewiston /Auburn

207-783-9186

The Lynx

866-853-5969

Penobscot & Piscatquis Counties

METRO (Greater Portland Transit District)

207-774-0351

Portland-Westbrook-Maine Mall

Regional Transportation Program (RTP)

800-244-0704

Cumberland County

Sanford Transit-My Bus

207-324-5762

Sanford-Springvale

York Wave

207-459-WAVE

Sanford-Wells, Sanford-Biddeford

South Portland Bus Service

207-767-5556

South Portland-Portland-Maine Mall

Waldo County CAP

800-439-7865

Belfast-Waldo County

Western Maine Transportation Services

207-364-2135

Farmington and Rumford area to Lewiston, Norway-S. Paris

Lisbon Connection

207-784-9335

Lisbon-Lisbon Center-Lisbon Falls-Lewiston

COAST

603-743-5777

Dover NH-Somersworth NH-Berwick ME

COMMUTER SHUTTLES

GO MAINE Commuter Vanpools

800-280-RIDE

Maine Statewide Vanpool, Carpool, Bike-pool services

ZOOM Turnpike Express

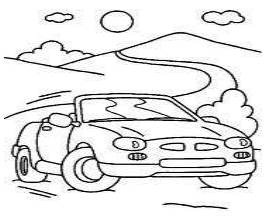
888-THE-ZOOM

Biddeford-Saco-Portland

Aroostook Express

207-764-1290

Presque Isle-DFAS Limestone



INTER-CITY BUS

C&J

800-258-7771

Seacoast NH-Boston MA

Concord Coach

800-639-3317

Bangor-Maine Coast-Portland-Boston MA

Cyr Bus Lines

800-244-2335

Bangor – Northern Maine – Fort Kent

Greyhound

800-552-8737

Bangor-Portland-Boston MA

Mermaid Transportation

800-696-2463

Portland-Boston (Logan Airport) and Manchester (NH) Airport

West's Coastal Connection

800-596-2823

Calais-Machias-Ellsworth-Bangor and points in-between

COASTAL FERRIES

Casco Bay Lines

207-774-7871

Peaks, Little Diamond, Great Diamond, Long Island, Diamond Cove, Chebeague, and Cliff Islands

Maine State Ferry Service

207-596-2202

Rockland-Vinalhaven-North Haven-Matinicus Island

Lincolnville-Islesboro & Bass Harbor-Swans Island-Frenchboro

Chebeague Transportation Co.

207-846-3700

RAILROAD

Amtrak Downeaster

800-USA-RAIL

Ptld-Saco-OOB-Wells-Dover NH-Durham NH -Exeter NH-Haverhill/Boston, MA

CAR SHARE SERVICES

U-Car Share 800-685-RIDE

Car Share option for Portland, ME Zip Car

1-866-494-7227

You: At Work

Once you've begun your new job, you want to do your best to keep it. In the workforce, it is a good idea to try and keep every job a minimum of a year. This shows potential future employers that you can be con-

Most employers will expect you to:

- Show up to work on time.
- Be ready to start working at the beginning of your shift.
- Follow the work-place rules.
- Keep your breaks to the time allowed, and follow the break-time rules (i.e. some employers ask you to stay on grounds during breaks, etc.).
- Be polite to your coworkers and the public.
- Not use your cell phone to talk, text, or use the internet during your shift.
- Get along well with others.
- Do the job as they have trained you to do it.
- Be honest.
- Ask questions when you are unsure of what to do.
- Not steal money or products.
- Not use alcohol or other drugs while on the job or come to work high/drunk.
- Be dependable- do not call out sick or absent unless absolutely necessary.
- If you must be absent, call your supervisor and let him/her know as soon as you do.
- Be friendly, positive, upbeat.
- Not talk about your personal life in any great detail.
- Be willing to stay until the job is done.

Tips For Success

Do your share of the work. It is important for everyone in your workplace to feel like their co-workers are working as hard as they are. This goes for you, too. So be sure to work as part of the team to get the job done.

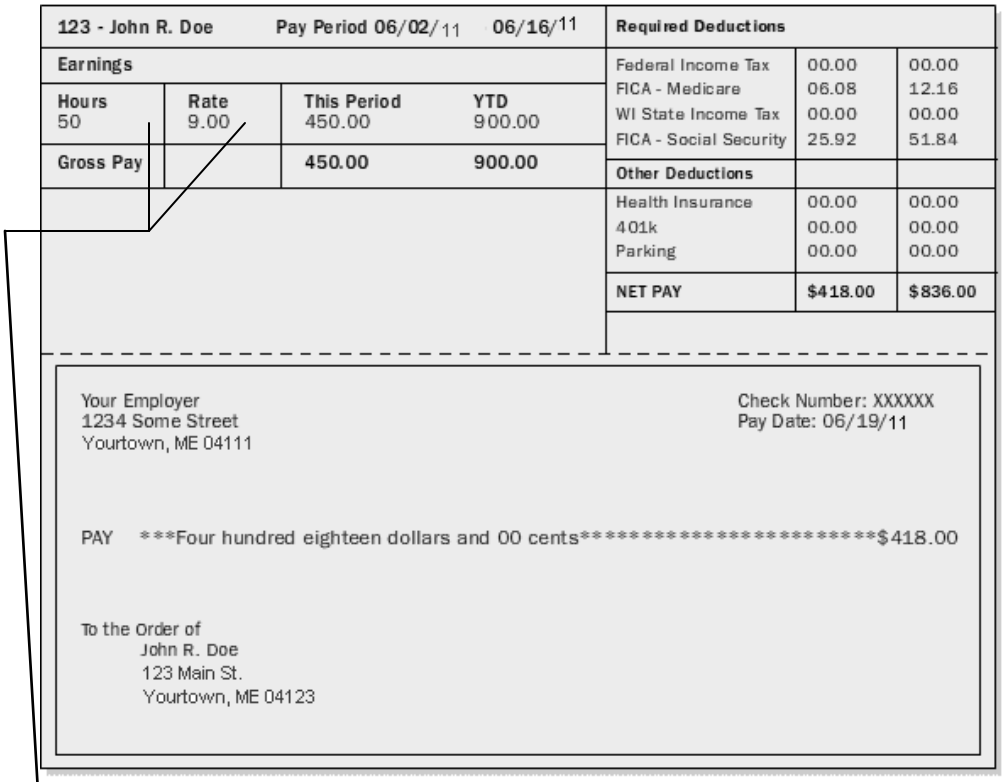
Focus on You. When you make a mistake, own up to it. Don't blame others or circumstance. Do your best and when mistakes happen, as they do for everyone, take responsibility for what happened. This will help earn the respect of your co-workers. Likewise, when others make mistakes, don't hold it against them.

Be Polite. In this day and age, it may seem old-fashioned, but be sure to say "Please" and "Thank-you" when necessary. Being polite and treating others as you would like to be treated makes for a happier work-place. Being polite also means not gossiping about co-workers or talking badly behind someone's back. Also, do not use foul language. It is unprofessional, no matter what line of work you are in.

Know how to tackle problems. When people are in confrontational situations, it is important to do your best to keep a cool head. If you have trouble with heated situations, let the person you're in the situation with know that you need to take a few minutes and go to the bathroom or outside for a few minutes and calm down.

1. Don't spend your time focusing on finding blame.
2. Think about what the problem really is and what you are feeling.
3. Think about what outcome you would like to see.
4. Do some problem solving and think about how you can get to the outcome you want.
5. Go back and talk to the person you were having a problem with. Use "I" statements and talk quietly, without yelling, about how you feel and your suggestions for solving the issue.

You: Getting Paid



123 - John R. Doe Pay Period 06/02/11 06/16/11

Earnings

Hours	Rate	This Period	YTD
50	9.00	450.00	900.00
Gross Pay		450.00	900.00

Required Deductions		
Federal Income Tax	00.00	00.00
FICA - Medicare	06.08	12.16
WI State Income Tax	00.00	00.00
FICA - Social Security	25.92	51.84
Other Deductions		
Health Insurance	00.00	00.00
401k	00.00	00.00
Parking	00.00	00.00
NET PAY	$418.00	$836.00

Your Employer
1234 Some Street
Yourtown, ME 04111

Check Number: XXXXXX
Pay Date: 06/19/11

PAY ***Four hundred eighteen dollars and 00 cents**********$418.00

To the Order of
John R. Doe
123 Main St.
Yourtown, ME 04123

Your deductions include taxes and required contributions to social security and Medicare. Ask your employer's human resources department for assistance in determining how many "exemptions" you should claim on your W-2 form. The more you claim, the less you pay in weekly taxes- but that means you could owe more tax money to the government at the end of the year, so think carefully!

Many employers permit or even require a direct depositing of your paycheck into your checking account. This is easy to set up– talk to human resources to find out how. If it is deposited automatically, it will save you a trip to the bank or a check-cashing store.

Check your paystub weekly to make sure that your employer correctly paid you for all of your hours worked and that you were paid at the right rate of pay. If you see a problem, speak to your boss or to human resources to find out what the issue is and how to get it fixed.

Some Notes About Benefits:

- You may get health insurance, paid time off through sick or vacation/holiday hours, life or accident insurance, and/or retirement benefits like contributions to a 401k.
- Sometimes you will be required to pay a part of these benefits, such as for health insurance, and your employer will pay the rest. Some employers offer health insurance coverage for families as well and this will usually cost more.
- Sometimes employers will match all or part of the contributions you make towards your benefits, such as towards your retirement. This can help you to save a lot more towards retirement and is like free money!
- Sometimes you will have to wait a certain period of time before you become eligible for benefits.
- Though paying for benefits will make your paycheck smaller, it may be worth it. For example, paying out-of-pocket medical expenses may be more expensive than paying for health insurance. It is a good idea to have health insurance. For reasons why, see "Health" section.

YOU: On A Budget

INCOME	Budgeted Amount	Actual Amount	Difference
Wages/Tips/Bonuses			
Other Income			
Child Support (+/-)			
Alimony (+/-)			
Total Spendable Income			
EXPENSES			
HOME			
Rent or Mortgage			
Home Owners/Renters Insurance			
UTILITIES			
Telephone			
Internet			
Water/Sewer			
Electicity			
Heating Fuel			
Laundry			
FOOD			
Groceries			
Eating Out/Snacks			
HEALTH/MEDICAL			
Insurance (medical/dental)			
Co-pays			
Fitness/Gym			
TRANSPORTATION			
Car Payments			
Gas			
Repairs			
Insurance			
Other Transport (bus, etc.)			
DEBTS			
Credit Cards			
Student Loans			
Other Loans			
RECREATION			
Cable TV/Movies			
Computer Expenses			
Hobies/Vacations			
INVESTMENTS/SAVINGS			
Investments			
Savings			
Emergency Fund			
MISCELLANEOUS			
Toiletries, Household Products			
Grooming (Hair, Makeup, Other)			
Clothing			
Miscellaneous			
Total Expenses and Investments			
Surplus or Shortage			

While managing money is probably one of the last things that you want to think about, it is important to set up a budget so that when you are released you have a plan on how to stay within your means. Thinking about money can be really stressful. Not having enough money can be anxiety producing and can cause you to worry. Knowing what your situation actually looks like can help relieve some of your fears about managing your money and can help you to start making better choices about spending.

On this page is a budget worksheet. You can feel free to fill this one in or set up your own with the fields that are important to you.

If you need further help with budgeting and paying your debts upon release, you can contact Money Management International (formerly Consumer Credit Counseling Services of Maine). They can be especially helpful if you have concerns about unpaid debts, improving your credit, or filing for bankruptcy.

Auburn Branch
250 Center St.
Ste. 205
Auburn ME, 04210

Augusta Branch
1 Bangor St.
Augusta ME, 04330

Bangor Branch
175 Exchange St.
Ste. 200
Bangor ME, 04401

South Portland
111 Wescott Rd.
South Portland ME, 04106

Or at **866.531.3433**

Your Health

It may go without saying, but taking care of your physical and mental health is very important. You have one body in this lifetime, and doing what you can to prevent illness and to address medical problems as they arise will help you to live a longer healthier life. When you are in custody, you should apply for MaineCare unless you know that you will have health care upon your release. A copy of an application for MaineCare and Food Stamps is included in this handbook on pages 25-29.

Sometimes the wait list for people who do not fall into a couple of specific categories (over age 65 or under 18, pregnant or with dependant children, or disabled) can be a year or more. Applying while in custody is permitted, but you would not receive benefits upon approval until you are out of custody. However, having MaineCare for health insurance will allow you to go get preventative health checkups, see your doctor for sick visits, etc. You need to keep DHHS informed of your current address both in and out of custody so that you can maintain your coverage or application.

Get a Physical!

One of the best things you can do to take care of yourself once you are released is get a physical. Most adults should have a physical every couple of years. If it has been longer than that for you or if you have a health problem, then upon your release set up an appointment. If you have reentry workers in your facility, they can help you to do this before your release date. If you don't have a doctor, you can look in the yellow pages for listings, ask friends and family for recommendation, or check with DHHS/MaineCare for a list of doctors accepting patients.

What to Expect at a Physical

Your evaluation will include assessment of your:

- History. Your doctor will talk with you about your family's health history as well as your own health history and any problems or conditions you have suffered with.
- Behaviors: Your doctor will talk with you about smoking, substance use, sexual health, diet, emotional health, and exercise. This is a great time to talk to the doctor about any concerns you have in these areas.
- Vital signs: Your doctor will check your blood pressure, heart rate, respiration rate, and temperature.
- General appearance: Your doctor will get a lot of information simply from watching you and interacting with you. This is nothing to be nervous about– a good doctor will use this information to make sure things are okay, and if problems appear, he or she can help you to take steps to get better!
- Heart and lung exams: Your doctor will listen to your heart and lungs with a stethoscope. This will not hurt.
- Gender specific exams- Your doctor may also do additional examinations that are gender specific. If you have concerns about these exams let your doctor know at the start of the visit. He or she will talk to you about the exams and make sure you are informed and consenting. You are the patient and can refuse any part of an exam.
- Laboratory tests: Your doctor may send you to a lab for blood or urinalysis samples to be taken. These can test for blood counts, cholesterol, substance use, pregnancy, etc. Ask your doctor ahead of time what he or she wants to test for.

Community Health Centers

These centers provide health services on a sliding scale fee basis.

Arthur Jewell Community Health Center
PO Box 159
Brooks, Maine 04921
207-722-3488
FAX - 207-722-3183

Ashland Health Center
PO Box 130
Ashland, Maine 04732
207-435-6341
FAX - 207-435-2003

Belgrade Regional Health Center
2 School Street
Belgrade Lakes, ME 04918
207-495-3323
FAX - 207-495-3353

Bethel Family Health Center
PO Box 1367
Bethel, Maine 04217
207-824-2193
FAX - 207-824-3005
Toll Free - 1-800-287-2292

Bingham Area Health Center
PO Box 746
Bingham, Maine 04920
207-672-4187
FAX - 207-672-3641

Bucksport Regional Health Center
PO Box 447
Bucksport, Maine 04416
207-469-7371
FAX - 207-469-7306
1-800-453-3819

DFD Russell Medical Center
180 Church Hill Road
Leeds, Maine 04263
207-524-3501
FAX - 207-524-2093

Donald Walker Health Center
PO Box 287
Belfast, Maine 04915
207-589-4509
FAX - 207-589-3104

East Grand Health Center
PO Box 44
Danforth, Maine 04424
207-448-2347
FAX - 207-448-2313

Eastport Health Care
30 Boynton Street
Eastport, Maine 04631
207-853-6001
FAX - 207-853-6180
Toll Free...1-800-219-0061

Fish River Rural Health Systems
Eagle Lake
PO Box 309
Eagle Lake, Maine 04739
207-444-5384
FAX - 207-444-5520

Fish River Rural Health Systems
194 E. Main Street
Fort Kent, Maine 04743
207-834-3971
FAX - 207-834-3837

Harrington Family Health Center
PO Box 82
Harrington, Maine 04643
207-483-4502
FAX - 207-483-4778

HealthReach Community Health Center
PO Box 1568
Waterville, Maine 04903
207-873-1127
FAX - 207-873-2059

Indian Township
PO Box 97
Princeton, Maine 04668
207-796-2322
FAX - 207-796-2422

Isleboro Health Center
PO Box 137
Isleboro, Maine 04048
207-734-2213
FAX - 207-734-8392

Kathadin Valley Health Center
PO Box 500
Patten, Maine 04765
207-528-2285
FAX - 207-528-2595

Lovejoy Health Center
7 School Street Suite #1
Albion, Maine 04910
207-437-9388
FAX...207-437-2557

Madison Area Health Center
PO Box 200
Madison, Maine 04950
207-696-3992
FAX - 207-696-3974

Mount Abram Regional Health Center
25 Depot Street
Kingfield, Maine 04947
207-265-4555
FAX - 207-265-5004

Penobscot Indian Health Department
23 Wabanaki Way
Indian Island, Maine 04468
207-827-6101
FAX - 207-827-5022

Pleasant Point Health Center
PO Box 351
Perry, Maine 04667
207-853-0644
FAX - 207-853-6230

Rangeley Region Health Center
PO Box 569
Rangeley, Maine 04970
207-864-3303
FAX - 207-864-2969

Regional Medical Health Center at Lubec
RR #2 Box 380
Lubec, Maine 04652
207-733-5541
FAX - 207-733-2847

Richmond Area Health Center
24 Gardiner Street
Richmond, Maine 04357
207-737-4359
FAX - 207-737-4412

Rural Health Centers of Maine Migrant Health Program
188 Whitten Road
Augusta, Maine 04330
207-622-9252
FAX - 207-626-7612

Sacopee Valley Health Center
70 Main Street
Porter, Maine 04068
207-625-8126
FAX - 207-625-7820

St. Croix Regional Family Health Center
136 Mill Street
Princeton, Maine 04668
207-796-5503
FAX - 207-796-5528

Sheepscot Valley Health Center
PO Box 207
Coopers Mills, Maine 04341
207-549-7581
FAX - 207-549-3439

Stockton Springs Regional Health Center
PO Box 309
Stockton Springs, ME 04981
207-567-4000
FAX - 207-567-4084

Strong Area Health Center
PO Box 189
Strong, Maine 04983
207-684-4010
FAX - 207-684-3368

Western Maine Family Health
80 Main Street
Livermore Falls, ME 04254
207-897-4345
FAX - 207-897-2321

Why Taking Care of Your Health Is Important

Taking care of your health is important for many reasons. If you are not taking care of your physical and mental health, you will likely:

- Have a hard time being a good partner, parent, friend, and worker.
- Pay more– Preventative healthcare and a healthy lifestyle can help keep your healthcare costs down.
- Be in more pain— without taking care of yourself and dealing with small issues as they come up, you may let those issues become big (and more painful) fast.
- Be less happy or satisfied with life overall. Anyone who has been in physical pain knows how health and wellness is our

Healthy Habits YOU Can Commit To:

1. Get up and get your day started around the same time each day. Regular sleep and waking routines can improve health. Experts recommend around 7-8 hours of sleep per day.
2. Eat breakfast EVERY DAY! It is the most important meal of the day and will fuel you for success.
3. Brush and floss your teeth every day! Oral health contributes to overall good health. See a dentist 2x a year for cleanings.
4. Get involved in your community. Whether you volunteer, attend church, go to AA/NA, attend your local YMCA, or join a club, being involved in your community improves your health! These social ties can make your every day better and provide support, encouragement, friendship, and help you to know that you are a part of something larger: a community.
5. Exercise. Everyone knows they need to do it to maintain good health. Not only is it good for keeping your body healthy, but exercise is a great stress reliever, too. Exercising at least 30 minutes per day three or more days per week is an excellent goal. Remember it is fine to work up to your goals– start with 5 minutes a day every day if needed! Walking is a great, free, low-impact exercise that almost anyone can do. If you do physical activity you like, such as flag football or playing soccer, you will be more likely to stick with it.
6. Do something you enjoy. This could be scrapbooking, hiking, word puzzles, reading, running, photography, swimming, taking your kids to playgrounds, etc. The point is to find things you like to do that you think are fun and then to do them!
7. Do not smoke. Even in custody, quitting smoking is hard. See the Quitting Smoking Section on Page XX to start thinking about how you can STAY quit on the outside.
8. Plan. This may sound like a strange tip, but planning really can improve your happiness! Take a look at all the healthy habits—planning can help you to put these tips into practice

"The groundwork of all happiness is good health." -Leigh Hunt

FMI

For the latest on food, nutrition and food safety topics, visit: **http://ific.org**

For in-depth information about MyPyramid, healthful eating and physical activity, visit: **http://www.MyPyramid.gov**

For tips on fitting healthful eating and physical activity into your lifestyle, see IT'S ALL ABOUT YOU OWNER'S MANUAL FOR YOUR BODY at: **http://ific.org/publications/other**

For tips on raising a healthy family, visit: **http://kidnetic.com**

For additional food safety information, visit: **http://www.fightbac.org**

Getting Healthcare

Having healthcare is a really important part of getting and staying healthy. Health Insurance is available in two forms in the State of Maine: Public and Private Health Insurance.

Private Health Insurance is offered through several licensed companies in the state, including Anthem Blue Cross/Blue Shield, Cigna, _____, and United. Generally, the most affordable way to obtain coverage is through your employer sponsored healthcare plans. Individual plans are often available, for an increased rate, and more information can be obtained at each insurance company's websites.

The Public Health Insurance program in the State of Maine is called MaineCare. MaineCare coverage is available on a limited basis to certain "categories" of individuals: people under 18, over 65, disabled persons, pregnant/nursing women, and families with dependant children.

IF YOU THINK YOU MIGHT BE ELIGIBLE FOR COVERAGE, APPLY NOW!!!

You can apply for MaineCare when in a jail or prison. In fact, if you are unsure about what you will have for healthcare coverage, it is recommended that you fill out the attached application and send it in to DHHS. You can follow up in person, at one of the locations listed on the following page, or by calling and checking on the status of your application.

IF YOU DON'T KNOW IF YOU WILL HAVE HEALTHCARE UPON RELEASE, APPLY NOW!!!

Applying for "Food-Stamps"

Maine's Supplemental Nutrition Assistance Program (SNAP) is called the Food Supplement Program. This program helps low-income people buy the food they need for good health. You may be able to get Supplemental Nutrition Assistance if you:

- work for low wages
- are unemployed or work part time,
- receive welfare or other public assistance payments,
- are elderly or disabled and live on a small income, or
- are homeless,

State public assistance agencies run the program through their local offices. The following basic rules apply in most States, but a few States have different rules.

The amount of Supplemental Nutrition Assistance you can get is based on the U.S. Department of Agriculture's Thrifty Food Plan, which is an estimate of how much it costs to buy food to prepare nutritious, low-cost meals for your household. This estimate is changed every year in October to keep pace with food prices.

In the Supplemental Nutrition Assistance Program, a household is normally a group of people who live together and buy food and prepare meals together. If your household passes the program's eligibility tests, the amount of Supplemental Nutrition Assistance you get will depend on the number of people in your household and on how much monthly income is left after certain expenses (deductions) are subtracted.

For most households, Supplemental Nutrition Assistance is only part of their food budget; they must spend some of their own cash along with their Supplemental Nutrition Assistance in order to buy enough food for a month.

For more information or to apply for Supplemental Nutrition Assistance, you should contact your local DHHS Supplemental Nutrition Assistance office or call 1-800-442-6003 and ask for the Food Supplement Program Manager.

State of Maine Department of Health and Human Services (DHHS)
Application For

MaineCare and Food Stamp Benefits

Application for: ☐ MaineCare – Full Benefits ☐ Medicare Buy-In Only
☐ Low Cost Drugs (DEL) / MaineRx Plus ☐ Food Stamps
☐ MaineCare Limited Benefits Program
Do you have a physical or mental health condition that keeps you from working full or part time? ☐ Yes ☐ No

Your name (first, middle initial, last)	**Maiden Name**	**Social Security number**	**Sex**

Birth date (month/day/year)	**Place of birth**	**Your Medicare claim number (if any)**

Mailing address:

Street, PO Box, or RR (include apartment number, in care of, etc.)	**Is this a safe delivery address?** ☐**Yes** ☐**No**

City	**State**	**Zip Code**	**Phone**

If different from your mailing address, give the address where you actually live:

You need to answer only the questions for the program(s) you are applying for.

For Food Stamps Only: To file this application now, we need your name (or that of an authorized representative), address and signature. If eligible, your benefits will begin from the date DHHS gets a signed application.

You may be eligible for Food Stamps benefits right away:
does your monthly income and cash/money in a bank add up to less than your monthly living expense? _____
is your monthly income less than $150 and cash/money in a bank less than $100? _____
are you a migrant worker and your income has stopped? _____

Social Security numbers are used to do computer matches with I.R.S., BMV, IFW, the Social Security Administration, Department of Labor, other government agencies and private financial institutions. DHHS and federal officials may check with other sources to prove the information you give. If you give wrong information, you may be charged with giving false information. I understand the questions on this form. I certify, under penalty of perjury, that all my answers are correct and complete as far as I know, including those concerning citizenship and alien status for each person applying for benefits. I understand DHHS has the right to collect from other available insurance or from settlement(s) for accidents or injuries whenever MaineCare pays for Medical Expenses.

Signature of person applying _____ **Date**_____

Signature of person filling out this form_____ **Date**_____

If you have someone who knows your situation, and you want us to contact them to help with this application, please complete the following:

Name_____**Address**_____
Telephone_____

For office use only:
Received _____ **45th day** _____-
Residency _____ **ID** _____
Food Stamp Expedite ☐Yes ☐No

For MaineCare and Food Stamps

ARE YOU:	**If you live with your spouse:**
☐ Married	**Spouse's name _____(first, middle initial, last)**
☐ Widowed	**Date of birth _____Sex ____ Able to work? ☐Yes ☐No**
☐ Single	**(month /day/year)**
☐ Divorced	**Place of birth _____Maiden name _____**
☐ Separated	**Spouse's Social Security number**
(Check only one box)	**Spouse's Medicare claim number**

List other people who live with you:

Last name	First name	Middle Initial	Sex	Birth - date	Social Security Number	Relationship to you

Is everyone you are applying for a U.S. citizen? ☐Yes ☐No
If no, please list their names and Alien Registration Numbers.

_____

_____

Please list place of birth for each person for whom you are requesting assistance					
First Name	**Place of Birth**	**First Name**	**Place of Birth**	**First Name**	**Place of Birth**

List *monthly* household income below:

Source	Yourself	Your spouse (who lives with you)	Other family members (please list amount and name of member)
Social Security	**$**	**$**	**$**
SSI	**$**	**$**	**$**
Other Income or Pensions (such as railroad retirement, interest, dividends, etc., please explain)	**$**	**$**	**$**

List household earnings for yourself and your spouse (who lives with you): (please provide the last 4 pay stubs or copies of them)

Name	Employer's name and phone number	Gross Amount earned	How often are you paid	Hours worked each week

Is anyone in your household self-employed? ☐Yes ☐No If YES, Who? _____
Source? _____ How often? _____

Please provide a copy of your most recent tax return or business records.

List assets for yourself and your spouse (who lives with you), including jointly owned assets:

If you are applying for Food Stamps, also list the assets of others in your household.)

• Checking or Savings Account • Credit Union Shares • IRA, 401K, Keogh • Certificate of Deposit • Other Accounts
• Profit Sharing • Safety Deposit Box • Assets Owned with Others • Stocks • Annuities • Prepaid Burials • Trusts

Name(s) on account	Type of asset (see above)	Name of bank or institution	Account number	Current balance or value

List life insurance owned by yourself and/or your spouse (who lives with you):

Owner	Company name and address	Face value	Cash value

Do you or anyone in your household own any land, buildings, time shares or jointly held real estate, including where you live? ☐Yes ☐No If YES, list below:

Owner	Type of real estate

Does anyone in your household own any cars, trucks, boats, campers, motorcycles, snowmobiles, ATV's, trailers, tractors, or other motorized vehicles? ☐Yes ☐No If YES, list below:

Are you requesting help with medical bills incurred within the last three months? ☐Yes ☐No

Which months?

Did you or anyone in your household serve in the U. S. military? ☐Yes ☐No

In which branch of the military did you serve? _____

When did you serve? (dates) _____to_____

Did you serve on foreign soil? ☐Yes ☐No

Are you receiving VA benefits that include payment of prescription drugs? ☐Yes ☐No

Estate Recovery:

If you receive benefits from MaineCare after age 55, and certain conditions exist, the Estate Recovery Program will make a claim against the assets of your estate to recover money MaineCare has paid for your care. Estate assets can include real property, including jointly owned property, insurance payments, annuities, any property left to an heir, survivor or assignee. No claim will be made if the only service you receive is the Medicare Buy-In. For more information about the Estate Recovery Program, call 1-800-572-3839.

Please complete a section for each adult applying for benefits. This information is Voluntary. Your benefits will not be affected if you do not answer.	Applicant	Second Adult
Are you Hispanic or Latino?	No☐ Yes☐	No☐ Yes☐
Are you an American Indian or Alaskan Native?	No☐ Yes☐	No☐ Yes☐
Circle the tribe you belong to: 1. Houlton Maliseet 2. Peter Dana Pt. Passamaquoddy	▪	▪
3. Pleasant Point Passamaquoddy 4. Penobscot 5. Aroostook Micmac 6. Other	▪	▪
Do you live on your tribe's reservation?	No☐ Yes☐	No☐ Yes☐
Are you Asian?	No☐ Yes☐	No☐ Yes☐
Are you Black or African American?	No☐ Yes☐	No☐ Yes☐
Are you Native Hawaiian or Pacific Islander?	No☐ Yes☐	No☐ Yes☐
Are you White?	No☐ Yes☐	No☐ Yes☐

Fill out the rest of the form only if you are applying for Food Stamps.

Please list your shelter costs (do not list past due amounts or security deposits).

Rent _____How often	**Electricity_____How often _____**
Mortgage _____How often	**Telephone (basic) _____How often _____**
Property taxes _____How often	**Cooking fuel _____How often _____**
House insurance _____How often	**Water _____How often _____**
Condo fees _____How often	**Sewer _____How often _____**
Heat_____How often_____	**Trash collection _____How often _____**

If you rent, is your heat included in your rent? o**Yes** o**No**
If you pay a mortgage, are taxes and insurance included in your payment? o**Yes** o**No**
Has anyone received HEAP fuel assistance since last October? o**Yes** o**No**
Have you moved since last October? o**Yes** o**No**
Have you received help with these expenses from the town or city in the last 6 months? o**Yes** o**No**
Does anyone else help pay part or all of these bills? o**Yes** o**No**
If yes, who has helped you?
How many people, including yourself, live in your home and purchase and prepare meals with you?_
Is anyone in your household a migrant or seasonal farm worker? o**Yes** o**No**

If anyone in your household is 60 or older or receiving disability benefits, do they pay over $35/month for their medical expenses, such as health insurance (including Medicare), over the counter or prescription medicines, doctor or dentist bills, hearing aids, eye care, transportation and other medical services? o**Yes** o**No**
If yes, please list and provide proof of these expenses.

_____

_____

Is anyone you are applying for a foster child, in state custody or a boarder o**Yes** o**No If yes, who?**
Are you paying someone to care for a child or disabled adult? o**Yes** o**No**
Who do you pay?_____How much do you pay?_____How often?

_____
Is anyone on strike? o**Yes** o**No Who?**
Has anyone committed an Intentional Program Violation for Food Stamps o**Yes** o**No Who?**
Has anyone quit a job in the last 60 days? o**Yes** o**No Who?**
Does anyone pay child support? o**Yes** o**No Who? _____ How much?**
How often? _____ To whom? _____ For whom? _____
Is any household member fleeing to avoid prosecution or jail for a felony or violation of probation or parole? o**Yes** o**No**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political belief, sexual orientation or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326 – W, Whitten Building, 1400 Independence Avenue, S. W. Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Department of Health and Human Services (DHHS) Offices

The following are a listing of DHHS offices in Maine. Each one has staff to assist you in filling out the MaineCare/TANF/Food Stamps applications.

Region I

Biddeford
208 Graham Street
Biddeford, Maine 04005
207-286-2400
Toll Free - 1-800-322-1919
Local/Out-of-State TTY - 1-800-606-0215
Fax - 207-286-2408

Portland
161 Marginal Way
Portland, Maine 04101
207-822-2000
Toll Free - 1-800-482-7520
Local/Out-of-State TTY - 207-822-2146
FAX - 207-822-2310

Sanford
890 Main Street #208
Sanford, Maine 04073
207-490-5400
Toll Free - 1-800-482-0790
Local/Out-of-State TTY - 1-800-606-0215
FAX - 207-490-5463

Region II

Augusta
(Call for street addresses and phone numbers for the program you are trying to reach.)
Augusta, Maine 04333
207-624-8000
Toll Free - 1-800-452-1926
Local/Out-of-State TTY - 1-800-606-0215
FAX - 207-624-8074

Farmington
114 Corn Shop Lane
Farmington, Maine 04938
207-778-8400
Toll Free - 1-800-442-6382
Local/Out-of-State TTY - 1-800-606-0215
FAX - 207-778-8410

Lewiston
200 Main Street
Lewiston, Maine 04240
207-795-4300
Toll Free - 1-800-482-7517
Local/Out-of-State TTY - 1-800-606-0215
FAX - 207-795-4444

Rockland
360 Old County Road
Rockland, Maine 04841
207-596-4200
Toll Free
1-800-432-7802
Local/Out-of-State TTY - 1-800-606-0215
FAX - 207-596-4235

Skowhegan
98 North Avenue, Suite 10
Skowhegan, Maine 04976
207-474-4800
Toll Free - 1-800-452-4602
Local/Out-of-State TTY - 1-800-606-0215
FAX - 207-474-4888

South Paris
243 Main Street, Suite #6
South Paris, Maine 04281
207-744-1215
Toll Free.1-888-593-9775
Local/Out-of-State TTY - 1-800-606-0215
Fax.....207-743-8798

Region III

Bangor
396 Griffin Road
Bangor, Maine 04401
207-561-4100
Toll Free - 1-800-432-7825
Local/Out-of-State TTY - 1-800-606-0215
FAX 207-561-4122

Calais
88A South Street
Calais, Maine 04619-1108
207-454-9000
Toll Free - 1-800-622-1400
Local/Out-of-State TTY - 1-800-606-0215
FAX - 207-454-9012

Caribou
14 Access Highway
Caribou, Maine 04736-9600
207-493-4000
Toll Free1-800-432-7366
Local/Out-of-State TTY - 1-800-606-0215
FAX - 207-493-4001

Dover-Foxcroft
125 Summer Street
Dover-Foxcroft, Maine 04426
207-564-3444
Toll Free.1-800-432-1641
Local/Out-of-State TTY...207-564-0052
FAX - 207-564-0064

Ellsworth
17 Eastward Lane
Ellsworth, Maine 04605
207-667-1600
Toll Free.1-800-432-7823
Local/Out-of-State TTY - 1-800-606-0215
FAX - 207-667-5364

Fort Kent
92 Market Street
Fort Kent, Maine 04743
207-834-7700
Toll Free - 1-800-432-7340
Local/Out-of-State TTY1-800-606-0215
FAX - 207-834-7701

Houlton
11 High Street
Houlton, Maine 04730
207-532-5000
Toll Free - 1-800-432-7338
Local/Out-of-State TTY - 207-532-5001
FAX - 207-532-7995

Machias
38 Prescott Drive
Machias, Maine 04654
207-255-2000
Toll Free - 1-800-432-7846
Local/Out-of-State TTY - 1-800-606-0215 FAX - 207-255-2022

What is mental health or emotional health?

Excerpted from helpguide.org http://www.helpguide.org/mental/mental_emotional_health.htm

Mental or emotional health refers to your overall psychological well-being. It includes the way you feel about yourself, the quality of your relationships, and your ability to manage your feelings and deal with difficulties.

Good mental health isn't just the absence of mental health problems. Being mentally or emotionally healthy is much more than being free of depression, anxiety, or other psychological issues. Rather than the absence of mental illness, mental and emotional health refers to the presence of positive characteristics. Similarly, not feeling bad is **not** the same as feeling good. While some people may not have negative feelings, they still need to do things that make them feel positive in order to achieve mental and emotional health.

People who are mentally and emotionally healthy have:

- A sense of contentment.
- A zest for living and the ability to laugh and have fun.
- The ability to deal with stress and bounce back from adversity.
- A sense of meaning and purpose, in both their activities and their relationships.
- The flexibility to learn new things and adapt to change.
- A balance between work and play, rest and activity, etc.
- The ability to build and maintain fulfilling relationships.
- Self-confidence and high self-esteem.

The role of resilience in mental and emotional health

Being emotionally and mentally healthy doesn't mean never going through bad times or experiencing emotional problems. We all go through disappointments, loss, and change. And while these are normal parts of life, they can still cause sadness, anxiety, and stress.

People with good emotional health have an ability to bounce back from adversity, trauma, and stress. This ability is called *resilience*. People who are emotionally and mentally healthy have the tools for coping with difficult situations and maintaining a positive outlook. They remain focused, flexible, and creative in bad times as well as good.

One of the key factors in resilience is the ability to balance your emotions. The capacity to recognize your emotions and express them appropriately helps you avoid getting stuck in depression, anxiety, or other negative mood states. Another key factor is having a strong support network. Having trusted people you can turn to for encouragement and support will boost your resilience in tough times.

A Note on Trauma — Excerpted from helpguide.org http://www.helpguide.org/mental/emotional_psychological_trauma.htm

If you've gone through a traumatic experience, you may be struggling with upsetting emotions, frightening memories, or a sense of constant danger that you just can't kick. Or you may feel numb, disconnected, and unable to trust other people.

When bad things happen, it can take awhile to get over the pain and feel safe again. But treatment and support from family and friends can speed your recovery from emotional and psychological trauma. Whether the traumatic event happened years ago or yesterday, you *can* heal and move on.

Recovering from a traumatic event takes time, and everyone heals at his or her own pace. But if months have passed and your symptoms aren't letting up, you may need professional help from a trauma expert.

It's a good idea to seek professional help if you're:

- Having trouble functioning at home or work
- Suffering from severe fear, anxiety, or depression
- Unable to form close, satisfying relationships
- Experiencing terrifying memories, nightmares, or flashbacks
- Avoiding more and more things that remind you of the trauma
- Emotionally numb and disconnected from others
- Using alcohol or drugs to feel better

Building your resilience

Excerpted from helpguide.org http://www.helpguide.org/mental/mental_emotional_health.htm

Resilience involves maintaining flexibility and balance in your life as you deal with stressful circumstances and traumatic events. This happens in several ways, including:

- Letting yourself experience strong emotions, and also realizing when you may need to avoid experiencing them at times in order to continue functioning
- Stepping forward and taking action to deal with your problems and meet the demands of daily living, and also stepping back to rest and reenergize yourself
- Spending time with loved ones to gain support and encouragement, and also nurturing yourself
- Relying on others, and also relying on yourself

Physical health is connected to mental and emotional health

Taking care of your body is a powerful first step towards mental and emotional health. The mind and the body are linked. When you improve your physical health, you'll automatically experience greater mental and emotional well-being. For example, exercise not only strengthens our heart and lungs, but also releases endorphins, powerful chemicals that energize us and lift our mood.

The activities you engage in and the daily choices you make affect the way you feel physically and emotionally.

- **Get enough rest.** To have good mental and emotional health, it's important to take care of your body. That includes getting enough sleep. Most people need seven to eight hours of sleep each night in order to function optimally.
- **Learn about good nutrition and practice it**. The subject of nutrition is complicated and not always easy to put into practice. But the more you learn about what you eat and how it affects your energy and mood, the better you can feel.
- **Exercise to relieve stress and lift your mood**. Exercise is a powerful antidote to stress, anxiety, and depression. Look for small ways to add activity to your day, like taking the stairs instead of the elevator or going on a short walk. To get the most mental health benefits, aim for 30 minutes or more of exercise per day.
- **Get a dose of sunlight every day**. Sunlight lifts your mood, so try to get at least 10 to 15 minutes of sun per day. This can be done while exercising, gardening, or socializing.
- **Limit alcohol and avoid cigarettes and other drugs.** These are stimulants that may unnaturally make you feel good in the short term, but have long-term negative consequences for mood and emotional health. If you have had a problem with alcohol in the past, you should avoid using alcohol all together.
- **Learn or discover new things**. Think of it as "intellectual candy". Try taking an adult education class, join a book club, visit a museum, learn a new language, or simply travel

"You're good enough, you're smart enough and gosh darn it people like you." - Stuart Smalley

Improve mental and emotional health by taking care of yourself

Excerpted from helpguide.org http://www.helpguide.org/mental/mental_emotional_health.htm

In order to maintain and strengthen your mental and emotional health, it's important to pay attention to your own needs and feelings. Don't let stress and negative emotions build up. Try to maintain a balance between your daily responsibilities and the things you enjoy. If you take care of yourself, you'll be better prepared to deal with challenges if and when they arise.

Here are some tips for improving and maintaining your mental health:

- **Do things that positively impact others**. Being useful to others and being valued for what you do can help build self-esteem.
- **Practice self-discipline**. Self-control naturally leads to a sense of hopefulness and can help you overcome despair, helplessness, and other negative thoughts.
- **Enjoy the beauty of nature or art**. Studies show that simply walking through a garden can lower blood pressure and reduce stress. The same goes for strolling through a park or an art gallery, hiking, admiring architecture, or sitting on a beach.
- **Engage in meaningful, creative work**. Do things that challenge your creativity and make you feel productive, whether or not you get paid for it – things like gardening, drawing, writing, playing an instrument, or building something in your workshop.
- **Make leisure time a priority**. Do things for no other reason than that it feels good to do them. Go to a funny movie, take a walk on the beach, listen to music, read a good book, or talk to a friend. Doing things just because they are fun is no indulgence. Play is an emotional and mental health necessity.
- **Make time for appreciation.** Think about the things you're grateful for. Mediate, pray, enjoy the sunset, or simply take a moment to pay attention to what is good, positive, and beautiful as you go about your day.
- **Limit unhealthy mental habits like worrying.** Try to avoid becoming absorbed by repetitive mental habits – negative thoughts about yourself and the world that suck up time, drain your energy, and trigger feelings of anxiety, fear, and depression.

Everyone is different; not all things will be equally beneficial to all people. Some people feel better relaxing and slowing down while others need more activity and more excitement or stimulation to feel better. The important thing is to find activities that you enjoy and that give you a boost.

Supportive relationships: The foundation of emotional health

No matter how much time you devote to improving your mental and emotional health, you will still need the company of others to feel and be your best. Humans are social creatures with emotional needs for relationships and positive connections to others. We're not meant to survive, let alone thrive, in isolation. Our social brains crave companionship—even when experience has made us shy and distrustful of others.

Social interaction—specifically talking to someone else about your problems—can also help to reduce stress. The key is to find a supportive relationship with someone who is a "good listener"—someone you can talk to regularly, preferably face-to-face, who will listen to you without a pre-existing agenda for how you should think or feel. A good listener will listen to the feelings behind your words, and won't interrupt or judge or criticize you. The best way to find a good listener? Be a good listener yourself. Develop a friendship with someone you can talk to regularly, and then listen and support each other.

Tips and strategies for connecting to others:

- Get out from behind **your TV or computer screen.** Screens have their place but they will never have the same effect as an expression of interest or a reassuring touch. Communication is a largely nonverbal experience that requires you to be in direct contact with other people, so don't neglect your real-world relationships in favor of virtual interaction.

- **Spend time daily, face-to-face, with people you like**. Make spending time with people you enjoy a priority. Choose friends, neighbors, colleagues, and family members who are upbeat, positive, and interested in you. Take time to inquire about people you meet during the day that you like.

- **Volunteer**. Doing something that helps others has a beneficial effect on how you feel about yourself. The meaning and purpose you find in helping others will enrich and expand your life. There is no limit to the individual and group volunteer opportunities you can explore. Schools, churches, nonprofits, and charitable organization of all sorts depend on volunteers for their survival.

Be a joiner. Join networking, social action, conservation, and special interest groups that meet on a regular basis. These groups offer wonderful opportunities for finding people with common interests – people you like being with who are potential friends.

Risk factors for mental and emotional problems

Your mental and emotional health has been and will continue to be shaped by your experiences. Early childhood experiences are especially significant. Genetic and biological factors can also play a role, but these too can be changed by experience.

Risk factors that can compromise mental and emotional health:

- **Poor connection to your primary caretaker early in life.** Feeling lonely, isolated, unsafe, confused, or abused as an infant or young child.
- **Traumas or serious losses, especially early in life.** Death of a parent or other traumatic experiences such as war or hospitalization.
- **Learned helplessness.** Negative experiences that lead to a belief that you're helpless and that you have little control over the situations in your life.
- **Illness,** especially when it's chronic, disabling, or isolates you from others.
- **Side effects of medications**, especially in older people who may be taking a variety of medications.
- **Substance abuse**. Alcohol and drug abuse can both cause mental health problems and make preexisting mental or emotional problems worse.

Whatever internal or external factors have shaped your mental and emotional health, it's never too late to make changes that will improve your psychological well-being. Risk factors can be counteracted with protective factors, like strong relationships, a healthy lifestyle, and coping strategies for managing stress and negative emotions.

Your Mental Health:

Getting Help If You Need It.

Mental illnesses are medical conditions that disrupt a person's thinking, feeling, mood, ability to relate to others and daily functioning. These medical conditions can interfere with a person's life on many levels. It is not uncommon to have a mental health issue and if you do have one, it is not your fault.

Mental illnesses affect persons of every age, gender, race, religion, income, and education level. It is not uncommon to deal with mental illness at some point in your life– in fact, about 25% of Americans have a mental health disorder! Treatment for many mental illnesses can be very effective and **recovery is possible**— especially with the help of your family, friends, clinicians, and a good personal treatment plan. Medication may also be an option to help relieve some of the symptoms along with psychosocial treatment (described in more detail on page XX).

But before you can seek treatment, you need to find out if you have a problem.

The following are some questions to consider. If you are answering yes to any of these questions, you may want to reach out for some help. In most facilities, simply submit a request slip.	**Yes**	**No**
Do you currently believe that someone can control your mind by putting thoughts into your head or taking thoughts out of your head?		
Have you recently gained or lost as much as two pounds a week for several weeks without trying?		
Have you or your family noticed that you are currently much more active than usual?		
Do you currently feel like you have to talk or move more slowly than usual?		
Have you recently feel depressed, having lost interest in activities and people you once enjoyed?		
Have you recently felt like there have been weeks where you were useless or sinful?		
Have you recently had nightmares or flashbacks as a result of being involved in some traumatic/terrible event? Examples include warfare, rape/incest, being shot/stabbed or involvement in a violent event.		
Have you recently thought about injuring or killing yourself?		
Have you recently had spells or attacks when you felt extremely anxious, frightened, or uneasy?		
Have friends, family, cell-mates, or others told you that you seem "off" or "not yourself"?		

If you find yourself thinking about suicide or hurting yourself or someone else, REACH OUT IMMEDIATELY. In custody, there are staff trained to help you and they want to, too. Let the closest Corrections Officer know what is going on for you. On the outside, you can call the

Maine Crisis Hotline: 1-888-568-1112 or the

National Suicide Prevention Lifeline: 1-800-273-TALK (8255)

Finding Treatment That Will Work For You

There are a lot of different types of treatment options and many different mental health and substance abuse treatment programs throughout the State of Maine. Sometimes people with mental health issues also have substance abuse issues. When this happens, it is called “Co-Occurring Disorders” or “Dual Diagnoses.” Many providers are able to help you manage both conditions. The following is a listing of some of the common mental health and substance treatments types available.

Psychotherapies– excerpted from the National Institute for Mental Health

(http://www.nimh.nih.gov/health/topics/psychotherapies/index.shtml)

What is psychotherapy?

Psychotherapy, or "talk therapy," is a way to treat people with a mental disorder by helping them understand their illness. It teaches people strategies and gives them tools to deal with stress and unhealthy thoughts and behaviors. Psychotherapy helps patients manage their symptoms better and function at their best in everyday life.

Sometimes psychotherapy alone may be the best treatment for a person, depending on the illness and its severity. Other times, psychotherapy is combined with medications. Therapists work with an individual or families to devise an appropriate treatment plan.

What are the different types of psychotherapy?

Many kinds of psychotherapy exist. There is no "one-size-fits-all" approach. In addition, some therapies have been scientifically tested more than others. Some people may have a treatment plan that includes only one type of psychotherapy. Others receive treatment that includes elements of several different types. The kind of psychotherapy a person receives depends on his or her needs.

This section explains several of the most commonly used psychotherapies. However, it does not cover every detail about psychotherapy. Patients should talk to their doctor or a psychotherapist about planning treatment that meets their needs.

Cognitive Behavioral Therapy

Cognitive behavioral therapy (CBT) is a blend of two therapies: cognitive therapy (CT) and behavioral therapy. CT was developed by psychotherapist Aaron Beck, M.D., in the 1960's. CT focuses on a person's thoughts and beliefs, and how they influence a person's mood and actions, and aims to change a person's thinking to be more adaptive and healthy. Behavioral therapy focuses on a person's actions and aims to change unhealthy behavior patterns.

CBT helps a person focus on his or her current problems and how to solve them. Both patient and therapist need to be actively involved in this process. The therapist helps the patient learn how to identify distorted or unhelpful thinking patterns, recognize and change inaccurate beliefs, relate to others in more positive ways, and change behaviors accordingly.

Dialectical Behavior Therapy

Dialectical behavior therapy (DBT), a form of CBT is used to treat people with borderline personality disorder or suicidal thoughts. BPD is an illness in which suicidal thinking and actions are more common.

The term "dialectical" refers to a philosophic exercise in which two opposing views are discussed until a logical blending or balance of the two extremes—the middle way—is found. In keeping with that philosophy, the therapist assures the patient that the patient's behavior and feelings are valid and understandable. At the same time, the therapist coaches the patient to understand that it is his or her personal responsibility to change unhealthy or disruptive behavior.

DBT emphasizes the value of a strong and equal relationship between patient and therapist. The therapist consistently reminds the patient when his or her behavior is unhealthy or disruptive—when boundaries are overstepped—and then teaches the skills needed to better deal with future similar situations. DBT involves both individual and group therapy. Individual sessions are used to teach new skills, while group sessions provide the opportunity to practice these skills.

Interpersonal Therapy

Interpersonal therapy (IPT) is most often used on a one-on-one basis to treat depression. IPT is based on the idea that improving communication patterns and the ways people relate to others will effectively treat depression. IPT helps identify how a person interacts with other people. When a behavior is causing problems, IPT guides the person to change the behavior. IPT explores major issues that may add to a person's depression, such as grief, or times of upheaval or transition. Sometimes IPT is used along with antidepressant medications.

IPT varies depending on the needs of the patient and the relationship between the therapist and patient. Basically, a therapist using IPT helps the patient identify troubling emotions and their triggers. The therapist helps the patient learn to express appropriate emotions in a healthy way. The patient may also examine relationships in his or her past that may have been affected by distorted mood and behavior. Doing so can help the patient learn to be more objective about current relationships.

Understanding Anger — From Helpguide.org

The emotion of anger is neither good nor bad. It's perfectly healthy and normal to feel angry when you've been mistreated or wronged. The feeling isn't the problem—it's what you do with it that makes a difference. Anger becomes a problem when it harms you or others.

If you have a hot temper, you may feel like it's out of your hands and there's little you can do to tame the beast. But you have more control over your anger than you think. You *can* learn to express your emotions without hurting others—and when you do, you'll not only feel better, but you'll also be more likely to get your needs met. Mastering the art of anger management takes work, but the more you practice, the easier it will get. And the payoff is huge. Learning to control your anger and express it appropriately will help you build better relationships, achieve your goals, and lead a healthier, more satisfying life.

Myths and Facts about Anger

Myth: **I shouldn't "hold in" my anger. It's healthy to vent and let it out.**

Fact: While it's true that suppressing and ignoring anger is unhealthy, venting is no better. Anger is not something you have to "let out" in an aggressive way in order to avoid blowing up. In fact, outbursts and tirades only fuel the fire and reinforce your anger problem.

Myth: Anger, aggression, and intimidation help me earn respect and get what I want.

Fact: True power doesn't come from bullying others. People may be afraid of you, but they won't respect you if you can't control yourself or handle opposing viewpoints. Others will be more willing to listen to you and accommodate your needs if you communicate in a respectful way.

Myth: I can't help myself. Anger isn't something you can control.

Fact: You can't always control the situation you're in or how it makes you feel, but you *can* control how you express your anger. And you *can* express your anger without being verbally or physically abusive. Even if someone is pushing your buttons, you always have a choice about how to respond.

Myth: Anger management is about learning to suppress your anger.

Fact: Never getting angry is not a good goal. Anger is normal, and it will come out regardless of how hard you try to sup-

Why learning to control your anger is important

You might think that venting your anger is healthy, that the people around you are too sensitive, that your anger is justified, or that you need to show your fury to get respect. But the truth is that anger is much more likely to damage your relationships, impair your judgment, get in the way of success, and have a negative impact on the way people see you.

- **Out-of-control anger hurts your physical health.** Constantly operating at high levels of stress and tension is bad for your health. Chronic anger makes you more susceptible to heart disease, diabetes, high cholesterol levels, a weakened immune system, insomnia, and high blood pressure.
- **Out-of-control anger hurts your mental health.** Chronic anger consumes huge amounts of mental energy and clouds your thinking, making it harder to concentrate, see the bigger picture, and enjoy life. It can also lead to stress, depression, and other mental health problems.
- **Out-of-control anger hurts your career.** Constructive criticism, creative differences, and heated debate can be healthy. But lashing out only alienates your colleagues, supervisors, or clients and erodes their respect. What's more, a bad reputation can follow you wherever you go, making it harder and harder to get ahead.
- **Out-of-control anger hurts your relationships with others.** It causes lasting scars in the people you love most and gets in the way of your friendships and work relationships. Chronic, intense anger makes it hard for others to trust you, speak honestly, or feel comfortable—they never know what is going to set you off or what you will do. Explosive anger is especially damaging to children.

Anger control and management tip 1: Explore what's behind your anger

If you're struggling with out-of-control anger, you may be wondering why your fuse is so short. Anger problems often stem from what you've learned as a child. If you watched others in your family scream, hit each other, or throw things, you might think this is how anger is supposed to be expressed. Traumatic events and high levels of stress can make you more susceptible to anger as well.

Anger is often a cover-up for other feelings

In order to get your needs met and express your anger in appropriate ways, you need to be in touch with what you are really feeling. Are you truly angry? Or is your anger masking other feelings such as embarrassment, insecurity, hurt, shame, or vulnerability?

If your knee-jerk response in many situations is anger, it is very likely that your temper is covering up your true feelings and needs. This is especially likely if you grew up in a family where expressing feelings was strongly discouraged. As an adult, you may have a hard time acknowledging feelings other than anger.

Clues that there's something more to your anger

- You have a hard time compromising. Is it hard for you to understand other people's points of view, and even harder to concede a point? If you grew up in a family where anger was out of control, you may remember how the angry person got his or her way by being the loudest and most demanding. Compromising might bring up scary feelings of failure and vulnerability.
- **You have trouble expressing emotions other than anger.** Do you pride yourself on being tough and in control, never letting your guard down? Do you feel that emotions like fear, guilt, or shame don't apply to you? Everyone has those emotions, and if you think you don't, you may be using anger as a cover for them.
- **You view different opinions and viewpoints as a personal challenge to you.** Do you believe that your way is always right and get angry when others disagree? If you have a strong need to be in control or a fragile ego, you may interpret other perspectives as a challenge to your authority, rather than simply a different way of looking at things.

Pay attention to the way anger feels in your body

- Knots in your stomach
- Clenching your hands or jaw
- Feeling clammy or flushed
- Breathing faster
- Headaches
- Pacing or needing to walk around
- "Seeing red"
- Having trouble concentrating
- Pounding heart
- Tensing your shoulders

If you are uncomfortable with many emotions, disconnected, or stuck on an angry one-note response to everything, it might do you some good to get back in touch with your feelings. Emotional awareness is the key to self-understanding and success in life. Without the ability to recognize, manage, and deal with the full range of human emotions, you'll inevitably spin into confusion, isolation, and self-doubt.

Anger control and management tip 2: Be aware of your anger warning signs

While you might feel that you just explode into anger without warning, in fact, there are physical warning signs in your body. Anger is a normal physical response. It fuels the "fight or flight" system of the body, and the angrier you get, the more your body goes into overdrive. Becoming aware of your own personal signs that your temper is starting to boil allows you to take steps to manage your anger before it gets out of control.

Identify the negative thought patterns that trigger your temper

You may think that external things—the insensitive actions of other people, for example, or frustrating situations—are what cause your anger. But anger problems have less to do with what happens to you than how you interpret and think about what happened. Common negative thinking patterns that trigger and fuel anger include:

- **Overgeneralizing.** For example, "You always interrupt me. You NEVER consider my needs. EVERYONE disrespects me. I NEVER get the credit I deserve."
- **Obsessing on "shoulds" and "musts."** Having a rigid view of the way things should or must be and getting angry when reality doesn't line up with this vision.
- **Mind reading and jumping to conclusions**. Assuming you "know" what someone else is thinking or feeling—that he or she intentionally upset you, ignored your wishes, or disrespected you.
- **Collecting straws**. Looking for things to get upset about, usually while overlooking or blowing past anything positive. Letting these small irritations build and build until you reach the "final straw" and explode, often over something relatively minor.
- **Blaming.** When anything bad happens or something goes wrong, it's always someone else's fault. You blame others for the things that happen to you rather than taking responsibility for your own life.

Avoid people, places, and situations that bring out your worst

Stressful events don't excuse anger, but understanding how these events affect you can help you take control of your environment and avoid unnecessary aggravation. Look at your regular routine and try to identify activities, times of day, people, places, or situations that trigger irritable or angry feelings. Maybe you get into a fight every time you go out for drinks with a certain group of friends. Or maybe the traffic on your daily commute drives you crazy. Then think about ways to avoid these triggers or view the situation differently so it doesn't make your blood boil.

Substance Abuse and Your Health

The following questions are about your substance use. The goal is to help you identify if substance use is something that you could use some assistance in managing better so that you can move forward in your life.

If you answer "Yes" to more than 2 questions, put in a request slip to be seen by a substance abuse professional at your facility and show them this worksheet.

	Yes	No
In the past year, have you ever drank or used drugs more than you meant to?		
Have you neglected some of your usual responsibilities because you were using alcohol or drugs?		
In the past year, have you felt that you need or wanted help to cut down on your drinking or drug use?		
Has anyone objected to your drinking or drug use or told you to cut down your use?		
Have you found yourself thinking a lot about drinking or drugging?		
Have you ever used alcohol or drugs to deal with emotional pain like sadness, anger or boredom?		
Have you found yourself changing your daily routine so that you can use drugs or alcohol?		

5 Myths about Drug Addiction and Substance Abuse (from helpguide.org)

MYTH 1: Overcoming addiction is a simply a matter of willpower. You can stop using drugs if you really want to. Prolonged exposure to drugs alters the brain in ways that result in powerful cravings and a compulsion to use. These brain changes make it extremely difficult to quit by sheer force of will.

MYTH 2: Addiction is a disease; there's nothing you can do about it. Most experts agree that addiction is a brain disease, but that doesn't mean you're a helpless victim. The brain changes associated with addiction can be treated and reversed through therapy, medication, exercise, and other treatments.

MYTH 3: Addicts have to hit rock bottom before they can get better. Recovery can begin at any point in the addiction process—and the earlier, the better. The longer drug abuse continues, the stronger the addiction becomes and the harder it is to treat. Don't wait to intervene until the addict has lost it all.

MYTH 4: You can't force someone into treatment; they have to want help. Treatment doesn't have to be voluntary to be successful. People who are pressured into treatment by their family, employer, or the legal system are just as likely to benefit as those who choose to enter treatment on their own. As they sober up and their thinking clears, many formerly resistant addicts decide they want to change.

MYTH 5: Treatment didn't work before, so there's no point trying again; some cases are hopeless. Recovery from drug addiction is a long process that often involves setbacks. Relapse doesn't mean that treatment has failed or that you're a lost cause. Rather, it's a signal to get back on track, either by going back to treatment or adjusting the treatment approach.

"Our greatest weakness lies in giving up.

The most certain way to succeed is always to try just one more time." - Thomas Edison

What Is A.A.?

Alcoholics Anonymous is an international fellowship of men and women who have had a drinking problem. It is nonprofessional, self-supporting, multiracial, apolitical, and available almost everywhere. There are no age or education requirements. Membership is open to anyone who wants to do something about his or her drinking problem.

"The only requirement for membership is a desire to stop drinking. There are no dues or fees for A. A. membership; we are self-supporting through our own contributions. A. A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety. " - From A.A. Maine

To attend a meeting, call 1-800-737-6237 or 207-774-4335 or go to

http://www.area28aa.org/index.htm

What is N.A.?

Membership is open to all drug addicts, regardless of the particular drug or combination of drugs used. When adapting AA's First Step, the word "addiction" was substituted for "alcohol," thus removing drug-specific language and reflecting the "disease concept" of addiction.

There are no social, religious, economic, racial, ethnic, national, gender, or class-status membership restrictions. There are no dues or fees for membership; while most members regularly contribute small sums to help cover the expenses of meetings, such contributions are not mandatory.

Narcotics Anonymous provides a recovery process and support network inextricably linked together. One of the keys to NA's success is the therapeutic value of addicts working with other addicts. Members share their successes and challenges in overcoming active addiction and living drug-free productive lives through the application of the principles contained within the Twelve Steps and Twelve Traditions of NA. These principles are the core of the Narcotics Anonymous recovery program. Principles incorporated within the steps include:

- admitting there is a problem;
- seeking help;
- engaging in a thorough self-examination;
- confidential self-disclosure;
- making amends for harm done; and
- helping other drug addicts who want to recover.

"Keep coming back, it works if you work it, and you're worth it!"

-AA Slogan

Getting Substance Abuse Treatment Help in Maine

Getting help for a substance abuse problem is a big step. Sometimes you are required to take this step by probation, other times you are motivated by your own wish for a better life or are urged to get some help from friends and family. Whatever the case, reaching out can be hard to do. The good news is that there are a lot of resources to help you as you step into recovery.

One of the best resources is the Office of Substance Abuse or OSA. They can be located online at: www.maine.gov/dhhs/osa

OSA has an online searchable directory which contains:

- Co-Occurring Disorders Treatment Services: Contains all alcohol and other drug abuse treatment agencies licensed in the State of Maine who also hold a mental health license.
- Driver Education and Evaluation Program Providers: Contains all agencies/individuals qualified to provide DEEP assessment and treatment services.
- Prevention Services: Contains prevention programs holding a contract with the Office of Substance Abuse.
- Treatment Services: Contains all alcohol and other drug abuse treatment agencies licensed in the State of Maine.

Differential Substance Abuse Treatment (DSAT) Providers in Maine

These providers use the DSAT model– which is also used by the Adult Drug Courts and in many of Maine's correctional facilities. This substance abuse treatment which separates and treats males and females in a gender responsive manner is a program that has been proven to help people with substance abuse problems.

Catholic Charities Maine Counseling Services
250 Anderson Street
Portland, ME 04101
Phone: 207-775-5671

Crisis and Counseling Centers, Inc.
32 Winthrop St.
Augusta, ME 04333
Phone: 207-626-3448

Counseling Services, Inc. (CSI)
PO Box 1010
Saco, ME 04072
Phone: 207-294-7679

Eastport Healthcare, Inc.
30 Boynton Street
Eastport, Maine 04631
Phone: 207-853-6001

Open Door, Ellsworth
PO Box 958
8 Old Mill Road
Ellsworth, ME 04615
Phone: 207-667-3210

Tri-County Mental Health Services
PO BOX 2008
1155 Lisbon Street
Lewiston, ME 04241-2008
Phone: 207-783-9141

Wellspring, Inc., Bangor
98 Cumberland Street, Bangor, ME 04401
Phone: 207-941-1612
Phone 207-561-5023

"I drank for happiness and became unhappy. I drank for joy and became miserable. I drank for sociability and became argumentative. I drank for sophistication and became obnoxious. I drank for friendship and made enemies. I drank for sleep and woke up tired. I drank for strength and felt weak. I drank for relaxation and got the shakes. I drank for courage and became afraid. I drank for confidence and became doubtful. I drank to make conversation easier and slurred my speech. I drank to feel heavenly and ended up feeling like hell."

- Author Unknown

Types of Substance Abuse Treatment

Detoxification: A "detox" may be a hospital based, freestanding, or outpatient program that provides assessment, diagnosis, and medical treatment to stabilize people who are experiencing withdrawal from alcohol or other drugs.

Residential Rehabilitation: Residential treatment programs provide services in a full (24 hours) residential setting. These programs provide a scheduled treatment regimen which consists of diagnostic, educational, and counseling services; and refer clients to support services as needed. Clients are routinely discharged to various levels of follow-up services. There are three categories of residential care:

Residential Treatment & Extended Shelter: Residential treatment programs maintain a basic focus on early recovery skills, including the negative impact of chemical dependency, tools for developing support, and relapse prevention skills.

Halfway House: Halfway houses are residential programs that provide support for sobriety, and prepare clients to re-enter the work force and re-establish themselves in the community. The programs help clients develop socialization skills and vocational needs.

Extended Care: Clients with extensive substance abuse or coexisting disorders of substance abuse and co-occurring mental health conditions may enter an extended care program, a residential treatment program that offers treatment stays longer than 180 days.

Intensive Outpatient: Nonresidential rehabilitation programs provide intensive and structured substance abuse treatment, three to four days a week. The programs usually last three or four weeks and may be conducted during the daytime or in the evening.

Outpatient: This treatment model is non-residential. Outpatient programs offer individual, group and family sessions, usually for an hour or ninety minutes once a week.

Shelter: Shelters provide food, clothing, and lodging for up to twelve hours a day. Shelter programs can also motivate people to seek and enter treatment.

Medication Assisted Treatment for Opioid Addiction

Detoxification - This is a program that provides opioid detoxification. The detoxification process involves the reduction of Methadone to a zero dosage upon discharge.

Opioid Treatment Program (OTP) - Under medical supervision, OTP clinics administer opioid agonists, monitor dosages, and provide counseling to people with a dependence on heroin, other morphine-like drugs, or prescription opioid medications.

Have you been affected by a loved-ones drinking ?

Al-Anon Can Help!

Al-Anon is a mutual support group of peers who share their experience in applying the Al-Anon principles to problems related to the effects of a problem drinker in their lives. It is not group therapy and is not led by a counselor or therapist; This support network complements and supports professional treatment.

Alateen is a peer support group for teens who are struggling with the effects of someone else's problem drinking. Many Alateen groups meet at the same time and location as an Al-Anon group. Alateen meetings are open only to teenagers.

No advance notification or written referral is necessary to attend an Al-Anon or Alateen meeting. Anyone affected by someone else's drinking is welcome to attend.

There are no dues or fees. Groups are self-supporting, and usually pass a basket around for a voluntary contribution to pay for rent or Al-Anon literature.

To find a Al-Anon Group in Maine, go to: **www.maineafg.org**

Or for more information, go to the National Al-Anon site: **http://www.al-anon-alateen.org**

"I didn't cause it, I can't control it, and I can't cure it."

-Al-Anon Slogan

Thinking About Quitting Smoking?

Congratulations! Beginning to think about quitting smoking is the first step to actually quitting smoking. You know there are a lot of good reasons to quit smoking– for health, for financial reasons, for other personal reasons. In custody, quitting smoking can be abrupt, without much planning, and hard. Out of custody, it can be even harder to STAY quit. Once you've been in an institution where you cannot smoke, you may feel like you kicked the habit once and for all. However, being prepared for heading back into the smoking world is important. Here are some things to start thinking about, now:

General Reasons to STAY Quit:

- ☐ I will continue to feel healthier. I will have more energy and better focus. My senses of smell and taste will be better. I will have whiter teeth and fresher breath. I will cough less and breathe better.
- ☐ I will be healthier the rest of my life. I will lower my risk for cancer, heart attacks, strokes, early death, cataracts, and skin wrinkling.
- ☐ I will make my partner, friends, family, kids, grandchildren, and co-workers proud of me.
- ☐ I will be proud of myself. I will feel more in control of my life. I will be a better role model for others.
- ☐ I will no longer expose others to my second-hand smoke.
- ☐ I will have a healthier baby. (If you or your partner is pregnant)
- ☐ I will have more money to spend.
- ☐ I won't have to worry: "When will I get to smoke next?" or "What do I do when I'm in a smokefree place?"

Write down YOUR reasons to STAY Quit:

Tear out this page and put it in your wallet or place where you used to keep cigarettes. Pull it out when you have a craving and review why you want to STAY quit, and on the other side, ways to do it.

Managing Cravings

Remember: The urge to smoke will come and go. Try to wait it out. If that doesn't work, here are some other tips.

- Keep other things around instead of cigarettes. Try carrots, pickles, sunflower seeds, apples, celery, raisins, or sugarfree gum.
- Wash your hands or the dishes when you want a cigarette very badly.
- Take a shower.
- Learn to relax quickly by taking deep breaths:
    1. Take 10 slow, deep breaths and hold the last one.
    2. Then breathe out slowly.
    3. Relax all of your muscles.
    4. Picture a soothing, pleasant scene.
    5. Just get away from it all for a moment.
    6. Think only about that peaceful image and nothing else.
- Light incense or a candle instead of a cigarette.
- Where you are and what is going on can make you crave a cigarette. A change of scene can really help. Go outside, or go to a different room. You can also try changing what you are doing.
- **No matter what, *don't* think, "Just one won't hurt." It *will* hurt. It will undo your work so far.**

Remember: Trying *something* to beat the urge is always better than trying nothing.

Use the following box to write down some things you can do once you get outside and are faced with deciding whether or not to lite-up again.

_____

_____

_____

_____

_____

_____

Know Your Smoking Triggers:

Certain things trigger, or turn on, your need for a cigarette. They can be moods, feelings, places, or things you do. Knowing your triggers helps you stay in control. Put a check next to things that tempt you to smoke:

- ☐ Feeling stressed
- ☐ Feeling down
- ☐ Talking on the phone
- ☐ Drinking liquor, like wine or beer
- ☐ Watching TV
- ☐ Driving
- ☐ Finishing a meal
- ☐ Playing cards
- ☐ Taking a work break
- ☐ Being with other smokers
- ☐ Drinking coffee
- ☐ Seeing someone else smoke
- ☐ Cooling off after a fight
- ☐ Feeling lonely
- ☐ _____
- ☐ _____
- ☐ _____

Did you know? If you smoke a pack a day, you will spend almost $88,000 on cigarettes in 20 years!

More About Your Health: Relationships

What is a Healthy Relationship? *Excerpted from the Maine Coalition to End Domestic Violence (www.mcedv.org)*

Studies show that people who have healthy relationships are happier and have less stress. Healthy relationships encouarage individuality, freedom, and provide room for personal growth. Every relationship is different, but their are a few character-isitics that make healthy relationships possible. It is important for both people in a relationship to recognize that any violence is unacceptable.

Characteristics of Healthy Relationships

Mutual Respect

- You can say "no" without feeling guilty about it.
- Your partner does not try to change or control you when you disagree.
- You and your partner acknowledge how great the other person is.
- Mistakes are accepted and learned from.
- Boundaries are respected and your partner listens to you.

Support

- You and your partner are there for each other to celebrate when things are going well and to help when things are not going well.

Trust/Honesty

- You trust each other. You feel trust and you have reason to trust. You each work hard to be trustworthy for the other.
- You feel safe and comfortable with each other.
- There is a willingness to take risks and be vulnerable.
- You and your partner are honest with each other.

Good Communication

- Communication is open and spontaneous. You listen to each other and feel that you are heard. You make decisions to-gether.
- You can express your feelings without fear of your partner's reactions.
- Feelings and needs are expressed, appreciated, and respected by both.
- Conflict is faced directly and resolved with win-win outcomes..
- Rules and boundaries are clear and defined, yet allow for flexibility if you desire change. Both of you feel free to express your needs.

Separate Identities

- You can be together as a couple without losing your sense of self. Each person feels self-confident and secure in his/her own worth.
- Personal growth, change, and exploration are encouraged for each and by each partner.
- Each person can enjoy being alone and requests for privacy are respected.

Fairness/Equality

- Partners are fair when they work things out.
- Tolerance — forgiveness of self and others — is present.
- You each take responsibility for your own behaviors and happiness (one doesn't blame the other for feelings or things that happen).
- You are able to let go of the need to "be right.".
- There is a balance of giving and receiving in your relationship. Equality is both affirmed and celebrated.

"No road is long with good company." ~ Turkish Proverb

What is Domestic Violence and Abuse?

[excerpted from the Maine Coalition to End Domestic Violence]

Domestic violence and abuse is a pattern of coercive behavior that is used by a person against family or household members or dating partners to gain power or control over the other party in a relationship. This behavior may include any of the following: physical violence, sexual abuse, emotional and psychological intimidation, verbal abuse and threats, stalking, isolation from friends and family, economic control, destruction of personal property and animal cruelty. Domestic violence occurs between of all racial, economic, educational and religious backgrounds. It occurs in heterosexual and same-sex relationships, between married and unmarried partners, between current and former partners and between other family and household members.

Domestic Violence affects every community across the country, regardless of ethnic group, culture, or background. People of all ages, income levels, faiths, sexual orientation, gender, and education levels experience domestic violence.

Domestic violence isolates the person being abused and can rob inner strength, feelings of self-worth and the ability to make personal choices. Often people experiencing abuse begin to feel responsible for the abuse.

Domestic Violence is not a private matter, a family problem, a domestic "squabble" or a "fight." It is not a momentary loss of temper or the abuse of drugs and alcohol. Abusers choose to use tactics of violence repeatedly to gain power and control.

Exposure to domestic violence traumatizes children and can destroy their ability to feel safe in the world as well as cause them to feel responsible for the abuse.

Physical and sexual violence against a family member or intimate partner is a crime and perpetrators can be arrested and prosecuted.

Ending domestic violence requires a social, political, and economic environment to ensure that all people affected by domestic abuse and violence are supported and batterers are held accountable.

National Resources

www.loveisnotabuse.com – Liz Claiborne's teen dating violence website has great information for both, those living with violence and their friends/family.

www.ncadv.org – The National Coalition Against Domestic Violence's website contains current information for survivors and those dealing with violence.

www.endabuse.org – The Family Violence Prevention Fund website provides materials which can be ordered, including "No Excuse for Abuse" materials and health care provider brochures.

www.nrcdv.org – The National Resource Center on Domestic Violence's website features various publications and resources for organizations and individuals working to end domestic violence.

The National Domestic Violence Hotline

1-800-799-SAFE (7233)

OR

1-800-787-3224 (TTY)

Anonymous & Confidential Help 24/7

www.ncvc.org – The National Center for Victims of Crime information site includes materials on domestic violence, stalking and sexual assault.

www.womenslaw.org – Legal information website, including referrals and detailed protective/restraining order information, state by state.

Maine Coalition to End Domestic Violence: Services

- temporary emergency shelter and transitional housing: The availability of shelters, safe homes, and transitional housing units is critical to the safety of those who might otherwise remain in or return to abusive situations due to lack of economic and housing alternatives.
- referrals and information: Referrals and Information about community resources are available to meet the special needs of individuals..
- court advocacy: Advocates help with Protection from Abuse Orders and Parental Rights and Responsibilities and Pro Se Divorce forms. Other services are available contact your local project
- support groups: Survivors share their problems, offer encouragement in making difficult life choices, and provide support toward personal growth. These groups offer safety planning information, encouragement, hope and strength.
- batterer's education groups: Forty-eight week behavioral change educational programs certified and monitored by the Department of Corrections to help batterers examine controlling behaviors and their belief systems, which batterers use to give themselves permission to abuse. The goal of Batterers' Intervention Programs is to work toward the safety of victims and hold batterers accountable for their actions.
- outreach and community education: Community Education strategies influence community norms as well as increase public awareness about specific issues and problems related to domestic abuse, attract community support for other program efforts, reinforce the necessity for healthy relationships, and keep the public informed about program progress. Training is available for law enforcement agencies, schools, social service providers, faith communities, judicial system personnel, medical professionals, businesses, and state and local entities.
- school based education: Each project has designed their program to educate and inform youth and adults about the issue of Teen Dating Abuse as well as what is healthy and unhealthy behavior in relationships.
- specialized children's programming: Contact your local project to find out what specialized programs they offer for children exposed to domestic violence.
- public policy: MCEDV advocates on behalf of battered women through policy development and legislative initiatives that support battered women and hold batterers accountable.

Most services are free of charge. All projects offer additional services. Call your local domestic violence project for information.

1.866.834.HELP

"There never was a moment and never will be, when we are not without the power to alter our destiny." ~Steven Pressfield

Domestic Violence Programs in Maine

Caring Unlimited (York County)
P.O. Box 590, Sanford, ME 04073
Admin.: 207-490-3227
Hotline: 1-800-239-7298
Send E-mail to: mail@caring-unlimited.org or look on the web at: www.caring-unlimited.org

Family Crisis Services (Cumberland & Sagadahoc Counties)
P.O. Box 704, Portland, ME 04104
Admin.: 207-767-4952
Hotline: 1-800-537-6066; 207-874-1973
All numbers TTY accessible
Send E-mail to: familycrisis@familycrisis.org or look on the web at:www.familycrisis.org

Family Violence Project (Kennebec & Somerset Counties)
P.O. Box 304, Augusta, ME 04332
Admin.: 207-623-8637
Hotline: 1-877-890-7788; 207-623-3569
Send E-mail to: fvp@familyviolenceproject.org or look on the web at:www.familyviolenceproject.org

Hope and Justice Project (Aroostook County)
754 Main Street, Presque Isle, ME 04769
Admin.: 207-764-2977
Hotline: 1-800-439-2323
Send E-mail to: info@hopeandjusticeproject. or look on the web at www.hopeandjusticeproject.org

New Hope for Women (Knox, Lincoln & Waldo Counties)
P.O. Box A, Rockland, ME 04841-0733
Admin. & Hotline: 207-594-2128 or 1-800-522-3304
Belfast area hotline 207-338-6569
Damariscotta area hotline 207-563-2404
Send E-mail to: newhope@newhopeforwomen.org or look on the web at:www.newhopeforwomen.org

Safe Voices
(Androscoggin, Franklin & Oxford Counties)
P.O. Box 713, Auburn, ME 04212-0713
Admin.: 207-795-6744
Hotline: 1-800-559-2927 or 207- 795-4020
Send E-mail to: safevoices@safevoices.org or look on the web at: www.safevoices.org

Spruce Run (Penobscot County)
P.O. Box 653, Bangor, ME 04402
Admin.: 207-945-5102
Hotline: 1-800-863-9909 or 207-947-0496 or TTY: 207-955-3777 Send E-mail to: sprucerun@sprucerun.net or look on the web at: www.sprucerun.net

The Next Step (Hancock & Washington Counties)
Hancock County:
P.O. Box 1465, Ellsworth, ME 04605
Admin.: 207-667-0176
Hotline: 1-800-315-5579 or 207-667-4606
Send E-mail to: nextstep@midmaine.com
Washington County:
P.O. Box 303, Machias, ME 04654
Admin: 207-255-4934
Hotline: 1-888-604-8692 or 1-207-255-4785
Send E-mail to: lfogelman@nextstepdvproject.org or look on the web at:www.nextstepdvproject.org

Womancare (Piscataquis County)
P.O. Box 192, Dover-Foxcroft, ME 04426
Admin & Hotline: 207-564-8165
Hotline: 1-888-564-8165
Send E-mail to: wmncare@wmncare.org or look on the web at: www.wmncare.org
All 800, 877, and 888 numbers are toll-free. Collect calls are accepted at all 207 hotline numbers.

Culturally Specific Organizations Providing Domestic Violence Services:
Sudanese Development Institute of Maine
Admin & Hotline: 207-879-2281
Tengo Voz
Admin & Hotline: 207-553-2252
United Somali Women of Maine
Admin & Hotline: 207-753-0061

Housing

It is well known that finding safe, secure, and affordable housing can be a real challenge. There are some programs available that you may be able to participate in that are sponsored through the State and Federal Governments. Some of these programs require you have a disability. Others require that you have a limited criminal history. The best thing to do to find out if you are eligible is to contact your local DHHS office or housing program.

If you find yourself in an unsafe housing situation upon release due to a domestic violence relationship, be sure to contact one of your local DV programs.

If you have no place to go when you are released, the homeless shelters throughout the state are listed on this page.

If you know that you are not going to have a place to live upon release, let someone know! Talk to your case manager, reentry worker, care and treatment worker, ICM, etc. They may be able to help you find a safe place to live.

Homeless Shelters in Maine

City	Shelter Name	Phone Number
Alfred	York County Shelters, Inc	324-1137
Auburn	Abused Women's Advocacy	795-6744
Augusta	Bread of Life Shelter	626-3434
Augusta	Family Violence Assistance	623-8637
Bangor	Acadia Recovery Community	973-6446
Bangor	Bangor Area Shelter	947-0092
Bangor	MAPS Shelter Services Bangor	990-3005
Bangor	Shaw House	941-2882
Bangor	Spruce Run Association	945-5102
Bangor	St. Michael's Center	941-2588
Brunswick	Tedford Shelter	729-1161
Dover-Foxcroft	Womancare/Aegis	564-8165
E. Orland	HOME inc	469-1988
E. Orland	HOME inc Emmaus	469-6771
Ellsworth	The Next Step	667-0176
Ellsworth	The Next Step Milbridge	667-0176
Leeds	Rural Community Action Ministries	524-5095
Lewiston	Hope Haven Gospel Mission	783-6771
Lewiston	New Beginnings Inc	795-4077
Milbridge	Peaceful Choices	546-7544
Portland	Family Crisis Shelter	767-4952
Portland	Ingraham/Maine Stay	874-1055
Portland	Ingraham/The Bridge	874-1055
Portland	Lighthouse Preble Street	775-0026
Portland	MAPS Shelter Services Portland	775-4188
Portland	Milestone Wet Shelter	775-4790
Portland	Oxford Street Shelter	775-7912
Portland	Portland Family Shelter	775-7912
Portland	Preble Street Resource Center	775-0026
Portland	Youth Alternatives	874-1175
Portland	Youth Alternatives-Girls Tranistional	874-1175
Portland	YWCA of Portland	874-1130
Presque Isle	Battered Women's Project	764-2977
Presque Isle	Sister Mary O'Donnell Shelter	764-4125
Rockland	Breakwater Teen Shelter	596-5793
Rockport	Mid Coast Hospitality House	594-1422
Rumford	Rumford Group Home	364-2886
S. Paris	Strathglass Family Shelter	743-7716
Sanford	Caring Unlimited	490-3227
Scarborough	YANA, Inc.	283-0069
Skowhegan	Trinity Evangelical Free	399-7538
Skowhegan	Youth & Family Services	474-8311
Solon	New Hope Women's Shelter	431-7256
Waterville	Mid Maine Shelter	872-6550

SUBSIDIZED RENTAL HOUSING

A housing subsidy is financial assistance given to people to help them rent or purchase housing that they could not otherwise afford. In this section, different types of rental housing subsidies are examined and information is provided regarding how they may be accessed.

Types of Subsidized Rental Housing

Rental housing subsidies can either be attached to specific housing units and properties ("project-based") or they can be portable, attached to eligible tenants ("tenant-based"). It is important to understand the type of subsidy for which you are applying. These are discussed in more detail below.

Project-Based Rental Assistance

Project-based assistance is tied to specific housing developments. With project-based assistance, you must continue to live in the unit in order to receive the benefit. When you move out, even if your income still qualifies you for assistance, the subsidy stays with the unit and the property owner or manager will find a new eligible tenant.

The majority of these rental properties are owned by private entities, either for-profit or nonprofit, with funding from state or federal government agencies. In some areas of the state, especially Portland, Lewiston-Auburn, or Bangor, the rental properties may be owned by a housing authority. Sometimes housing authorities will offer both project-based and tenant-based assistance. Sometimes all the units in a particular rental property will be subsidized, and sometimes only a portion of them will have subsidies attached.

The amount of subsidy that project-based rental assistance programs can offer will also vary according to the program. In some projects the housing subsidy will pay the difference between 30% of your adjusted gross income and the fair market rent. Typically, with this sort of "deep subsidy" as your income increases, the amount you have to pay increases as well; if your income decreases (for example due to health reasons, or a job layoff) the amount of subsidy will increase to cover the rent. In other properties, the subsidy amount may be lower (a "shallow subsidy").

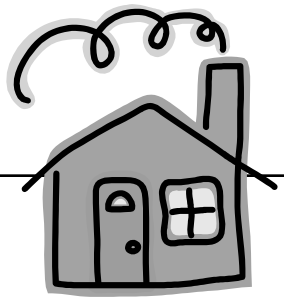
Tenant-Based Rental Assistance

With tenant-based rental assistance, you must locate your own apartment (your community support worker can assist you with this). The unit must be located within the catchment area of the Public Housing Authority/Agency. If you move, the voucher assistance will follow you, as long as you remain eligible for the program, you do not leave the old unit in violation of the lease, and you choose a unit within the cost guidelines. The landlord must also agree to accept you as a tenant and to accept the housing assistance payment from the administering agent.

Vouchers can be used to rent apartment units, units in housing cooperatives, or for a pad lease if you own a manufactured home. The size or your household typically determines size of unit.

Vouchers Administered by Public Housing Authorities & MSHA Agents

Housing Choice "tenant-based" vouchers tend to be the most popular form of assistance, since they give the people who hold them a great deal of choice and portability as to where they live. This program generally has the longest waiting list. In some areas of the state, the waiting lists for Housing Choice vouchers may get so long the Housing Agents will close the list to new applications. When the Housing Agent begins accepting applications again, a notice will be posted in local newspapers. You can also call the agent's office from time to time to find out when the list will re-open. While it may be discouraging to think that you may have a long wait before you receive rental assistance, the only way to get help is to get on waiting lists for as many types of housing assistance for which you are eligible. Getting on one waiting list does not mean that you are automatically on all lists for housing assistance; you have to apply to each complex or program individually.



If you have a disability you should be sure to ask the Housing Agent if there are any Mainstream Vouchers, Fair Share Vouchers, or 1915© Vouchers available. In many cases, the wait list for these vouchers is not as lengthy as it is for the Housing Choice Vouchers. In the voucher program, the subsidy is based on a local "payment standard" that reflects the cost to lease a unit in the local housing market. If the rent is less than the payment standard, the tenant generally pays 30 percent of adjusted gross monthly income for rent. If the rent is more than the payment standard, the tenant pays a larger share of the rent.

Did You Know? Housing agents are required to update their waiting lists at least once a year. They do this by sending a form to all the people on the waiting list, asking if there has been a change in income, disability status, etc., and asking whether they are still interested in remaining on the list. Keep in mind that when the Housing Agents choose to update the wait list may have no relationship to when you first completed your pre-application and got on the waiting list. If you filled out the paperwork in May, they may decide to update in June or in any month after that. Housing agents are on different schedules, also, so you may receive re-certification letters throughout the year if your name is on multiple waiting lists.

If you move, be sure to contact the Housing Agents where you have applied, and tell them your new address. It is best to put your new address in writing. It is not enough to leave your forwarding address with the post office - this may expire before the Housing Agents get around to updating their waiting lists and then you will be dropped from the list and have to start the process all over again.

Housing Vouchers Through the Department of Health & Human Services

Recognizing that persons with disabilities often face even a greater burden of finding safe, decent, and affordable housing, DHHS is responding to this need through the development and operation of two subsidy programs, Bridging Rental Assistance Program and Shelter Plus Care.

Bridging Rental Assistance Program (BRAP)

BRAP was established in recognition that people with psychiatric disabilities are often unable to afford to rent safe, decent, and sanitary housing of their choice in the community. BRAP is designed to assist individuals with housing assistance for up to 24 months or until they are awarded a Housing Choice Voucher or other form federal subsidy, whichever comes first. For this reason, units subsidized by BRAP funding must meet Section 8 requirements (within Fair Market Rent and meet Housing Quality Standards) so recipients may continue to reside in their apartments once awarded a voucher.

Program Participants pay 51% of their gross income for rent. BRAP subsidizes the remaining portion of the rent, up to the Fair Market Rent as established by HUD.

The eligibility criteria for an individual to receive a BRAP rental subsidy is as follows:

The participant must have a psychiatric disability (and receive SSI/SSDI).

The Individual must already have applied for or be willing to apply for federal Section 8 through their local Public Housing Authority or other management agencies and maintain waiting list status.

DHHS has established four statewide priorities for recipients. The following is a list of priority populations to be served by BRAP.

1. Eligible individuals who are leaving state psychiatric institutions (AMHI, BMHI) and individuals in private psychiatric hospital beds or those who have been discharged in the last six months from any of these institutions.
2. Eligible individuals who are homeless under certain definitions.
3. Eligible individuals who are moving from community residential programs funded by DHHS to more independent living arrangements.
4. Eligible individuals who are living in substandard housing in the community under certain definitions.

Shelter Plus Care

Shelter Plus Care is a federal program funded by the U.S. Department of Housing and Urban Development (HUD) designed to provide rental subsidies and supportive services to homeless individuals with disabilities, primarily those with chronic mental illness, substance abuse, HIV/AIDS, or any combination of those listed. Shelter Plus Care is administered by the State of Maine Department of Health & Human Services, in partnership with Shalom House Inc., which provides centralized administration. The City of Bangor also administers a Shelter Plus Care grant. Local Service Agencies throughout the state have committed to providing the direct support services component of the program.

For eligibility, individuals must meet the homelessness and disability criteria as defined by HUD. Program participants pay 30% of their adjusted gross income towards rent and Shelter Plus Care subsidizes the remaining portion of the rent. Participants are able to choose their own living units, provided the units meet Housing Quality Standards and fall within the Fair Market Rent established for the area by HUD.

Eligibility: The first step in obtaining a housing subsidy is to find out whether you are eligible for assistance. Remember, being eligible does not mean you automatically receive assistance; you have to complete the application process and may have to spend some time on a waiting list. Eligibility factors may include income, age, disability, household composition, as well as tenant, credit, and criminal history.

Where to apply: In some areas of Maine the local Public Housing Authority (PHA) is the place to apply for rental subsidy; in other areas some other entity serves as the Housing Agent. There is often a long wait for vouchers administered by Public Housing Authorities and MSHA agents, sometimes as long as three years. In order to get into subsidized rental housing it is first necessary to get on the waiting lists for various housing programs, and then to stay on them until your name rises to the top. This is true for all forms of subsidized rental housing.

Waiting lists: Once all the paperwork is submitted, the Housing Agent will send you a letter indicating whether your application was accepted or denied, or asking for more information. If your application is accepted, you will be informed that you have been placed on a waiting list, and the Housing Agent will contact you when funding or an apartment is available to serve you.

State of Maine, Department of Health and Human Services BRAP and Shelter Plus Care — Local Administrative Agents		
Penobscot, Washington, Hancock, Piscataquis Counties	**Aroostook County**	**Lincoln, Sagadahoc, Waldo, Knox, Lincoln Counties & Brunswick, Harpswell, Freeport**
Community Health and Counseling 42 Cedar St., PO Box 425 Bangor, ME 04402 207-947-0366 ext 520	AMHC Facilities, Inc. PO Box 1018 Caribou, Maine 04736 207-764-0759	Sweetser MH 329 Bath Road #1 Brunswick, Maine 04011 207-373-3049
Androscoggin, Franklin & Oxford Counties	**Kennebec & Somerset Counties**	**Cumberland & York Counties**
Common Ties 140 Canal Street PO Box 1319 Lewiston, ME 04240 207-795-6710 ext 101	Kennebec Behavioral Health 67 Eustis Parkway Waterville, Maine 04901 207-873-2136 ext 1256	Shalom House, Inc., 106 Gilman Street Portland, Maine 04102 207-874-1080
Central Administering Agent	*** Bangor**	
Shalom House 106 Gilman Street Portland, Maine 04102 207-874-1080	City of Bangor Dept. of Health & Welfare 103 Texas Ave. Bangor, Maine 04401 207-941-0257	*Not a DHHS Local Administrative Agent. The City of Bangor also administers Shelter Plus Care.
		Updated 03/24/2011

From the Maine.gov website– a valuable resource when looking for assistance!

For More Information, go to your local DHHS office, contact an ICM/outreach/reentry worker in your facility, or go to

http://www.maine.gov/dhhs/mh/Housing/home.html

"The future depends upon what we do in the present."

~Mahatma Ghandi

Incarcerated Parenting

Parenting from jail or prison can be unbelievably difficult. Not only are you not at home to be with your child every day, but you also have to think about the care of your child in your absence. It is important to keep in mind that most families who are separated due to incarceration are able to reunite. Both parents play very important roles in their children's lives such as their sense of identity and belonging.

Many parents who are incarcerated share some similar concerns such as

1. Talking with their children about incarceration and the behavior that caused it
2. Dealing with the emotions of being separated from their children, other family members, and home
3. Making decisions regarding the placement and care of their children
4. Reuniting with their children and other loved ones upon release

It is possible to parent from jail or prison. You can still play an active role in the lives of your children but this requires some work on your part, the part of the caregiver, and perhaps the court as well.

The following are some things you can do to help you deal with your separation from your children:

• **Acknowledge your feelings.** It is okay to express your feelings whether you have contact with your children or not. If you deny your feelings, you may just shut down and not be able to be there for your children. It is common to struggle with being away from your children and so there are lots of other people who are also feeling many of the same things you are about not being able to be with their children.

• You may want to **write down your thoughts and feelings** on a regular basis in a journal. If available, you can also participate in a writing group while in custody, and potentially focus on your children and that relationship as you wish.

• **Make a list of your personal strengths** and how you have survived so far. You have faced many challenges along the way– think of how you overcame these.

• **Talk with other parents who are incarcerated about their experiences.** They may feel the same way or have a different perspective that might help you.

• **Create and use your support system** of family, friends, or a spiritual counselor. It is OK to reach out to others for help.

• **Learn as much as you can about child development and parenting** from books in the prison library or through parenting programs offered at the prison.

• **Set realistic goals for yourself** about what you can do to be involved in your children's lives and do those things.

• **Try to find ways to reduce your stress** whenever possible. Regular exercise, prayer, or meditation may help.

• **Be patient with yourself, your children, and their caregiver.** You are all going through a stressful time.

Talking with your child about where you are can be so difficult. Try and use age appropriate language and ideas. For instance, if your child is under 5, you might say that you are in a "grown-up's time-out." For a child between 6-teen years, answering questions about what you did and how long you will be gone may come up more. You can let your child know when you will be home— "Mommy/Daddy will be home when you are ___ years old."

When talking about your conviction, you may want to be as simplistic as possible. "Daddy stole something and now has to pay for that mistake." If you have a more complicated offense, you may want to just explain that you did something wrong and won't be able to come home for awhile.

Be sure to reinforce that you miss your child, that they did nothing to cause you to be away from them, and that you love them.

Some creative ways to connect with your kids when you are in custody:

- Encourage your child to read. Read to him or her when/if they are able to visit. The stories can give you some things to talk about.
- Read your child stories over the phone when you can. It is great if both you and s/he have a copy of the book to look at during the call.
- Send your child a hug by tracing your arms on paper, connecting them together and then drawing accessories like a watch, nail polish, a bracelet. Mail the hug to your child—perhaps monthly or weekly!
- Write your child. Most people love getting mail and your child will enjoy hearing from you. If you feel like you don't have a lot to write about, spend some time describing your day, your feelings about not being with him or her, write about what is going on in one of your kids' favorite TV show, etc. Most of all, express your love!
- Make a mobile for a younger child by drawing special pictures they might like such as stars, hearts, animals, etc. and connect them with yarn, if available. Work with your child's caregiver to laminate these if possible.
- Write a poem or story for your child about why you love them.
- Make a growth chart for your child by marking out on paper vertically tickers for their height. Mark off your child's birth height and do brackets around ages when you remember they accomplished milestones such as losing a first tooth, learning to tie their shoes, attending school, etc.
- For teens– Tell them stories about their childhood and the good memories you shared.
- For teens– Make them a journal with prompts, reminders of your love, and places to be creative.
- Talk with other inmates about other creative ways to connect with your child.

Parenting Resources in Maine– from Access Maine @ http://www.accessmaine.org/

The following resources are available in various parts of Maine. These programs, and their websites, are designed to help you with the many challenges that you may face as a parent.

Autism Society of Maine - The Autism Society of Maine provides informational and referral services, outreach programs, newsletter, lending library, free publications, trainings and workshops for parents, educators and providers.
http://www.aane.org

Catholic Charities of Maine - This organization provides information and services including substance abuse, mental health, refugee placement and immigration, disability, and case management.
http://www.ccmaine.org/programs.html

Center for Grieving Children - The Maine-based center's mission is to provide support to children who have lost a loved one and to the community through peer support, outreach and education.
http://www.cgcmaine.org

Child Care Choices in Maine - This Maine State site explains how to choose quality child care for your child.
http://www.maine.gov/dhhs/OIAS/services/child_care/index.html

Child Care Connections - This organization promotes quality child care in Cumberland County. They work with families, child care providers, and employers.
http://www.childcaremaine.org/

Community Counseling of Maine - This organization offers mental health support for any age through case management, outpatient treatment, and community support.
http://www.commcc.org

G.E.A.R. - This Maine State site offers information and support groups to parents who are raising children with special needs. They offer local workshops, conferences, and social support.
http://gearparentnetwork.homestead.com/areasupport.html

Goodwill Industries of Northern New England - Goodwill Industries of Northern New England helps people with disabilities live more independently. Our mission is through employment, residential, educational and support services, Goodwill works to enhance the social and economic independence of people with disabilities and others who experience barriers to such independence.
http://www.goodwillnne.org/

A Guide to Special Education in Maine - This is a guide to special education in Maine, it can help parents understand and navigate school-based services and includes eligibility info, time lines, checklists and sample letters.
http://www.somepa.org/services.htm

Healthy Families - Healthy Families is a free and voluntary home visiting program for all first time parents and pregnant or parenting teens living in Kennebec and Somerset Counties.
(800) 542-8227, ext. 2537

Hear ME Now! - This school teaches Maine's deaf and hard-of-hearing children to participate in auditory-oral learning to speak and listen. 1-866-688-4544 http://www.hear-me-now.org/

Kids First Center - This is a Maine-based agency that helps families who are experiencing separation or divorce. They offer trainings and counseling for kids and for each parent.
http://www.kidsfirstcenter.org/

Maine Adoption Placement Service - With offices in Houlton and Portland, this organization provides information and services to persons considering adoption. http://www.mapsadopt.org/

Maine Caring Families - This is a therapeutic foster care program administered by the Office of Child and Family Services in the Department of Health and Human Services and partnered with Spurwink. They offer training and support for foster children with behavioral needs.
http://www.cwti.org/AFFT/MCF/mcf.htm

Maine Child Care and Head Start - This is Maine's source for parents, child care providers, early childhood educators, and others interested in the health and development of young children and their families.
http://www.maine.gov/dhhs/ocfs/ec/occhs/index.shtml

Maine Children's Alliance - A Maine-based organization that supports families and provides information about services. http://www.mekids.org/

Maine Lead Prevention Program — The Maine Lead Prevention Program provides information to families who are concerned about lead poisoning.
http://www.maine.gov/dhhs/etl/lead/leadin.htm

Maine Medical Center's Autism and Developmental Disorders Early Evaluation Clinic (aqes birth to 5)
Resources for families in Maine who have or suspect they may have a youth who requires treatment for autism-spectrum disorders.
216 Vaughan Street
Portland, ME 04102
207-662-2221
http://www.springharbor.org/sphar_body.cfm?id=4608

Maine Parent Federation - Maine Parent Federation is a private non-profit organization that provides free information, support and training to parents and professionals including parenting, education, services, support groups, information on specific disabilities, and other resources to assist families and professionals within the home, school and community. http://www.mpf.org/

Maine Post Adoption Resource Guide - This guide is found on the Child Welfare Training Institute Website.
http://www.cwti.org/

Maine Youth Suicide Prevention Program - This resource was developed to reduce the number of complete and attempted suicides by Maine teens.
http://www.maine.gov/suicide/

Mainely Parents - To talk to someone about anything bothering you relative to caring for your children. A trained volunteer from Day One will answer or call you back. Callers may remain anonymous.
(800) 249-5506
http://www.mainelyparents.org/

Opportunity Farm - This New Gloucester, Maine organization provides residential group-home settings to provide safe and supportive environments for at-risk youth.
p://www.opportunityfarm.org/info.php?info_id=5

Parents as Advocates: A Guide to Special Education in Maine - A Guide to Special Education In Maine was produced by the Disability Rights Center and includes rules, regulations, and eligibility and FAQs.
http://www.empowermentzone.com/parents.txt

Parent Resource Center — This organization provides parenting classes, information referral, and other activities that support good parenting and safe environments for children. Classes are offered through the Parent Resource Center located in Springvale.
http://www.parentresourcecenter.info

Paying the Bills Guide - This document, called "Tips for Families on Financing Health Care for Children with Special Needs," was developed by New England Serve.
http://www.neserve.org/neserve/publications.html

Pine Tree Society for Handicapped Children and Adults - This Maine-based organization provides community services to children and adults. They have "respite weekends" and camps for children and much more.
http://www.pinetreesociety.org

Service Tapestry Database - Developed by the Center for Community Inclusion. This is a searchable database of programs in Maine for youth in transition.
http://www.umaine.edu/cci/servicetapestry/index.htm

Southern Maine Parent Awareness - Southern Maine Parent Awareness provides information, support, and training to families who have children with special needs, it is a family-centered organization that promotes partnerships among families, schools, communities, and policy makers.
http://somepa.org

Spring Harbor Hospital's
Neurodevelopmental Disorders Unit
123 Andover Road
Westbrook, ME 04092
207-761-2200
http://www.springharbor.org/sphar_body.cfm?id=4608

Sweetser - Sweetser provides behavioral health services to children, teens and adults. http://www.sweetser.org

Tri-County Mental Health Services
This agency has been serving Maine people for more than 55 years. Our mission is to provide the people of Maine with excellence in mental health, substance abuse, rehabilitation and life skills services, to respect consumer rights & personal dignity, and to maintain agency financial stability. The agency is one of the largest in Maine, and serves a large and varied geographic area encompassing Androscoggin, Franklin, Oxford and parts of Cumberland Counties.
http://www.tcmhs.org

UCP of Northeastern Maine - This agency provides services for people with a wide range of disabilities. Services include assistive technology, early intervention, respite care, social work, therapeutic recreation and case management. (The name of the agency was once United Cerebral Palsy of Maine, but has changed the name to UCP of Northeastern Maine to reflect the diverse populations it serves.) http://www.ucp.org

Wings for Children and Families - This organization provides case management and referral services to children and families in Penobscot, Piscatiquis, Hancock, Aroostook, and Washington counties. They have a Family Center in their Bangor office that provides resources and computer access.
http://www.wingsinc.org/

Women Infants Children - This Maine program provides health foods for women, children, and infants as well as nutrition education, breastfeeding support, and referrals to other community resources.
http://www.maine.gov/dhhs/wic/

Woodfords Family Services - Woodfords offers foster care information, in-home support, respite, preschool programs, case management and a variety of other services for children with disabilities in Southern Maine. (800) 439-0314
http://www.woodfords.org/

Youth Alternatives - This Portland based organization creates homes for children and youth in residential programs, provides community services for families in conflict and crisis and homeless youth, offers substance abuse services, family advocacy, and works to prevent child abuse and neglect.
http://www.yaimaine.org

protecting the rights and improving the lives of Maine's children

KIDS LEGAL is a statewide project at Pine Tree Legal Assistance. They specialize in legal services addressing the needs of low-income Maine children and youth. Their services are free of charge.

Their Services:

- **Represent** children and youth individually or through their caretakers
- **Consult** with attorneys and community providers regarding the rights of youth in Maine
- **Train** groups on legal issues affecting low-income children and youth in Maine
- **Write** client education materials on youth rights in Maine

Cases They Take:

- school issues including special education
- legal issues facing unaccompanied youth
- public benefits for minors
- access to needed medical services
- safety issues in some family law matters
- juvenile defense work for Native American youth

KIDS LEGAL uses a **multidisciplinary approach** in providing legal services to Maine's children and youth. This means they work with non-legal professionals such as doctors, teachers, case managers and others who also work with our young clients. They do this because they believe it is the most effective way to achieve better health, safety, educational, and economic outcomes for children. Youth and their caregivers can call them directly, and they also take referrals from providers who work with youth. Currently, they have a medical/legal partnership with the Barbara Bush Children's Hospital in Portland, and they provide outreach to teen homeless shelters in Bangor and Portland and to Penobscot Nation tribal youth. **See their website: www.kidslegal.org**

- information about KIDS LEGAL
- resources for kids, teens, young adults, parents and community providers in Maine
- legal information about youth rights in Maine

Contact them: **1-866-624-7787 (toll-free)**

P.O. Box 547

61 Main St

Bangor, ME

207-942-8241 x217

88 Federal St. Room 41

Portland, ME

207-774-8246

Discipline that Works: The Ages and Stages Approach

Prepared by Judith Graham, Extension human development specialist at the University of Maine.
Full article available online at extensionpubs.umext.maine.edu.

"Ages and stages" discipline is based on normal changes in your child's growth and behavior. Children's behavior changes just like their bodies change—in predictable patterns.

Stages of growth build one upon another, like the circles in a "slinky" toy. Each child grows according to his or her own genetic "time plan," moving forward toward maturity. As they grow, children switch back and forth between "comfortable" ages or stages and "uncomfortable" ages.

The comfortable stages come when they take in all they've learned—all the new and old pieces seem to fit together well. Uncomfortable stages are times of rapid growth and change. Change, for most of us, causes stress and anxiety—discomfort. A child in a time of discomfort may have trouble coping with day-to-day life, may seem extra-sensitive or may argue more. However, some children are naturally more relaxed. They are easier to discipline, even if they're at an "uncomfortable" stage. Other children may be more difficult. They may have more stress at a certain stage of growth.

The Difference Between Discipline and Punishment

Discipline and punishment are not the same. Discipline is about guiding children in ways that support their development of self-control. It is respectful, accepting and comforting. It enhances self-worth. Punishment is used to hurt. It focuses on the child rather than on the act or behavior.

Discipline is ongoing. It is the way you talk to your child, the way you treat your child, the way you live. It is how you help your children respond to the day-to-day events in their lives. Examples of discipline for very young children include child-proofing cupboards in the kitchen and bathroom to keep children safe or putting fragile items out of reach. For school-age children, making sure they have a good snack after school is an example of discipline that helps both them and you cope better with end-of-the-day fatigue.

Base Discipline on Your Child's Development

Children change very quickly, especially in the years before they start school. Discipline that works at one stage may not work at another. A child of 2-1/2 is very different from a 3-year-old. At 2-1/2, many children are in an "uncomfortable" stage. They can be very aggressive one minute and withdrawn the next. A key to disciplining a 2-1/2-year-old is to use routines and avoid giving the child choices. By the age of 3, however, many children have reached a much more "comfortable" stage. Discipline at this stage can be much easier and relaxed. The more you know about normal developmental changes, the more you'll be able to guide children well. Knowing more about what they are going through also takes some stress off you as a parent.

Roadblocks to Good Discipline:

1. **confusing discipline with punishment.** Discipline helps children develop self-control and self-esteem. It teaches right from wrong. Punishment might restrain a child temporarily, but it does not teach alternative behavior. Punishment can even damage the parent-child relationship by reducing a child's trust in the parent.
2. **believing that what works at one time will work all the time.** You need to change the way you discipline your children to keep pace with their natural growth. Different ages and stages, as well as different children, require different techniques.
3. **thinking that when you have difficulty disciplining a child, you are a "bad" parent.** Don't put yourself down if you don't get the results you want. Think it through and try again.
4. **believing your children "should" behave a certain way at a certain time.** Children are unique and special. They develop at their own speed, in their own way.
5. **believing you must "win" every battle.** It is important to "pick your battles." Don't fight over unimportant issues.
6. **parents disagreeing in front of a child about discipline.** Solve serious disagreements in

Education: Why and How to Get One

There are a lot of great reasons to get an education. One of the best is so that you can spend your work-life doing something you enjoy and get some satisfaction out of doing. It makes life a whole lot more fun if you are working in a place you want to work. You may think that because you have a criminal history, you can't get an education or that it is not worth it. In most cases, this is not true!

Lots of people with criminal histories get their high school diploma or GED and go on to higher education. In today's world, most well paying jobs require some further education or training. There are a lot of options out there– and a lot of ways to pay for your education.

If you do not have your high school diploma or GED, you need to get it! Maine has a wonderful adult education system that you can access, even while in custody. To do so in custody, put in a request slip. Once you get back into the community, you can visit your local Adult Education Center– there are over 80 in Maine! To find your closest adult ed, call them at 1-800-322-5455 once you get out, email them at info@maineadulted.org or visit www.maineadulted.org They can help you get that GED, get prepared to go to college or into a technical program.

Find your education level. Compare with other educational levels to see how much more you could be earning!

Lifetime Hourly Wage– This is the average hourly wage for each level of education.

This is the amount of income that each education level earns per average lifetime. ***The difference in income from low to high is almost 1.5 MILLION dollars.***

How Much Is An Education Worth?

Less than 9th Grade	$9.46	$787,400
9th to 12th non grad	$10.75	$894,000
High School Grad	$14.03	$1,167,480
Some College No degree	$16.51	$1,373,600
Associate Degree	$17.50	$1,455,960
Bachelor's Degree	$22.58	$1,878,760
Master's Degree	$27.21	$2,263,560

Using the Internet/Computer/Brushing Up on Math/English

While for many people using the internet is common place, it is not for everyone. The same goes for using a computer in general, or for using specific programs like Microsoft Word or Access. These common problems can be tackled in many different ways. Sometimes the institution you are in will have programs that will help you to get acquainted with computers. Upon release, you can visit your local library and access computers there for some hands-on practice. Once you have access to a computer, visit **http://www.gcflearnfree.org/** This website, through Goodwill Community Foundations, has a lot of easy to use learning modules that walk you through lots of basics– from computers to math and reading courses. It can ease your transition back into the working world, and the education world!

Financial Aid 101

If you are thinking about going to college or technical school, you may be worried about how you are going to pay for the tuition and other expenses. There are a lot of resources out there to help you with the process. Sometimes your criminal history, if you are convicted of certain offenses, can disqualify you from aid or require that you take additional steps to receive aid. Be sure to check in with a qualified professional to find out.

What It Costs: See the Big Picture

Many people worry that tuition and the other costs of continuing their education will be out of reach. There are a lot of different ways to continue your education– from technical programs and certificate programs to more traditional colleges and universities— and there are different ways to pay, too.

Most students receive some kind of financial aid to help pay for the cost of their education.

Who Gives Aid:

The U.S. Department of Education should be your first source to access financial aid. They award about **$150 billion a year** in grants, work-study assistance and low-interest loans.

Aid also comes from scholarships from state governments, schools, employers, individuals, private companies, nonprofits, religious groups and professional organizations.

Applying for Federal Aid: Fill Out a FAFSA!

At some point, you need to fill out the *Free Application for Federal Student Aid* (FAFSA). Do this by going to www.fafsa.ed.gov If you need help, reach out! Case managers may be able to help, and there are often free workshops around the state that offer assistance. They are advertised in the Fall on TV.

And for even more help, you can also call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243), or click the "Live Help" link on the Contact Us page of the FAFSA Web site, then click the "CUSTOMER SERVICE LIVE" button.

Maine Adult Education has programs that not only can prepare you for the transition to college, but also can help you to get there by providing Accuplacer and other testing and preparation.

Accreditation: Make sure the higher education school you want to attend is accredited!

- Accreditation is certification that the educational program (s) at a school meet a certain level of quality. Independent organizations called accrediting agencies evaluate schools and award accreditation.
- You might not be able to get any financial aid to help you attend the school if it isn't accredited. The U.S. Department of Education requires that schools that participate federal student aid programs be accredited. You also could find that your Maine's aid programs won't pay for your attendance at unaccredited schools.
- You might not be able to transfer to another school. For instance, if you attend an unaccredited two-year school and then transfer to a four-year school to finish your education, you might have to start over again at the four-year school if it doesn't recognize the classes you took at the two-year school.
- You might not be able to get a good job. Unaccredited schools generally don't have as good a reputation as accredited schools do. Many employers won't hire someone with a certificate from a school they've never heard of or know is unaccredited.

Helpful Financial Aid Related Websites

www.fafsa.ed.gov - The Federal Government's website for the Free Application for Federal Student Aid

www.studentaid.ed.gov – The Department of Education's informational website for planning for and funding post-high school education

www.fafsa4caster.gov – Great website to get an estimate of how much financial aid you may qualify for. This will include estimates of grants, loans, and work study.

www.pin.ed.gov – Get your pin number for the FAFSA on the Web.

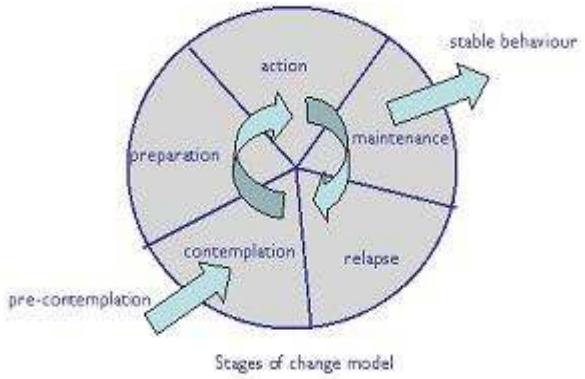
www.studentaid.ed.gov/guide - A comprehensive guide about the federal student aid programs. It is available in English and Spanish.

www.maine.gov has lots of education resources so check it out!

Making Positive Changes– Inside or Outside

Most every inmate leaving a facility believes that he or she will return to the community and follow the law and stay sober. Admirably, most inmates really want to lead a law-abiding life, follow conditions of probation (if they have it), and not return to jail or prison. When you are released you are likely going to be facing a lot of challenges– and these challenges may test your resolve around remaining sober and not breaking any laws, and you may have to make some tough choices.

In this section, information is provided to help you to understand probation a little better, where you can find Certified Batterers Intervention Programs, and how to make your restitution payments.



Stages of change model

The Stages of Change

When individuals are preparing to make a significant change in their life, there is often a process that people go through, especially in relation to the abuse of alcohol or drugs. This process, identified in the 1970/80's by researchers by James Prochaska and Carlo DiClemente at the University of Rhode Island , is called the Stages of Change model.

Pre-contemplation: This stage is when people are not seriously thinking about making any change in their life at all. In fact, often these people are in a place where they do not think that they have a problem– that their drinking/drugging isn't affecting their lives, etc. They may get upset and defensive when people tell there is a problem. Sometimes this stage is considered the stage of denial.

Contemplation: This is when people are starting to think about the bad behavior/action, and are considering whether or not it is a problem. They are also thinking about quitting/changing and weighing the cost and benefits of that choice. Although they think about the negative impacts of their bad habit and the positives aspects that can be gained from stopping or reducing that habit, they may doubt that the long-term benefits associated with quitting will outweigh the short-term costs.

Preparation/Determination: This is the stage when someone has decided they have a problem and that they are going to do something about it. They start to make small changes and take steps towards quitting/changing.

Action/Willpower: This is the stage when an individual's willpower and determination come together to produce change actions. They are taking significant steps towards reaching their goal — but it also is a stage where relapse or falling back into old behaviors is common.

Maintenance: This stage is the continuation of the positive changes that have been made in the Action stage. They continue to make positive choices that lead to the outcomes they want.

Relapse: This stage can happen at any time or can not happen at all. It is just what the title suggests– a return to the past negative behaviors that the individual wanted to change. Relapse is often a part of the recovery process and does not mean the individual has failed! Return to recovery can include watching out for high risk situations and getting extra support.

Probation: What You Need to Know

Your probation officer is available to help you. Although the officer you work with will have some specific goals, including your compliance with laws and your particular probation conditions, your officer wants you to succeed and get you out of the criminal justice system once and for all.

The following is a listing of the main Adult Community Corrections' Offices (Probation) in Maine. To find the satellite office closest to you, call the number provided for your region.

Region One:

207-822-0806 or 207-822-0807

Address: 107 Washington Ave

Portland, Maine 04101

Coverage: Cumberland, Franklin, Oxford, York

Region Two:

207-287-2401

Address: One Weston Court

Augusta, Maine 04333

Coverage: Androscoggin, Kennebec, Lincoln, Sagadahoc, Somerset

Region Three:

207-941- 4714 or 207-941- 4718

Address: 176 Hogan Road

Pooler Building, Suite #4

Bangor, Maine 04401

Coverage: Aroostook, Hancock, Knox, Penobscot, Piscataquis, Waldo, Washington

Tips for Working with your PO:

- Keep in mind that your PO is there to help you stay on track— and out of custody!
- Be honest with your PO — even when it hard to do so.
- Stay in contact! Not reporting as directed is a violation and could send you back to jail/prison. You can avoid that!
- If you have a relapse or other violation, be upfront with your PO about the problem. It can be helpful for you to have some ideas about ways to avoid the problem in the future.
- If you have a violation, don't add on to it– it's better to have only one problem. In other words:

Don't Let A Slip Become A Fall!

Your Conditions of Probation

The following is a sample Conditions of Probation form. If you have one of these, READ IT! If you have questions, ASK YOUR PROBATION OFFICER! You are expected to not only know your conditions but also to follow them. You signed this form and a Probation Officer (PO) or Judge will not accept it if you claim to not have known your conditions!

STATE OF MAINE **CONDITIONS OF PROBATION**

COURT: _____, (Superior) (District) Docket No._____

DEFENDANT _____D.O.B. _____SSN _____

You have been convicted of _____

which (is a) (are) Class _____ crime(s). You are placed on probation and committed to supervision by the Department of Corrections for the term of _____ (months) (years) subject to the conditions listed below.

THE CONDITIONS OF YOUR PROBATION ARE AS FOLLOWS: YOU SHALL

1. refrain from all criminal conduct and violation of federal, state and local laws.
2. report to the probation officer immediately and thereafter as directed and within 48 hours of your release from jail.
3. answer all questions by your probation officer and permit the officer to visit you at your home or elsewhere.
4. obtain permission from your probation officer before changing your address or employment.
5. not leave the State of Maine without written permission of your probation officer.
6. maintain employment and devote yourself to an approved employment or education program.
7. not possess or use any unlawful drugs and not possess or use alcohol (excessively).
8. identify yourself as a probationer to any law enforcement officer if you are arrested, detained or questioned for any reason and notify your probation officer of that contact within 24 hours.
9. waive extradition back to the State of Maine from any other place.
10. not own, possess or use any firearm or dangerous weapon if you have ever been convicted of a crime in any jurisdiction with a potential penalty of one year or more or any crime involving domestic violence or the use of a firearm or dangerous weapon.
11. pay to the Department of Corrections a supervision fee of $_____ per month.

☐ 12a. provide a DNA sample as required. ☐ 12b. Fully comply with the Sex Offender Registration and Notification Act.

☐ 13. pay to the Department of Corrections an (electronic monitoring fee) (substance testing fee) of $_____.

☐ 14. not own, possess or use any firearm or dangerous weapons.

☐ 15. submit to random search and testing for (alcohol) (drugs) (firearms) (dangerous weapons) (sexually oriented material) (_____) at the direction of a probation or law enforcement officer.

☐ 16. complete (evaluation and) counselling and treatment as an (out-patient / in-patient) (at _____ _____ or a similar facility) as directed by your probation officer for (substance abuse) (sexual offender) (psychological) (domestic abuse) (certified batterer's intervention) (anger management) (medical) (_____) issues and sign any releases requested by your probation officer.

☐ 17. pay restitution in the [maximum] amount of $_____ through the (Department of Corrections) (Office of District Attorney) by _____ on a schedule set by the court or your probation officer for the benefit of _____ (joint and several with _____).

☐ 18. pay all fines, fees, surcharges and assessments in full (and counsel fees as ordered) to the clerk of this court not later than _____ (date), on a schedule set by the court or your probation officer.

☐ 19. not operate or attempt to operate any motor vehicle (including ATV, snowmobile, motorboat, powerboat or aircraft) (until properly licensed by the Secretary of State).

☐ 20. not associate with any other person who is on probation or parole without written permission of your probation officer.

☐ 21. have no contact with (male) (female) children under the age of_____. Have no direct or indirect contact or enter the residence, place of work, or educational location of _____(and their family) except with the written permission of your probation officer and pursuant to a court order.

☐ 22. not be present in an establishment that serves liquor for on-premises consumption (after _____ AM / PM).

☐ 23. support your dependents and meet family responsibilities.

☐ 24. not view or possess any sexually oriented material or utilize access to the internet.

☐ 25. not have any possessory interest in any bank account except as authorized in writing by your probation officer.

☐ 26. appear for periodic judicial review as directed by the court or your probation officer.

☐ 27. perform _____ hours of public service work within _____ months as directed by your probation officer.

☐ 28. Other: _____

_____

_____

_____

If you violate or fail to fulfill any of the above conditions you may be arrested, your probation may be revoked and you may be required to serve the rest of your sentence in jail or prison.

ORDERED: All conditions of probation are incorporated into the judgment and docket by reference.

Date: _____ Justice / Judge _____

I acknowledge receipt of these conditions and accept them as written.

Witness:_____ Probationer: _____

CR-122, Rev. 10/03 White--Court Copy / Yellow--Probation Officer Copy / Pink--Probationer

Certified Batterer Intervention Programs http://www.maine.gov/corrections/victimServices/BatIntervent.htm

County	Program	Address	Meeting Time/Location
ANDROSCOGGIN, FRANKLIN and OXFORD	**Alternatives to Abuse (AWAP)** Coordinator: Rosemary Word Certified until 7/12/2011	P.O. Box 713 Auburn ME 04212 Tel. (207)795-6744 x21 Tuesday	Monday - 6:30 - 8:00 pm Friday - 6:30 - 8:00 am Saturday 9:00 - 10:30 am Calvary United Methodist Church 59 Sabattus Street Lewiston ME Monday - 6:00 - 7:30 pm 57 Birch St. Lewiston, ME
AROOSTOOK	**Northern New England Community Resource Center** Certified until 5/8/2012 • Director: Charles Moody	PO Box 164 Houlton ME 04730 (207)694-3066	Monday 6:00-8:00 pm Chamber of Commerce, Presque Isle Tuesday 6:00-8:00 pm Cary Medical Center, Caribou Wednesday 6:00-8:00 Houlton Regional Hospital, Houlton
CUMBERLAND	**A Different Choice** Certified until 11/13/2011 • Director: Shawn Lagrega	175 Lancaster Street – Ste. 305 Portland ME 04101 Maine Pretrial Service (207)774-1501 Pager 818-4960	Monday 7:00-8:30 pm St. Anne's Church, Windham ME Tel. (207) 632-1886
CUMBERLAND and SAGADAHOC	**Choices - The Men's Group** • Director: Mary O'Leary	14 Maine St. Brunswick ME 04011 Tel. (207) 442-0181	Thursday 7:00-8:30 pm All classes are held at 1328 Washington St. Bath ME
CUMBERLAND	**Opportunity for Change** • Director: Mary Campbell	98 Chestnut Street Portland ME 04101 Tel. (207)774-4603	Tuesdays 6:30-8:00 pm 98 Chestnut St, Portland ME Wednesday 7:00-8:30 am Community Corrections Center Thursdays 6:30-8:00 pm 98 Chestnut St Portland ME
HANCOCK and PENOBSCOT	**Choice V** Supervisor: Astor Gillis • Pete Ward	185 Harlow Street Bangor ME 04402 (207)852-9612 59 Franklin St.#8 Ellsworth ME (207)667-2730	Wednesdays 3 - 4:30pm & 5-6:30 pm 185 Harlow Street Bangor ME Tuesday 5:00-6:30 pm 59 Franklin St.#8 Ellsworth ME
KENNEBEC and SOMERSET	**Menswork** • Director: Cathleen Dunlap	218 Water Street Augusta ME 04330 Tel. (207) 623-7252	Monday 10 - 12 Noon, Tuesday 6 - 8 pm, Tuesday Orientation 6 - 8 pm, Thursday 6 - 8 pm 218 Water Street, Augusta ME Wednesday 5 - 7pm & 7:30 -9:30 pm, Saturday 8 -10 am Salvation Army Church, Waterville ME Wednesday 5 - 7pm & 7:30 -9:30 pm Notre Dame de Lourdes Parish Hall, Skowhegan ME Wednesday Orientation 1:30 - 3:30pm Four Corners Christian Church, 202 Norridgewock Ave Skowhegan ME
KNOX LINCOLN and WALDO	**Time for Change** • Director: Natasha Plaisted Chase	P.O. Box A Rockland ME 04841-1465 Tel. (207)594-0270 Fax (207)594-0811	Thursday 5:30-7:00 pm Stage 1 Tuesday 5:30-7:00 pm Stage 2 Breakwater Marketplace rm 302 3rd flr Rockland ME Wednesday 6-7:30 pm Stage 1 & Stage 2 U.U. Church, Miller Street Belfast ME
PENOBSCOT	**Batterers' Intervention Program Acadia Hospital** • Director: Kathryn Maietta	P.O. Box 422 Bangor ME 04402 (800)640-1211 x9801 (207)973-6199	Monday 4:30-6:30pm Acadia Hospital 268 Stillwater Avenue Bangor ME
PISCATAQUIS	**DV Classes for Men Charlotte White Counseling Center**	572 Bangor Rd. Dover-Foxcroft ME 04426 1-888-564-2499 fax: 207-564-8137	Thursday 6 - 7:30 pm Charlotte White Center Day Program, 59 River Street Dover-Foxcroft ME
YORK	**Violence No More** • Director: Martin Burgess	26 South Street Biddeford ME 04005 Tel. (207)283-8574	Wednesday 5:30-7pm and 7:30-9 pm Thursday 9:30-11 am 26 South Street Biddeford ME Thursday 5:30-7 pm and 7:30-9 pm Sanford Unitarian Church Main Street Sanford ME

Maine Court Ordered Restitution

Restitution can be granted for out of pocket expenses or economic loss for the victim of the crime or the dependent of a deceased victim. Restitution can also be ordered for any person, firm, organization, corporation or government entity which has provided recovery to the victim. The victim's losses have to be determined and noted prior to the your sentencing in order for the District Attorney's Office to review and request that you be ordered to pay restitution as part of your sentence.

Restitution can be ordered for expenses such as counseling cost, medical bills, property damage, fraud, funeral expenses, loss of wages and other out of pocket expenses. Once the Court determines that the victim has an economic loss then restitution can be imposed as part of your sentence. Restitution is ordered by the Court as a condition of sentencing to be paid either through the Maine Department of Corrections as a condition of Probation or through the District Attorney's Office in the County in which you were prosecuted.

An income withholding order can be issued by the sentencing Judge. An income withholding order allows the Court to order a portion of the your income to go directly from the your paycheck to be applied toward the restitution order. Bail money posted in your name can be applied toward restitution by the sentencing Judge. Bail money cannot be applied toward restitution if the bail was posted in someone's name other than the yours (i.e. third party bail).

If you are incarcerated:

If you are incarcerated, 25% of all the of the funds you receive or earn each month will be taken until the active restitution order has been paid in full or until you are released. The facility that you are in will work with the Department of Corrections Victims Services to establish accurate restitution records and balances due on the active restitution cases.

Maine State Revenue Set-Off:

It is mandatory under 36 M.R.S. §5276-A that when an offender is sentenced and the Court orders restitution as a Condition of Probation that the offender disclose his/her Social Security number. Collection of any fine or reimbursement of money which is owed to the State of Maine will be accomplished by offsetting money that the offender owes to the state against your State of Maine income tax refund. This means that your tax refund will be used to pay off your restitution, if you owe any.

Restitution as a Condition of Probation:

If you are paying restitution as a Condition of Probation the restitution payments are monitored by the Supervising Probation Officer. Sometimes the amount of restitution order is an "Up To" amount because the exact cost was not known at the time of sentencing. In that case, the victim must provide the Maine Department of Corrections with documentation to support the amount of restitution they are seeking.

If you do not pay your restitution and you are on probation, it is a violation. A motion to revoke probation can be filed by the Probation Officer summonsing you to Court to answer to the violation of non-payment of restitution. A number of outcomes could occur: revocation ending probation and returning you to jail or prison to serve the rest of the suspended sentence; a partial revocation continuing probation; or a termination of probation.

Submitting Your Restitution

The following is a sample of a restitution submission form. Follow the instructions when submitting your restitution payments to the Maine Department of Corrections.

DEPARTMENT OF CORRECTIONS
RESTITUTION/SUPERVISION FEE COLLECTIONS

Client Name: _____ Client Address: _____

Client MDOC#: _____ _____

_____

Restitution and Supervision Fee payments will only be accepted if they meet one of the following methods:

1. **A certified bank or cashier check.** These may be obtained at any bank, or credit union. You must ask them for a cashier check/treasurers check, **not** a bank money order. The bank check should be made payable to: **Treasurer, State of Maine.**
2. **A U.S. Postal Service Money Order.** These may be obtained at any U.S. Post Office. Postal money orders should be made payable to: **Treasurer, State of Maine.**
3. **Credit Cards.** Credit card payments may **only be made in person.** Payments may be made at Regional Probation offices or at the Department of Corrections' Central Administrative Office. The Central Administrative office is located on the AMHI Complex, off Hospital Street (25 Tyson Drive) in Augusta. The office is located in the Tyson Building, on the 3rd floor. See the receptionist and let her know the purpose of your visit. You will need to bring a form of identification when paying by credit card.

Any payment that does not meet one of the methods outlined above will be returned to you.

When sending payments in by mail please follow these guidelines:

1. **All payments should be made payable to: Treasurer, State of Maine.**
2. **All payments should be sent to:**

   Department of Corrections
   111 State House Station
   Augusta, ME 04330-0111
   Attn: Finance Division

3. **** All payments must include the purpose of the payment (Restitution, Supervision Fee, Drug Testing, etc.). ****
4. **Restitution payments must be on a separate check and not included with any fees payment.**
5. **Along with your name, all payments must include one or more of the following types of information to properly identify who the payment is for (MDOC#, Social Security #, docket #, Probation Officer, etc.) If this information is not included with your payment, you may not be properly credited for your payment and/or your payment may be returned to you if it cannot be identified.**

*****Receipts will be sent only if requested.*****

Thank you for your cooperation.

9/24/2007

Creating YOUR Transition Plan

In this handbook we have gone through a lot of different areas with some basic information, helpful tips, resources and how to access them. Now it is time for you to start thinking about your own life and your plan for what you are going to do upon release. The following several pages are a do-it-yourself guide to building a transition plan.

Identification	YES	NO
Do you have a driver's license, state ID, or other photo identification?		
Do you have a copy of your birth certificate?		
Do you have a copy of your Social Security card?		
Other Documents		
Do you have a copy of your high school diploma/GED, and any other educational degrees?		
If you are a Veteran, do you have a copy of your Military Discharge Papers?		
If you completed any courses while in custody, do you have documentation supporting your achievements?		
Benefits Information		
Do you currently have health insurance?		
If you do not have health insurance, have you applied for MaineCare? (See page XX)		
If you are not eligible for MaineCare, have you contacted your local hospital to find out about their uncompensated care program?		
Housing		
Have you identified a place to live upon your release?		
If not, have you contacted family about letting you stay with them while you get back on your feet?		
If you do not have any housing options, have you put in a request slip to the appropriate party for assistance prior to release?		
Do you have a reliable phone service? If not, see page XX for SafeLink information.		
Health		
Do you have a primary care doctor?		
Have you had a physical within the last 3 years?		
Do you feel like you are or will be in need of mental health counseling upon release?		
Do you feel like you are or will be in need of substance abuse treatment upon release?		
Employment		
Have you worked on building your resume while in custody?		
Have you practiced interviewing skills with staff or friends?		
Have you learned about the Employment Opportunity Tax Credit and Federal Bonding? (see pages 11 & 13)		
Have you been checking the paper to see about employment opportunities (close to release)?		
Have you reached out for available assistance within your institution? (i.e. WorkReady, resume help, etc.)		

Transition Planning

In the following table, identify your most important goals related to transitioning, the steps you are going to take to achieve those goals, and the date you hope to accomplish these goals. The final date box is to fill out when you complete a goal. Use the previous page to help identify some areas, but feel free to include goals like family reunification, getting a handle on your anger, improving your mental health, etc.

[Example] Transition Goal 1: Get ready to become employed upon release.	Goal Date:	
Steps I will take to accomplish my goal: Take WorkReady Class, create resume with the help of case manager, keep an eye on the help wanted section of the paper, apply for Reentry Center so that I can get a job while still in custody.		Completed Date:
Transition Goal 1:	Goal Date:	
Steps I will take to accomplish my goal:		Completed Date:
Transition Goal 2:	Goal Date:	
Steps I will take to accomplish my goal:		Completed Date:
Transition Goal 3:	Goal Date:	
Steps I will take to accomplish my goal:		Completed Date:
Transition Goal 4:	Goal Date:	
Steps I will take to accomplish my goal:		Completed Date:

Setting Some Personal Goals

The is little doubt that as you think about transiting back to the community, you have many things on your mind. Though many specific concerns may have crossed your mind, like where you will live and work, you may have been thinking about your life on the outside in general terms, too. Take the following space to think and write about what you would like to make happen in the future.

In the first 30 days after release, I am looking forward to: _____

_____
_____
_____
_____
_____

My goal for the first three months after I get out are to: _____

_____
_____
_____
_____
_____
_____

Some strategies for staying out in the first year– things I can do to stay sober, to follow the law, to not break probation, and to move myself towards the kind of life I really want: _____

_____
_____
_____
_____
_____
_____

What I want my life to be like in a year: _____

_____
_____
_____
_____
_____
_____

People who can help me reach my goals: _____

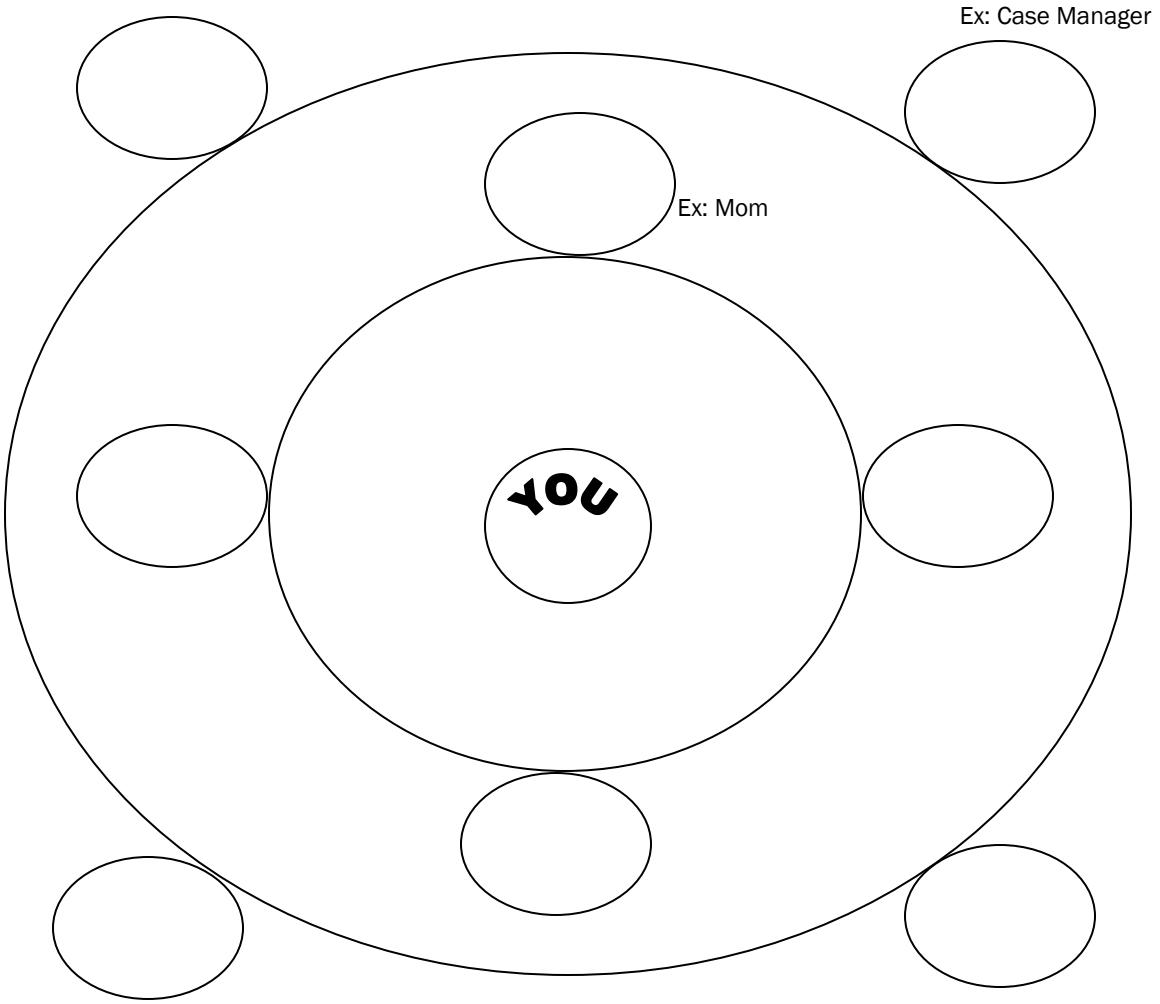
_____

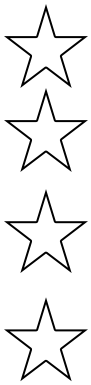
People I should stay away from so I can reach my goals: _____

_____

Your Support System

Use the following page to take a look at who is in your support system and who you can rely upon once you return to the community. The spaces in the circle closest to you are for your closest supports. On the further out spaces, identify those who you can trust and want in your life but are not as close to you. Finally, at the bottom of the page, identify those people in your life who you need to stay away from as well as those people you should be turning to when you need someone to listen





Resources You Should Know About

In the State of Maine, there are a lot of different resources available to help you to manage your life more effectively and get assistance when you need it. The following pages identify a number of resources in our communities. Some resources target those who are involved in the criminal justice system but some resources are only available to certain categories of people– for instance, those with MaineCare, with certain types of problems or needs, etc.

Need a reliable phone service?

Having a phone that potential employers can reach you on as well as having access to a phone in emergencies is vital.

Safelink Wireless is providing eligible low-income Mainers with free cell phones. The phone plan includes monthly minutes, unlimited access to 911, voicemail, call waiting, caller ID, and international calling. To qualify, you must receive assistance from one of the following programs:

- MaineCare
- Food Supplements (formerly Food Stamps)
- Temporary Assistance for Needy Families (TANF)
- Supplemental Security Income (SSI)
- Emergency Assistance Program
- Home Energy Assistance Program (HEAP)

To learn more about the program or to apply, call **1-800-SAFELINK** (1-800-723-3546) or go to www.safelink.com.

Angel Food Ministries www.angelfoodministries.com

Angel Food Ministries is a non-profit, non-denominational organization dedicated to providing food relief and financial support to communities throughout the United States.

You order your food online or by phone (1-877-FOOD-MINISTRY / 1-877-366-3646) and then pick up your box of food at a designated local center on a specified date.

Angel Food is available in a quantity that can fit into a medium-sized box at $30 per unit. Each month's menu is different than the previous month and consists of both fresh and frozen items with an average retail value of approximately $60. Comparison shopping has been done across the country in various communities using a wide range of retail grocery stores and has resulted in the same food items costing from between $42 and $78. **There are no qualifications, minimums, income restrictions, or applications. Everyone is encouraged to participate.**

Generally, one unit of food assists in feeding a family of four for about one week or a single senior citizen for almost a month. The food is all the same high quality one could purchase at a grocery store. There are no second-hand items, no damaged or out-dated goods, no dented cans without labels, no day-old breads and no produce that is almost too ripe.

Also offered are specialty boxes such as steaks, chicken and pork. Many participants in this bonus program appreciate the expanded choices. Additionally, there is no limit to the number of units or bonus foods an individual can receive, and there are no applications to complete or qualifications to which participants must adhere. **Angel Food Ministries also participates in the U.S. Food Stamp program, using the Off-Line Food Stamp Voucher system.**

Help May Be Just A Phone Call Away! 211

From www.211maine.org

When Should I dial 2-1-1?

2-1-1 represents a better and easier way to find answers to a wide range of issues including, but not limited to:

- Alzheimer's resources
- Counseling
- Financial assistance
- Substance abuse
- Basic needs-food, clothing, shelter
- Crisis intervention
- Health care
- HIV/AIDS testing
- Child care
- Disability services
- Home care
- Senior services
- Child development
- Elder care
- Legal assistance
- Suicide prevention
- Children's health and insurance
- Emergency shelter
- Maternal/child health services
- Transportation
- Consumer help
- Energy assistance
- Parenting education programs

How do I use 2-1-1?

Anyone with access to the Internet can search 2-1-1. Search by topic and zip code and 2-1-1 will provide resources giving the distances from that zip code. However, if you have any difficulty finding the service you need, just call 2-1-1 and a Call Specialist can assist you.

When should I not call 2-1-1?

If you have an emergency and need an ambulance, the police or the fire department, dial 9-1-1.

Who is listed in the 2-1-1 Maine directory?

Nonprofits and government agencies can submit information about their programs and services. In some instances for profit organizations providing unique community services will also be included. To be listed, they must provide health and human services to Maine residents. Inclusion criteria are described within the directory. Resource Department staff assist agencies with this process. Click here for contact information for your local Resource Coordinator.

Is 2-1-1 Available 24 hours a day?

2-1-1 Call Center services operate 24 hours a day, seven days a week. The 2-1-1 directory is also accessible by Internet 24 hours a day, 7 days a week.

Can I call from a pay phone?

Yes, pay phone services are available in most locations, though a charge may apply.

Can I use my cell phone?

All cell phone carriers have made 2-1-1 calling available to their customers. Usage charges and taxes may vary depending on the individual plans.

Can I call from my TTY?

All 2-1-1 Call Specialists are equipped to handle calls from a TTY (telephone typewriter). Be sure to give the Call Specialist time to connect to the TTY line when placing the call.

Will I talk to a real person? Will I be put on hold?

There will be several Call Specialists available at all times, but occasionally, there may not be an available Call Specialist. You will have the option to wait, leave a number or go to our website.

Will my call to the 2-1-1 Call Center be confidential and anonymous?

All calls are handled confidentially. The Call Specialist will ask for a zip code to help locate the services closest to home or site of the person in need. The caller may be ask if they are willing to provide additional information for quality assurance follow-up but under no circumstance is a caller required to provide that additional information.

Pine Tree Legal Assistance: A resource for all Mainers!

If you need legal help and cannot afford it, Pine Tree Legal may be able to help. Please be aware that they are unable to assist with criminal matters.

Pine Tree Legal Assistance is a nonprofit corporation established in 1966 by private attorneys in Maine to promote access to justice by providing high quality free legal assistance responsive to the immediate needs of individual low-income clients and to address the long-range barriers to justice affecting low-income people in Maine.

You will not be denied their services on the basis of race, color, sex, sexual orientation, creed, national origin, age, religion, political affiliation or belief, or disability.

Pine Tree provides free individual representation in our core services areas such as housing, health care, and income. Pine Tree also provides outreach and community education, works with entities that serve low income people, including social service providers, members of the private bar and the court system. In addition Pine Tree manages several important projects including:

1. Assistance with landlord-tenant and other housing issues;
2. Foreclosure Prevention;
3. Legal Assistance to Farm-workers;
4. Taxpayer Clinics for those whose primary language is not English or who have received a notice from the IRS;
5. Fair-housing issues (housing discrimination based on color, race, religion, national origin, sex, sexual orientation, disability, having children, or getting public aid);
6. Native American legal services;
7. Family law.

"To feel that one has a place in life solves half the problems of contentment."

~George Woodberry

VETERAN RESOURCES -

If you are a Veteran, you are entitled to special services because of the service you gave to the United States.

A helpful guide, referenced below, is available online to anyone. It includes information on all of the many services and programs available to Veterans– from Small Business Administration and VA home loans to how to get help for health or mental health issues and everything in between (like day-passes to State parks!). All of the contact information for the Bureau of Veterans' Services is provided in that guide.

In addition, if you are struggling with mental health, substance abuse, or trauma issues, reach out within your institution. Many facilities have staff to help you. It is important that you reach out not only for you, but also for those who may come after you as the system is working on trying to address Veterans needs more fully. In order to do that, we need to know what you need!

from OPERATION "I SERVED" RESOURCE GUIDE at

http://www.maine.gov/dvem/bvs/index.htm

Vet Centers

Vet Centers provide readjustment counseling and outreach services to all veterans who served in any combat zone. Services are also available for their family members for military related issues. Veterans have earned these benefits through their service and all are provided at no cost to the veteran or family. The Department of Veterans Affairs Vet Center program operates a system of 207 community based counseling centers. The Vet Centers are staffed by small multi-disciplinary teams of dedicated providers, many of which are combat veterans themselves.

- Bangor 352 Harlow Street, In-Town Plaza, Bangor, ME 04401

  (207) 947-3391

- Caribou 456 York Street, York Street Complex, Caribou, ME 04736

  (207) 496-3900

- Lewiston Parkway Complex, 29 Westminster Street, Lewiston, ME 04240

  (207) 783-0068

- Portland 475 Stevens Avenue, Portland, ME 04103

  (207) 780-3584

- Sanford 628 Main Street, Springvale, ME 04083

  (207) 490-1513

Vet Center staff are available toll free during normal business hours at 1-800-905-4675.

VA SUICIDE HOT LINE 1-800-273-8255

Who Is Eligible for VA Health Care Benefits? You may be eligible for VA *health care benefits* if you are a veteran.

Health Care

□ The VA provides a number of health care services.

□ Hospital, outpatient medical, dental, pharmacy and prosthetic services

□ Domiciliary, nursing home, and community-based residential care

□ Sexual trauma counseling

□ Specialized health care for women veterans at the VA Women Veterans Clinic 207-623-8411 x-5039

□ Health /rehabilitation programs for homeless veterans

□ Readjustment counseling

□ Alcohol and drug dependency treatment

□ Medical evaluation for military service exposure, including Gulf War, Agent Orange, radiation, or other environmental hazards.

Combat Veterans- VA will provide combat veterans free medical care for any illness possibly associated with service against a hostile force in a war after the Gulf War or during a period of hostility after November 11, 1998. This benefit may be provided for two years from the veteran's release from active duty.

A SIDE NOTE:

Volunteers of America NORTHERN NEW ENGLAND

Volunteers of America is committed to ending homelessness for those already on the street and preventing others from becoming homeless. Volunteers of America provides a wide array of well-designed and managed services to meet the specific needs of homeless veterans.

Volunteers of America Northern New England operates two houses for homeless veterans. The Veterans Career House, in partnership with Cumberland Housing of Maine, provides supportive housing and workplace readiness training for previously homeless veterans. The Arthur B. Huot Veterans Housing in Saco is the only veterans housing the state of Maine for men and women who have mental health issues.

Life Insurance

□ **Servicemembers Group Life Insurance *(SGLI)*** is low-cost term life insurance for service members and reservists. Generally, coverage begins when you enter the service. It is available in amounts up to $250,000. Generally, it expires 120 days after you get out of the service.

□ **Veterans Group Life Insurance *(VGLI)*** is renewable five-year term life insurance for veterans. It is available in amounts up to $250,000. You may apply any time within 1 year from the date your ***SGLI*** expires.

□ **Service-Disabled Veterans Insurance**, also called ***"RH"*** Insurance, is life insurance for service-disabled veterans. The basic coverage is $10,000. If your premium payments for the basic policy are waived, due to total disability, you may be eligible for a supplemental policy of up to $20,000. Generally, you have 2 years after being notified of your service-connected disability to apply for basic coverage.

Maine Pretrial Services, Inc.

www.mainepretrial.org

Maine Pretrial Services, Inc. (MPS), is a private, nonprofit agency committed to providing pretrial services, post conviction alternatives and diversion options throughout the state of Maine. MPS operates in twelve of Maine's sixteen counties with administrative offices in Augusta and Portland.

MPS provides pre-arraignment screening; pretrial risk assessment, release and supervision, Community Confinement Program (home release); and case management for all of Maine's problem-solving courts. MPS staff are members of the National Association of Pretrial Services Agencies (NAPSA), the National Association of Drug Court Professionals, and the Co-occurring Collaborative of Maine.

SERVICES OFFERED:

Pretrial services are available to any criminal defendant who has not made bail on criminal charges prior to initial appearance. Historically, pretrial services have been primarily provided to indigent criminal defendants, but over the last fifteen years, these services have also been made available to those defendants for whom the Court seeks additional supervision and monitoring of the Court orders. MPS works closely with local, regional, and statewide service providers. MPS offers supervised bail contracts to promote the integrity of the Judicial process by assuring appearance of defendants and reducing the likelihood of rearrest while applying conditions that are least restrictive, pursuant to the Maine Bail Code. This program is invaluable as an option for persons who might otherwise have to wait in jail until trial. Pretrial services are offered in the following counties: Aroostook, Androscoggin, Cumberland, Franklin, Kennebec, Knox, and Somerset.

Community Confinement Monitoring (CCM) is a program of intensive early release available to sentenced individuals. Persons are screened by MPS and the county sheriff determines acceptance or denial into the program. CCM focuses on four key elements: rehabilitation, reintegration into society, education, and employment. CCM services are offered in the following counties: Somerset, Kennebec, Knox, Cumberland, Franklin, and Oxford.

The **Adult Drug Treatment Court** (ADTC) is a specialty court that works with persons who have a history of substance abuse. ADTC is offered in the following counties: Androscoggin, Cumberland, Hancock, Kennebec, Penobscot, and Washington.

The **Co-Occurring Disorders Court** (CODC) is a specialty court that works with persons who have a history of substance abuse and mental illness. CODC is offered in Kennebec and Somerset counties.

The **Family Drug Treatment Court** (FDTC) is a specialty court that focuses on families battling substance abuse and best serves families whose children are at risk of abuse or neglect due to parental abuse of drugs or alcohol. FDTC is offered in Androscoggin, Kennebec, and Penobscot counties.

The **Kennebec Regional Reentry Project** (KeRRP) provides reentry support to inmates leaving the CARA (Criminogenic Addiction Recovery Academy) program at the Kennebec County Correctional Facility. Throughout the program, participants engage in activities such as intensive counseling with the goal of ending criminal behavior caused by chemical addiction and dependence. This program operates out of the Kennebec office, however is accepting referrals statewide.

Maine Pretrial Services, Inc. Offices

Aroostook County

Pretrial Services
144 Sweden St. Suite 3
Caribou, ME 04736
Office - (207) 493-6343
Fax - (207) 493-3491

Pretrial Services
25 School St. Suite 202
Houlton, ME 04730
Office/Fax - (207) 521-0770

Androscoggin County

Pretrial and Drug Court
37 Park St. #304
Lewiston, ME 04240
Office - (207) 786-5263
Fax - (207) 786-5263

Family Drug Court
71 Lisbon St.
Lewiston, ME 04240
Office - (207) 795-4877
Fax - (207) 783-5471

Cumberland County

Pretrial and Drug Court
175 Lancaster St. #305
Portland, ME 04101-2451
Office - (207) 774-1501
Fax - (207) 874-0218

Franklin County

Pretrial Services
121 County Way
Farmington, ME 04938
Office - (207) 778-3031 x139
Fax - (207) 778-6485

Hancock County

Drug Court
50 State St., Suite 14
Ellsworth, ME 04605
Office - (207) 667-3624
Fax - (207) 667-3630

Kennebec County

Directors, Drug Court, and

Co-Occurring Disorders Court
9 Green St. Suite 3-A
Augusta, ME 04330
Office - (207) 623-3974
Fax - (207) 623-3974

Pretrial Services
9 Green St. Suite 3-A
Augusta, ME 04330
Office - (207) 620-7298
Fax - (207) 623-4083

Knox County

Pretrial Services
91 Camden St., Suite 203
Rockland, ME 04841
Office - (207) 596-9996
Fax - (207) 596-9997

Penobscot County

Drug Court
96 Harlow St., Suite 230
Bangor, ME 04401
Office/Fax - (207) 945-4807

Family Drug Court
96 Harlow St., Suite 230
Bangor, ME 04401
Office/Fax - (207) 990-0310

Somerset County

Pretrial Services
131 East Madison Rd.
Madison, ME 04950
Office - (207) 858-9550

Co-Occurring Disorders Court
131 East Madison Rd.
Madison, ME 04950
Office - (207) 623-3973
Fax - (207) 623-3974

Washington County

Drug Court
53 Prescott Dr., Suite 6
Machias, ME 04654
Office - (207) 255-1919
Fax - (207) 255-1936

"When one door of happiness closes, another opens, but often we look so long at the closed door that we do not see the one that has been opened for us.."

~Helen Keller

Volunteers of America

Pre-Trial Supervision Program

Volunteers of America provides community supervision for Pre-Trial defendants to help reduce jail population, and increase community safety. Through case management and intensive supervision tools such as face to face reporting, drug testing, curfew checks and home visits Volunteers of America is able to facilitate positive pro-social change and help to reduce recidivism. These services are available in Sagadahoc, Lincoln, Waldo and Penobscot counties.

Day Reporting Programs for Sentenced Inmates

Volunteers of America provides community supervision for sentenced inmates through use of the Home Release Program for those inmates that have completed 1/3 of there sentence. The Day Reporting Program is also available for Probationers as an additional condition of their probation. Defendants who are on deferred disposition status may also report under the Day Reporting program. While in the program defendants are supervised in the community so they can engage in employment, education and treatment to assist in reducing jail costs and recidivism. Participants in this program are required to comply with intensive supervision regulations and benefit from case management services to connect them with community treatment resources. These services are available in Sagadahoc, Lincoln, Waldo and Penobscot counties.

Alternative Sentencing Programs For First and Multiple Offenders.

The Volunteers of America Alternative Sentencing Program is a community based alternative to a traditional jail setting for first and multiple OUI offenders and people sentenced to other approved misdemeanors. Through education and community service work, participants are encouraged to change their habits around drinking and driving. The program helps to alleviate jail over crowding, save on expensive boarding costs and provides valuable public service work to the community.

The program has provided support for and service to churches, cemeteries, state parks, retirement homes, libraries and little league baseball fields. Our crews have saved thousand of dollars for these organizations and completed work that otherwise would not have been completed. Alternative Sentencing Programs are available in Sagadahoc and Penobscot counties.

Women's Reentry Center

A residential reentry center located in Bangor Maine, is designed to give incarcerated women the skills and experience they need to successfully live as positive citizens and employees after they transition into their home communities. Each week, the women are provided with over 30 hours of treatment, and educational and vocational opportunities focused upon reducing recidivism. All programs are gender responsive, evidence based and provide women with opportunities to practice newly acquired living skills. Program partners include the Maine Department of Corrections, and Maine Board of Corrections.

The Maine Coastal Regional Reentry Center (MCRRC)

A residential reentry center located in Belfast Maine, is designed to give incarcerated men the skills and experience they need to successfully live as positive citizen and employees after they transition into their home communities. Each week, the men are provided with over 40 hours of treatment, and educational and vocational opportunities focused upon reducing recidivism. All programs are gender responsive, evidence based and provide men with opportunities to practice newly acquired living skills. Program partners include the Maine Department of Corrections, Maine Board of Corrections, Waldo County Sheriff's Office, and Restorative Justice Project.

Behavioral Health Services

Volunteers of America NORTHERN NEW ENGLAND

Brackett Street House

Located in Portland, Maine is a part of Project DOT (Divert Offenders to Treatment). This is an innovative program for adult men with serious and persistent mental illness who have had previous incarcerations and psychiatric hospitalizations.

The 6 residents at Brackett Street House receive 24-hour care, 365 days a year. Participants may stay up to two years. The focus is to structure life in a way that best promotes growth and wellness while providing a home-like environment. Clients are encouraged to cope with the challenges of everyday living with increased independence by developing daily living skills, obtaining education regarding mental illness, and improving and learning how to manage symptoms with an individual treatment plan.
We are only able to accept referrals from DHHS Region 1 Mental Health Office.

Beach Street House

Located in Saco, Maine is a 6-bed home for men diagnosed with a mental illness that need a supportive living environment. Beach Street House offers the skills and supports needed by men who experience mental illness so that they may live and interact as independently and creatively as possible in the community. The focus is to structure life in a way that best promotes growth and wellness while providing a home-like environment. Clients are encouraged to cope with the challenges of everyday living with increased independence by developing daily living skills, obtaining education regarding mental illness, and improving and learning how to manage symptoms with an individual treatment plan.
We are only able to accept referrals from DHHS Region 1 Mental Health Office.

Sawyer Street House

Located in South Portland, Maine is a 6-bed home for women diagnosed with a mental illness that need a supportive living environment. Sawyer Street House offers the skills and supports needed by women who experience mental illness so that they may live and interact as independently and creatively as possible in the community. The focus is to structure life in a way that best promotes growth and wellness while providing a home -like environment. Residents are encouraged to build relationships, increase social skills, set workable goals, develop and pursue interests and hobbies, and get out in the world. We are only able to accept referrals from DHHS Region 1 Mental Health Office.

Volunteers of America Northern New England's Intensive Residential Treatment & Housing

A program for 7 men or women diagnosed with a mental illness that need intensive residential housing and treatment. This program has 5 individual apartments in Biddeford and two in South Portland where clients receive one-on-one assistance 24/7. One of the goals of this program is to transition these individuals to a less restrictive housing environment. Intensive Residential Housing and Treatment offers the skills and supports needed by men and women who experience mental illness so that they may live and interact as independently and creatively as possible in the community. The focus is to structure life in a way that best promotes growth and wellness while providing a home-like environment. Clients are encouraged to cope with the challenges of everyday living with increased independence by developing daily living skills, obtaining education regarding mental illness, and improving and learning how to manage symptoms with an individual treatment plan. We are only able to accept referrals from DHHS Region 1 Mental Health Office.

Comprehensive Services For Individuals Of All Ages
Who Are Blind Or Have Low Vision

DEPARTMENT OF LABOR
Bureau of Rehabilitation Services
Division for the Blind And Visually Impaired

If you have a vision problem that prevents you from carrying out the activities of daily living, getting an education or a job, there is help. The Division for the Blind and Visually Impaired can provide many services to persons with severe visual impairments.

Independent Living Services

Adaptive skill training provides alternative skills to accomplish activities of daily living.

Homemaking skills training may include meal preparation, shopping, and cleaning.

Individuals may be trained in a variety of personal management skills such as managing money, dialing a telephone, organizing medications, and telling time.

Orientation & Mobility instruction assists individuals in how to interpret their environment and how to travel safely through the use of alternative techniques.

Vocational Rehabilitation Services

The goal of vocational rehabilitation services is to help you obtain, retain, or return to employment.

You could receive:

Individual vocational counseling and guidance, and vocational assessment.

Orientation and Mobility instruction to develop independent travel skills.

Vision Rehabilitation Therapy to develop independent living and self-sufficiency skills.

Low Vision Therapy to develop one's ability in optimally using what vision they do have.

Other training, devices, treatment, job placement and follow-up services to enable you to succeed in a job.

Education Services for Children

Comprehensive services for children and families begin as soon as a child is identified as blind or visually impaired.

Education Consultants, Teachers specializing in children with visual impairment, and Orientation & Mobility Instructors work with parents and schools to develop and implement an Individualized Education Plan.

The Division may consult on specialized resources to support an Individualized Education Plan.

LIBRARY SERVICES

The Maine State Library Talking Book Program provides books and magazines in a recorded cassette or disc format to people who are visually impaired, blind, or physically disabled.

Applications are available from the Maine State Library and from public library service centers throughout the state, or by calling the Outreach Services toll-free number:

207-287-5650 OR 1-800-762-7106 (Maine Only)

Other Available Services

FINANCIAL SERVICES

Any person legally blind and in need, may apply for SSI or SSDI at the nearest Social Security Administration office. For information, please call:

622-1451 or 1-800-772-1213

I.D. CARDS FOR VISUALLY IMPAIRED AND BLIND INDIVIDUALS

An identification card is available to people who are visually impaired and do not have a driver's license. This card is acceptable identification for cashing checks and other transactions. It may be obtained by calling any Department of Motor Vehicles office. The fee is $5.00.

Real Estate Tax Exemption

Persons who are legally blind may receive a real estate tax exemption of up to $4,000.00 on their property valuation by applying through your local town office. You must provide a medical report that states, "you are legally blind."

For more information, please call the Division for the Blind and Visually Impaired office nearest you.

AUGUSTA
21 Enterprise Drive, Suite 2, 73 SHS
Tel: 207-624-5120
1-800-760-1573
TTY: 1-800-633-0770

BANGOR
45 Oak Street, Suite 1
Tel: 207-561-4020
1-888-545-8811
TTY: 1-800-498-6711

LEWISTON
5 Mollison Way
Tel: 207-753-9099
1-800-741-2991
TTY: 1-877-796-9833

PORTLAND
185 Lancaster Street
Tel: 207-347-3270
1-877-594-5627
TTY : 1-800-770-7774

PRESQUE ISLE
66 Spruce Street, Suite 3
Tel: 207-760-6347
1-800-635-0357
TTY: 1-888-697-2877

ROCKLAND
91 Camden Street, Suite 202
Tel: 207-596-2633
1-877-421-7916
TTY: 1-888-212-6229

Important Contacts

Name	Address	Phone

Give Us Your Input!

This handbook has included the input and insights from all parts of the system– from stakeholders like treatment agencies and other providers to the staff that works daily within the correctional system. It has also included the input and voices from some incarcerated persons. However, there is always room for improvement and we welcome any recommendations that you may have for items to be included in future editions. A space is provided below for you to write out your comments. Please send them by mail to the following address:

Maine Reentry Network

C/o Two Bridges Regional Jail

522 Bath Road

Wiscasset, ME 04578

We wish you the best of luck as you transition back into the community. Remember, reach out for help when you need it. We will do our best to help you reach your goals!

This handbook was created for inmates who will soon be returning to the community by the

Maine Reentry Network

—a collaborative group made up of stakeholders throughout Maine. Special thanks go to the inmates who provided comment, suggestions, and assistance in the final development of this project.

We wish you all the best of luck!