

REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

www.fairshake.net

Table of Contents

Website

Reentry Packet Cover Page

Employment

Computer and Internet Tips
Resume Examples

Employment

Resume Guide
Cover Letter
Thank You Letter
Self Employment

General Support Pages

Housing Resources

Employment

Functional resume
Business Plan

General Support Pages

National Resource Services
Attention Budget and Financial Budget (one document)

Resource Directory

Employment

Employment Tips
Job Application Example
Interview Tips
Sample Interview Questions
Interview Questions for You to Ask

Computer and Internet Tips

Windows Short Cuts:

(work for PC's but not Mac's)

1. **CTRL+A** - Select all content
2. **CTRL+ B** – Bold
3. **CTRL+C** - Copy file or content
4. **CTRL+ I** – Italicize
5. **CTRL+ P** – Print
6. **CTRL + S** - A great “quick save” for a document or spreadsheet
7. **CTRL+ U** – Underline
8. **CTRL+ V** - Paste file or content
9. **CTRL+ X** - Cut file or content
10. **CTRL+ X** - Cut file or content
11. **CTRL+ Z** - Undo; like the ‘back’ arrow
12. **Windows Logo + D** - Minimizes all open windows and displays the desktop
13. **ALT+TAB** - Shuffle through open programs
14. **TAB** - Use tab as a quick way to move around forms (including username/password entries). It's quicker than the mouse!

Search Engine Quick Tips

Here are some of the more frequently used search engines available. They are quite different from each other, so take a little time to see the value of each one ~

[Ask.com](#), [Google](#), [Yahoo! Search](#), [Craigslist](#), [Monster.com](#), [Metacrawler](#), [WebCrawler](#), [AltaVista](#)

And here are some tips for quick and accurate searching:

- Use six to eight key words, preferably nouns.
- Most users submit only one or two key words per search, which is not enough for an effective query.
- Avoid verbs. Use modifiers if they help define your object more precisely, e.g. “feta cheese” rather than just “cheese.”
- Spell carefully, and try alternative spellings.
- “and” or “+” between key words means: “I want only documents that contain both or all words

Tips for Qualifying Internet Sources

Be sure to check:

1. Authority -- Who owns/operates the server/site? Where is it located?
2. Coverage -- Is the material relevant?
3. Objectivity and Accuracy -- How accurate, objective, balanced is the site?
4. Currency -- Is the information up to date?

Some of the clues you will find at the end of a URL are:

URL	STANDS FOR	URL	STANDS FOR
.org	Non-profit organization	.state .us	State or Local Government
.gov	Government (State, Federal, Local)	.edu	Educational (School or College)
.museum	Museum	.biz	Business
.info	Informational	.com	Commercial
.coop	Business Cooperative	.pro	Professional
.aero	Aviation	.net	Personal page from a private net provider
/users	Personal page from a private net provider	/members	Personal page from a private net provider
~name	Personal page from a private net provider	.name	An individual's web address

(~ is pronounced "tilde") (Warning: some non-profit groups are not harmless.)

Online surfing tips

Many of us have fallen prey to the mesmerizing internet... Searching and searching as questions and desires come faster than the answers. The internet is such a powerful tool we must use it with conscious caution and go 'controlled crazy'. Here are a few tips to maintain a thread of reality while you are searching and researching ~

1. **Surf when you have TIME to surf.** Getting caught in the Web is like walking by a TV and getting 'sucked in' only worse!
2. **Document where you started.** It's very easy to walk away from a computer after spending several hours following a myriad of leads only to find out you really don't have any useable information. If you are on a 'tangent', stay focused and write down other avenues to explore during another session.
3. **Keep track of time.**

Email Warnings

1. **Beware of SCAMS. Advice on Scams: Scambusters** <http://www.scambusters.com/> gives information about how to avoid becoming a victim of identity theft, or of frauds such as pyramid selling, or money laundering scams. The **Office of Fair Trading** describes SCAMS as:

Scheming Crafty Aggressive Malicious

Their advice is that *"If it looks too good to be true it probably is!"*

1. **Nigerian "419" email fraud:** These are emails from Africa offering to share huge sums of money with you if you let them use your bank to help them get it out of the country. They ask for your bank account details and an administration fee. But it's a scam. If you comply and pay a small administration fee, then there'll be some complication and more money will be requested - again and again. The big money for you will never materialize. At worst you might get an invite to Africa where being held to ransom is a further threat.
2. **Lotteries and Prize Draws:** You may get emails saying you are a winner in an overseas lottery or prize draw and asking for your bank account details so that the cash can be transferred. You may also be asked to send money in order to claim your prize. These are scams.
3. **Phishing:** Many Internet fraudsters use a technique called "phishing" - sending out hoax emails, which look like they have come from your Bank or other online account such as Ebay Paypal. These often say that there has been a problem with unauthorized access to your account, or that you need to reconfirm your details for security reasons. Links in the email would take you to a page that could look like it belongs to your bank, where you will be asked to enter your passwords and personal information. If you followed these instructions and entered your details you would be enabling the fraudsters to access your accounts. It might be safer to use a search engine to find the web site of your bank than a link in an unverifiable email.

Internet Shopping Safety Tips

http://www.microsoft.com/protect/yourself/finances/shopping_us.msp

ASA J. PETERS

1514 Campbell, D1 Jefferson City, Missouri 64108
(816) 667-0421 (816) 992-1421

AREAS OF RELEVANT SKILL

Multi-dimensional individual with experience as **heavy equipment operator, driver, or laborer** with technical knowledge in surveying, welding, and general maintenance. Excellent safety record and willingness to do more than what is expected. Communicate and interact effectively with diverse cultures.

- **Heavy Equipment Operations:** Forklift, Tractor, Loader, Backhoe, Motor Grader, Track Loader, Bulldozer, Bobcat Skid/Steer Loader, Scraper
- **Driver:** Dump Truck, Over-the-Road
- **Technical:** Surveying, Welding
- **Maintenance:** General, Preventative, Carpentry, Painting

EDUCATIONAL BACKGROUND

Linn State Technical College

Heavy Equipment Operator Certificate Course

Welding; Blueprint Interpretation; Surveying; Preventative Maintenance

American Truck Driving School

Over-the-Road Truck Driving Certificate Course

Northwest Missouri Community College

Introduction to Computer Information Systems; Basic Programming; Data Files; Structural Programming; Microcomputer Operating Systems

EMPLOYMENT HISTORY

TEMPORARY ASSIGNMENTS, Jefferson City & Cameron, MO

- Store Clerk/Stocker
- Library Clerk/Data Entry Clerk
- Computer Operator/Data Entry Clerk
- Chapel Head Clerk
- AM/PM Baker/Store Clerk

LINN TECHNICAL COLLEGE, Linn, MO

- Maintenance Technician – General maintenance, cleaning, carpentry, and lawn care.

SPRINGFIELD PARKS AND RECREATION DEPARTMENT, Springfield, MO

- Laborer, Park Maintenance

MAZZIO'S PIZZA, Springfield, MO

- Delivery Driver

DRIVEWAY PAVING, Toledo, OH

- Dump Truck Driver/Laborer

NORTH AMERICAN VAN LINES, Ft. Wayne, IN

- Over-The-Road Driver

This resume example created by and for *Expert Résumé's for People Returning to Work*

Wendy S. Enelow and Louise M. Kursmark
2003 JIST Publishing Inc. Indianapolis, IN

ARTHUR F. ECK, JR.

639 Arcadia Street Rochester, NY 12239
387-458-3241

OBJECTIVE

BREAKFAST and LUNCH COOK

To assist a restaurant in attracting and retaining a strong customer base,
by applying a passion for the culinary arts and a strong work ethic.

PERSONAL PROFILE

- Experience working in a kitchen environment, filling orders and developing menu items.
- Ability to get the job done by employing critical thinking and problem resolution skills.
- Work well as a team player and independently with very little supervision.
- Received commendations for being dependable and hardworking.
- Bilingual, Spanish and English.

COOKING SKILLS

- ✓ Prepared a selection of entrees, vegetables, desserts, and refreshments.
- ✓ Cleaned the grill, food preparation surfaces, counters, and floors.
- ✓ Met high quality standards for food preparation, service, and safety.
- ✓ Trained and supervised workers.
- ✓ Maintained inventory logs and placed orders to replenish stocks of tableware, linens, paper, cleaning supplies, cooking utensils, food, and beverages.
- ✓ Received and checked the content of deliveries and evaluated the quality of meats, poultry, fish, vegetables, and baked goods.
- ✓ Oversaw food preparation and cooking.

RESTAURANT EXPERIENCE

Kitchen Worker – State of New York (Coxsackie Correctional Facility); Coxsackie, NY

Short Order Cook – Rockies Breakfast Bar; Rochester, NY

Prep Cook/Laborer – New World Diner; Rochester, NY

Lunch and Dinner Cook – Albany's Italian American Restaurant; Albany, NY

MILITARY SERVICE

U.S. Navy – Machinist Mate E-3 – *Honorable Discharge*
GED obtained

HOUSING

Like the Fair Shake [Find A Job](#) page, the Housing Search page lists search engines to find housing near you. In addition to the websites listed below, there is a lot more information in the [Resource Directory](#) and in Reentry Guides section below the Search Box.



Aunt Bertha

Aunt Bertha is a social care network that connects people and programs — making it easy for people to find social services in their communities. To do this, we've verified and added hundreds of thousands of programs covering every county in the US.



2-1-1

A phone number and a website! Not sure where to turn? We are here for you. **211 receives more requests for help with finding housing or shelter or paying utilities bills (over 4.4 million each year) than for any other issue.**

Homeless Shelters and Service Organizations:

National list of homeless shelters and other services homelessshelterdirectory.org/

Find the Housing Authority Near You!

A nearly-complete list. Some others are located on the Fair Shake website under State and Local Reentry Guides.

https://www.hud.gov/program_offices/public_indian_housing/pha/contacts



Section 8: Frequently Asked Questions

What is Section 8 Housing?

The actual name of the program commonly known as "Section 8" is the Housing Choice Voucher Program, a federally funded program that subsidizes rent for eligible participants. It is designed to assist very low-income families or individuals. A housing subsidy is paid directly to the landlord on behalf of a participating family/individual.



How do I apply for Section 8 housing?

Contact your local [Public Housing Authority](#).

For further assistance, contact the Housing and Urban Development office nearest you.

Does my criminal record ban me from public housing?

There are only 2 convictions for which a PHA must prohibit admission:

- If any member of the household is subject to a lifetime registration requirement under a State sex offender registration program; and,
- If any household member has ever been convicted of drug-related criminal activity for manufacturing or production of methamphetamine on the premises of federally assisted housing.



Maurice Sprewer

414.874.1657 (list the BEST contact number you have)

Maurice.sprewer@dwd.wisconsin.gov

(be sure that your email address is professional)

EXAMPLE of a FUNCTIONAL Resume'

Production Worker and General Laborer Committed to Safety and Quality

(personal branding statement - describes position and a quality that makes you great at it)

Summary of Skills: *(make sure the skills are relevant to the job you are applying for - usually found in the job description)*

- Sorting, grading, weighing, and inspecting products, verifying and adjusting product weight or measurement to meet specifications.
- Observing machine operations to ensure quality and conformity of filled or packaged products to standards.
- Monitoring the production line, watching for problems such as pile-ups, jams, or glue that isn't sticking properly.
- Attaching identification labels to finished packaged items, or cut stencils and stencil information on containers, such as lot numbers or shipping destinations.
- Stocking and sorting product for packaging or filling machine operation, and replenishing packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, ink, or labels.
- Packaging the product in the form in which it will be sent out, for example, filling bags with flour from a chute or spout.
- Inspecting and removing defective products and packaging material.
- Starting machine by engaging controls.
- Removing finished packaged items from machine and separate rejected items.
- Counting and recording finished and rejected packaged items.
- Stopping or resetting machines when malfunctions occur, clearing machine jams, and reporting malfunctions to a supervisor.
- Removing products, machine attachments, or waste material from machines.
- Transferring finished products, raw materials, tools, or equipment between storage and work areas of plants and warehouses, by hand or using hand trucks.
- Packing and storing materials and products.
- Helping production workers by performing duties of lesser skill, such as supplying or holding materials or tools, or cleaning work areas and equipment.
- Counting finished products to determine if product orders are complete.
- Measuring amounts of products, lengths of extruded articles, or weights of filled containers to ensure conformance to specifications.
- Following procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mixing water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Loading and unloading items from machines, conveyors, and conveyances.
- Operate machinery used in the production process, or assist machine operators.
- Placing products in equipment or on work surfaces for further processing, inspecting, or wrapping.

Relevant Production and General Labor Experience

General Laborer (Position while incarcerated)

State of Wisconsin / Badger State Industries / FBOP *(whichever applies)*

year - year

City, State

Previous Relevant Employment

Previous Employer

year - year

City, State

Other Experience

Previous Relevant Employment

Previous Employer

year - year

City, State

Education

Relevant Education

(Relevant Degree / Diploma)

*Created by Maurice Sprewer Employment & Training Specialist / Reentry Coordinator
DWD / Job Service 4201 N. 27th Street Suite 602 Milwaukee, WI 53216*

Write Your Business Plan!

This text is from the Small Business Administration website:

<https://www.sba.gov/business-guide/plan-your-business/write-your-business-plan>

Traditional business plan format: When you write your business plan, you don't have to stick to the exact business plan outline, but it would be wise to use the sections that make the most sense for your business and your needs. Traditional business plans use some combination of these nine sections.

Executive summary: Briefly tell the reader what your company does and why it will be successful. Include your mission statement, your product or service, and basic information about your leadership team, employees, market and location. Include a brief financial summary and plans for growth, especially if you plan to ask for financing.

Company description: This is where you will share detailed information about your company. Be specific. Describe the problems your business solves. Describe the consumers, organizations, and businesses your company plans to serve. Explain your competitive advantages. Are there experts on your team? Have you found the perfect location for your store? Why are you so passionate about the product or service to see the project through to become a solvent business? This is the place to extol your strengths.

Market analysis You'll need a good understanding of your industry, what is in store for the future, and your target market. Competitive research will show you what other businesses are doing and what their strengths are. In your market research, look for trends and themes. What do your competitors do? Why does, or doesn't it work? Can you do it better?

Organization and management: Describe how your company will be structured, who will run it and how it will be managed. What is the legal structure of your business? A C corporation, S corporation, B corporation, a non-profit corporation? Will you have a partnership? If not, will you simply be a sole proprietor or possibly a limited liability company (LLC)? Consider all options before you file with the IRS or state regulators.

Use an organizational chart to lay out who's in charge of what. Describe the qualities each team member will bring to contribute to the success of your venture. Consider including resumes of key team members.

Service or product line: Describe what you sell or what service you offer. Explain how the product or

service benefits your customers and what the product lifecycle looks like. Share your plans for owning your intellectual property, like trademark, copyright or patent filings. If you're doing research and development for your service or product, explain it in detail.

Marketing and sales: There's no single way to approach a marketing strategy. Your strategy should include the reception for your audience and your advertising outlets. It should also include flexibility should your product, service or messaging need to change slightly. How will you attract and retain customers? Where and how will you sell your products or services? Be clear! You'll need to refer to this section later when you share your financial projections.

You'll refer to this section later when you make financial projections, so make sure to thoroughly describe your complete marketing and sales strategies.

Funding request: Your goal here is to clearly explain your funding needs for the next 5 years. How much will you need? What will you use it for? Demonstrate how your profits will keep your business fluid while you're able to pay off a loan. Or would you prefer to take on investors? Give a detailed description of how you'll use your funds. Specify if you need funds to buy equipment, materials, cover payroll or other specific bills. Include your strategy for paying off debt or selling the business.

Financial projections: Here you want to convince the reader that your business plan is stable, will remain solvent and will be a financial success. List the collateral you will put up against a loan. Provide a prospective financial outlook for the next five years. Include forecasted income statements, balance sheets, cash flow statements, and capital expenditure budgets. For the first year, be very specific. Use monthly projections if possible. Make sure to clearly explain your projections, and match them to your funding requests. This is a great place to use graphs and charts to tell the financial story of your business.

Appendix: Use your appendix to provide supporting documents or other materials were specially requested. Common items to include are credit histories, resumes, product pictures, letters of reference, licenses, permits, patents, legal documents, advertisements from competitors, trade news about your product, materials, or services, any contracts you may have now or which are on the table.

Tips for Writing a Business Plan



What is a business plan and why do I need one?

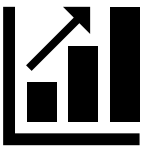
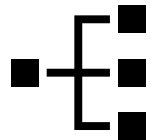
A business plan describes the strategy that the creators of an organization plan to follow as they build a new business...for instance, what steps will you take to start the business, and then what steps will you take to grow the business? The plan includes a description of the products or services that will be offered by the business, the customers, location, competitors, anticipated expenses, profit margin, plan to bring in employees, licensing or other special requirements and details specific to each industry, such as product shelf life and or cost of training staff. It should be written as a 3-to-5-year plan that includes short term and long-term goals. A business plan includes the mission statement and the vision for the organization. Use them to guide your structure and strategy. Business owners who need funding from another source to start the business – whether loans, grants or investors – will need a business plan to convince the grantors, lenders or investors that the business is a good investment.

A BUSINESS PLAN IS USUALLY REQUIRED TO OBTAIN FUNDING OR ATTRACT BUSINESS PARTNERS.

Is a business plan good for anything besides applying for funding?

Certainly. A business plan will guide you through the beginnings of your business. It will serve as a guide to get started, a measuring tool to keep you on track and a tool box notice problems and address them when they arise.

A business plan helps you monitor your cash flow, time and production rate to help you capture all of the aspect of creating your goods or services. It can be helpful in securing employees so you can attract a team that clearly sees and embraces your vision. It also provides a vision for potential partners or complementary business relationships, which can grow your business, or improve the environment for your business category.



If you can, incorporate graphs, charts, and visual displays of research, statistics and projections. They help readers stay engaged and visual descriptions appeal to different learning styles. They can also provide quick references.

Be prepared to make changes as the business develops!

Business Plan Basics:

- 1. Executive summary**
- 2. Company description**
- 3. Market analysis**
- 4. Organization and management**
- 5. Describe your services or products**
- 6. Marketing and sales goals**
- 7. Request funding**
- 8. Financial projections**
- 9. Appendix**



National Reentry Resources (besides Fair Shake)

2-1-1 or www.211.org Dial 211 or visit the website!

211 is a vital service that connects millions of people to help every year. Simply call 211 or search for 211 online. Program of United Way.

Services include:

Supplemental food
Shelter, housing, utilities
Emergency / disaster relief
Employment opportunities
Education opportunities
Veterans services

Health care
Rehab and addiction services
Reentry Resources
Support groups
Safe path away from abuse



Aunt Bertha: <https://www.auntbertha.com/>

Search for free or reduced cost services like medical care, food, job training, etc. People can create profiles, connect with resources, and save searches...or search anonymously anytime.

Positive Transitioning: 614-573-0464 or 844-392-9695

CALL FOR RESOURCES: Employment, Housing, Education, and Legal Assistance. - 24/7 Resources and Listening Line Are you looking for resources? Give us a call! Also sign up for coaching, enroll in classes and connect to a mentor or become a mentor. www.positivetransitioning.org

Help Yourself Therapy:

www.helpyourselftherapy.com/

SELF-Therapy For People Who ENJOY Learning About Themselves. Free, confidential, practical advice from a therapist. Everything is easy to understand and to use. Self-disclosure is never needed. Completely confidential.



Help Yourself Therapy

Homeless Accommodation Directory: www.homelessshelterdirectory.org/

Transitional Housing www.transitionalhousing.org

Food Pantries and Soup Kitchens: www.homelessshelterdirectory.org/foodbanks/

Employment Related:

Clothes For Women: **Dress For Success** <https://dressforsuccess.org/>

Clothes For Men: **Career Gear** <https://www.careergear.org/>



careeronestop

U.S. Department of Labor

Career One Stop www.careeronestop.org

Your source for career exploration, training & jobs.

Vital Records www.cdc.gov/nchs/w2w/

Where to write, or where to go, to obtain birth, death, marriage and divorce certificates.

Social Security new or replacement card: <https://www.ssa.gov/ssnumber/>

HOUSING

Like the Fair Shake [Find A Job](#) page, the Housing Search page lists search engines to find housing near you. In addition to the websites listed below, there is a lot more information in the [Resource Directory](#) and in Reentry Guides section below the Search Box.



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Aunt Bertha is a social care network that connects people and programs — making it easy for people to find social services in their communities. To do this, we've verified and added hundreds of thousands of programs covering every county in the US.



2-1-1

A phone number and a website! Not sure where to turn? We are here for you. **211 receives more requests for help with finding housing or shelter or paying utilities bills (over 4.4 million each year) than for any other issue.**

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National list of homeless shelters and other services homelessshelterdirectory.org/

Find the Housing Authority Near You!

A nearly-complete list. Some others are located on the Fair Shake website under State and Local Reentry Guides.

https://www.hud.gov/program_offices/public_indian_housing/pha/contacts



Section 8: Frequently Asked Questions

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- If any member of the household is subject to a lifetime registration requirement under a State sex offender registration program; and,
- If any household member has ever been convicted of drug-related criminal activity for manufacturing or production of methamphetamine on the premises of federally assisted housing.



Attention Budget Worksheet

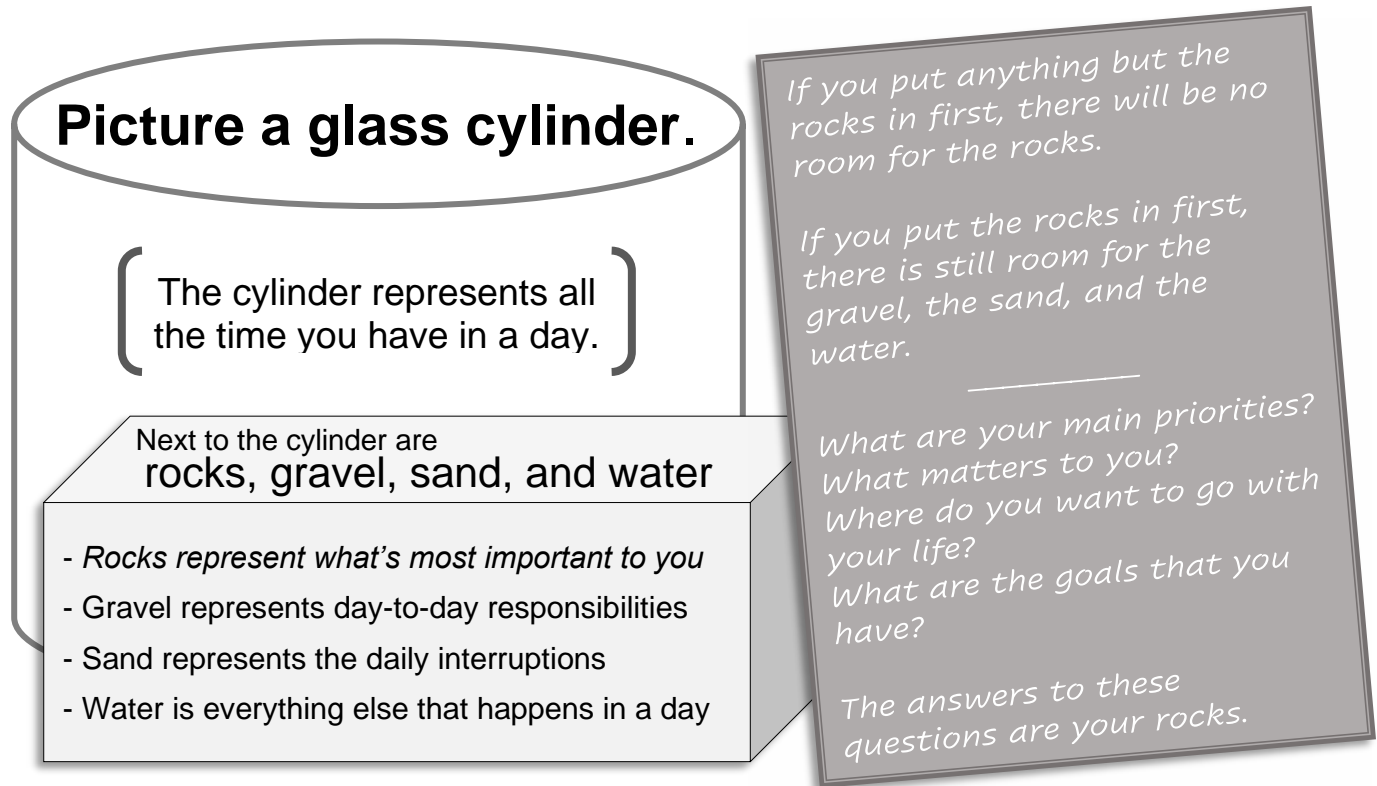
Time Invested in		Planned	Actual Time Spent
Daily	Work		
	Work		
	Travel time to and from everything		
	Other Travel...for errands, etc		
	Food		
	Shopping (perhaps certain days per week?)		
	Meals – cooking		
	Meals – cleaning up		
	Meals – away from home		
	Exercise		
	Walk, stretch		
	Aerobic – elevate your heartbeat!		
	Meditation / Yoga		
	Thinking		
	Planning and Prioritizing		
	Evaluating (how effective was your plan?)		
	Reflecting		
	Meditation / Mindfulness		
	Reading		
	Frequent		
	Family (at home / visiting)		
	Other		
	Friends		
	Possibilities		
	Hobbies		
	Classes and Homework (if in school)		
	Personal care: bathing, dressing, hair, teeth, etc.		
	Media		
	Television, movies, YouTube®, electronic games		
	Social Media, Text		
Weekly	Weekly cleaning		
	Events with Family and Friends		
	Intentionally building your gift, yourself, your world		
	Travel time		
	Paying bills, balancing money		
	Services		
Monthly	Auto care		
	Volunteering		
Surprise Events			
Totals:		Planned	Actual Time Spent
Time alone: doing stuff			
Time alone: thinking, reflecting, reading (books)			
Quiet time with others			
Active time with others			
Time with Gizmos, Electronics and Screens			
Time dedicated to living your life in the fullest sense.			
Time connecting to your own life and all life.			

MANAGE YOUR PRECIOUS TIME!

ATTENTION BUDGET Deeply connected to your financial budget!

THIS IS THE FIRST DRAFT! I've included what this one mind of mine could think of; I'd love to hear from you to provide a more accurate range of options!

Steven Covey's great metaphor for managing our time; from his book First Things First:



The world demands your attention! Everyone tries constantly to get your attention. Set boundaries! Make your goals your priority! Slight changes to your path are like a compound-interest investment in your life!

Commit to goals as if they are appointments with your future self. YOU are important. Your goals are important. Goals are proactive, not reactive. Goals help us determine our "no" and our "yes" for investing our time.

All security experts agree: Trust no-one.

- Stay skeptical.
- Turn off cookies.
- Limit tracking as much as possible.
- Don't say anything stupid; don't use hate speech
- Thou shalt not overshare, or share data about friends.
- If the product is free, it means that you are the product.
- Limit your time on each platform (fb, twitter, instagram, et al.)
- Privacy is a myth. Assume if it's on the phone it'll be published.
- Don't live your life online. Take a walk, play a musical instrument, build furniture, live in the real world.

You have to decide what your highest priorities are and have the courage – pleasantly, smilingly, non-apologetically – to say 'no' to other things. And the way to do that is by having a bigger 'yes' burning inside.

- Steven Covey

"Trying to be "safe" while using a "smart" phone is like trying to keep water out of a submarine with a screen door."

"If you join Facebook, you relinquish your privacy."

"When you receive an email from someone that wants to share their fortune with you, do not reply or click on the links!"

You can turn off media, social media, phone, text: YOU set the boundaries. No communication after 8 pm? Sundays? You choose your limit. With your time managed, you can invest time online...time digging for information, learning new things, listening to guided meditations, music and pontificators.

Financial Budget Worksheet

Category	Item	Amount	Due Date
Home	Rent or House Payments		
	Property Tax		
	Insurance		
Other Home Expenses	Electric		
	Gas or Oil		
	Water and Sewer		
	Repairs		
	Maintenance and Fees		
Technology	Land-Line		
	Cellular		
	Cable / Satellite / Internet		
Transportation	Car Payment		
	Gas		
	Auto Insurance		
	Repairs / Maintenance		
	Other Transportation		
Health Insurance	Insurance		
	Monthly Medical Expenses		
Debt Payments: Loans, Credit Cards,			
Food	Groceries		
	Dining Out		
Family Expenses			
Other Expenses	2 nd car, loan or credit card?		
Surprise Expenses			
<u>MONTHLY SAVINGS:</u>	Total		
	Average Monthly Expense		
	Grand Total		

Annual Expenses	Subscriptions and Memberships		
	Vehicle Registration		
	Dental or Other Medical		
	Donations		
Total Annual Expenses			
Divide total by 12			
Result: Average Monthly Expense			

BUDGET SUCCESS by INTENTION: Break the Paycheck-to-Paycheck Cycle!!

Give Every Dollar A Job. Not just the necessities like bills and groceries. You also assign your money to going out, beers, fun stuff, travel – anything you spend your money on, it goes in the budget.

Embrace Your True Expenses. What are often overlooked are the once every year or once every few months spends. Better to save for an emergency fund right now than pay down credit cards or loans.

Roll With The Punches. Everyone overspends. Oh yes they do. Any budget should be flexible enough to deal with overspend

'Age Your Money': pay your bills with money that's been sitting in your bank account for two weeks.

Buy smarter. Cook: buy fresh and bulk foods and eat better! Work a second job. Make a budget. Be unwilling to accept credit card debt; pay cards in full each month or get rid of them. Be honest about your spending habits and adjust them honestly, too.

NATIONAL FINANCIAL RESOURCES

America's Debt Help Organization: Debt.org
5750 Major Boulevard Suite 350
Orlando, FL 32819 <https://www.debt.org/>



Need Help Now? Call Us (877) 764-5798

Here's what they say about themselves: Debt.org is America's Debt Help Organization, serving the public with thorough, accurate and accessible information online about financial well-being. We strive to help people in all stages of life. The content on Debt.org is designed for anyone who desires a sound financial future, wants to get out of debt or wants to stay out of debt. Our goal is to be the only financial resource you need to deal with your debt.

Financial Literacy



Money Smart for Adults

<https://www.fdic.gov/consumers/consumer/moneysmart/adult.html>
14 Money Smart for Adults Training Modules

Money Smart para Adultos

<https://www.fdic.gov/consumers/consumer/moneysmartsp/adult.html>
14 módulos de capacitación de Money Smart para Adultos

Financial Education for Adults

Tools and Resources. The Consumer Financial Protection Bureau (CFPB), is a government agency that makes sure banks, lenders, and other financial companies treat you fairly.

<https://www.consumerfinance.gov/consumer-tools/educator-tools/adult-financial-education/tools-and-resources/>



Benefits after Incarceration: What You Need To Know

An individual released from incarceration may be eligible for Social Security retirement, survivors, or disability benefits Call to see if you qualify 1-800-772-1213

<https://www.ssa.gov/reentry/benefits.htm>



U.S. Government Services and Information <https://www.usa.gov/#tpcs>

Benefits, Grants, Loans; Consumer Issues, Disability Services, Education Health, Housing, Jobs, Military and Veterans, Taxes, Small Business, Voting and a LOT more.

Advocacy - Justice Involved Organizations

Prisoner Visitation and Support (PVS) is a volunteer visitation program to Federal and Military prisoners throughout the United States.

1501 Cherry St
Philadelphia PA 19102
Phone: (215) 241-7117
PVS@afsc.org

<http://www.prisonervisitation.org/>

Advocacy - Justice Involved Organizations

Are you facing a legal issue, or just looking for more information about a specific legal topic? FindLaw's Learn About the Law section is the perfect starting point. Learn About the Law features informational articles about a wide variety of legal topics, as well as specific information about subjects such as how to hire an attorney and understanding your state's unique laws.

<http://www.findlaw.com/>

Citizenship - Birth Certificate

Vital Records Services

By state statute, the Wisconsin Vital Records Office requires a written application and fee for searching for any vital record. We do not provide free searches or verifications, such as confirming that a certificate is on file or verifying the date of an event. By state statute, the Wisconsin Vital Records Office cannot accept telephone orders for birth certificates or other vital records. All fees must be made by check or money order payable through a U.S. financial institution in U.S. currency.

<https://www.dhs.wisconsin.gov/vitalrecords/index.htm>

Citizenship - Birth Certificate

2 N. Meridian St.
Indianapolis, IN 46204
317-233-1325

Toll-Free: 1-800-382-9480

The certificate will cost \$100.00 plus \$4.00 for each additional copy.

https://www.in.gov/health/vital-records/order-now/#Order_through_Indiana_Department_of_Health

Citizenship - Birth Certificate

WI Vital Records Office
1 West Wilson Street
P.O. Box 309
Madison, WI 53701-0309
608-266-1373

Remarks: from 1907.

<https://www.dhs.wisconsin.gov/vitalrecords/record.htm>

Citizenship - Community Development

2414 W Vliet St,
Milwaukee, WI 53205
Phone:(414) 933-2215

ACTS makes it possible for low income families to become home owners. We provide financial counseling, real estate brokerage, rehab expertise, and through ACTS Lending, Inc., rehab loans, so that low income families can viably purchase a home and make it safe and livable.

<http://actshousing.org/>

Advocacy - Justice Involved Organizations

122 Commerce Street
Montgomery, AL 36104
(334) 269-1803

EJI is committed to ending mass incarceration and excessive punishment in the U.S., challenging racial and economic injustice, and protecting basic human rights for the most vulnerable people in American society. EJI is working to end our misguided reliance on over-incarceration.

<https://eji.org/criminal-justice-reform/>

Citizenship - Birth Certificate

Certified copies of birth and death certificates are available from the Indiana State Department of Health

<http://www.in.gov/isdh/20444.htm>

Citizenship - Birth Certificate

841 N Broadway # 115,
Milwaukee, WI 53202
Phone:(414) 286-3516

<http://city.milwaukee.gov/home>

Citizenship - Birth Certificate

901 N. 9th Street, Courthouse Room 103
Milwaukee WI 53233-1458
414-278-4002

To qualify to receive a certified copy of a birth certificate, applicants at the counter will be asked to present two items of secondary identification. A valid street address, not a P.O. Box, is required for all counter applications.

To apply for a free birth record in-person or via U.S. mail two forms must be submitted:

Form #1 - REQUEST FOR FREE BIRTH RECORD

Form #2 - BIRTH CERTIFICATE APPLICATION

Applicants must be at least 17 years of age

Only one free birth record will be given per applicant.

Free birth records will be given only to persons who are current residents of Milwaukee County.

(Non-residents born in Milwaukee County are not eligible.)

<http://county.milwaukee.gov/RegisterofDeeds7722.htm>

Citizenship - Birth Certificate

We work directly with hundreds of government agencies nationwide to provide consumers with the ability to securely order their vital records online. Government agencies across the nation trust VitalChek to handle your vital record orders, and you can too.

https://www.vitalchek.com/order_main.aspx?event_type=birth

Citizenship - Consumer Services

The Consumer Services Guide is searchable directory of resources which can help you with consumer problems and questions. This link directs you to the Categories page, where you can search topics to find national, state and local resources.

<http://www.consumerservicesguide.org/resources/national/browse/category/>

Citizenship - Consumer Services

Consumer advice, including what to do if you were scammed.

<http://www.consumer.ftc.gov/>

Citizenship - Consumer Services

NACAs mission is to promote justice for all consumers. We provide a forum for communication, education, networking, and information-sharing among consumer advocates across the country. We also serve as a voice for consumers in the ongoing struggle to curb unfair or abusive business practices that harm consumers. The National Association of Consumer Advocates (NACA) is a nonprofit association of more than 1,500 attorneys and consumer advocates committed to representing consumers interests.

<http://www.consumeradvocates.org/>

Citizenship - Department of Motor Vehicles

Driver Information Section

P.O. Box 7983

Madison, WI 53707-7983

(608) 264-7447

<https://dlguides.wi.gov/>

Citizenship - Expungement

2212 N. Dr. Martin Luther King Jr Drive

Milwaukee, WI 53212

(414) 627-0067 or (888) 362-3993

Clean Slate Milwaukee is a second chance Re Entry organization that specializes in expungement of criminal records as an effort to promote equal opportunity to employment housing and higher education. The Mission of Clean Slate Milwaukee to promote equal opportunity and equal access to employment, housing, and higher education for men and women that have non-violent criminal backgrounds.

<http://www.cleanslatemke.org/>

Citizenship - Legal Assistance

Mailing Address:

State Bar of Wisconsin

P.O. Box 7158

Madison, WI 53707-7158

1-800-362-9082

If you have a legal problem and you're looking for an attorney or other legal assistance in Wisconsin, the State Bar of Wisconsin Lawyer Referral and Information Service (LRIS) is here to help you figure out if you need to hire a lawyer, and how to proceed if you do. Reduced Fee Services

<http://www.wisbar.org/forPublic/INeedaLawyer/Pages/i-need-a-lawyer.aspx>

Citizenship - Legal Assistance

Indiana Legal Services, Indiana Justice Services Offices throughout the state

Provides low-cost legal services to low-income, elderly, migrant farm worker clients. Click "Find Legal Help" tab for regional offices.

<http://www.indianalegalservices.org/>

Citizenship - Protection from Discrimination

National Headquarters

4805 Mt. Hope Drive

Baltimore, MD 21215

Citizenship - Consumer Services

This is the states one-stop resource for consumer information and education brought to you by the Indiana Attorney General's Consumer Protection Division.

Here you can find the answers to questions on the minds of many Hoosier consumers just like you.

Information on current topics such as identity theft, schemes and scams in the marketplace, rising fuel prices, prescription medication and recalled products is just a click away.

<http://www.in.gov/attorneygeneral/2336.htm>

Citizenship - Consumer Services

Toll-Free Consumer Hotline: 800-638-2772 (TTY

800-638-8270) 8 a.m. - 5.30. p.m. ET

CPSC is committed to protecting consumers and families from products that pose a fire, electrical, chemical, or mechanical health hazard.

<http://www.cpsc.gov/>

Citizenship - Department of Motor Vehicles

Indiana Government Center North

100 North Senate Avenue 4th Floor

Indianapolis, IN 46204

800-457-8283

<https://www.in.gov/bmv/>

Citizenship - Legal Assistance

7863 Broadway Street

Suite 205

Merrillville , IN 46410

219-738-6040

Citizenship - Legal Assistance

The ACLU has an affiliate in every state and Puerto Rico. Affiliates handle requests for legal assistance, lobby the state legislatures and host public forums throughout the year. Find your local affiliate by visiting their website.

<https://www.aclu.org/affiliates>

Citizenship - Legal Assistance

401 North Fifth Street, Suite 200

Wausau, WI 54403

715-842-1681

A non-profit law firm dedicated to providing free legal services to eligible low-income people living within the 33 northern counties of Wisconsin and to Native Americans statewide.

<https://www.judicare.org/>

Citizenship - Protection from Discrimination

The ACLU works in courts, legislatures, and communities to defend and preserve the individual rights and liberties that the Constitution and the laws of the United States guarantee everyone in this country.

<https://www.aclu.org/issues/smart-justice/re-entry>

Citizenship - Voting Rights

ACLU Voting Rights and Restrictions

<https://www.aclu.org/issues/voting-rights/voter-restoration/felony-disenfranchisement-laws-map?redirect=maps/map-state-criminal-disfranchisement-laws>

(877) NAACP-98 (toll free)
(410) 580-5777 (local)

Works to eliminate disparate treatment in all aspects of law enforcement and criminal-justice systems, including capricious racial profiling practices. Works to ensure fair and equitable trials and sentences. Works to ensure felony re-entry. Promotes a moratorium on the death penalty. The NAACP has offices in all 50 states, including Washington, DC. Please see their website for information on your local office.
<http://www.naacp.org/>

Citizenship - Social Security Card

Getting a replacement Social Security number (SSN) card has never been easier. As long as you're only requesting a replacement card, and no other changes, you can use our free online services from anywhere.

<https://www.ssa.gov/myaccount/replacement-card.html>

Citizenship - Voting Rights

ACLU Voting Rights and Restrictions

<https://www.aclu.org/issues/voting-rights/voter-registration/felony-disenfranchisement-laws-map?redirect=maps/map-state-criminal-disfranchisement-laws>

Clothing - Free Clothes

1131 N. 21st St
Milwaukee, WI 53233
414-344-5745 - Call about the availability of work-appropriate clothing.
Adult & Infant Clothing Rooms Open Mondays & Wednesdays
Casa Maria is a Catholic Worker community which takes in homeless women, families and refugees.
<http://casamariacatholicworker.weebly.com/>

Clothing - Free Clothes

325 E. North Ave
Milwaukee, WI 53212
(414) 412-5430
Meal site provides a clothing bank for the entire family. Walk-ins only.
3rd Saturday 11am-1pm.

Clothing - Free Clothes

5924 W. Burnham
Milwaukee, WI 53219 (West Allis)
414-541-7668
The center is open 10 a.m. to 2 p.m. Tuesdays, Wednesdays and Thursdays.

Clothing - Free Clothes

Located at 1936 N. 4th Street
Milwaukee, WI 53212
414-331-2391
(S/E corner of 4th and Brown St.)
Families in need receive a referral from the school with a voucher given by the school social worker. The families then visit the our store, turn in the voucher and our volunteers prepare a wardrobe for each child consisting of:
winter jacket, hat, mittens, scarf
5 pair socks

Citizenship - Voting Rights

Voting Rights for Formerly Incarcerated People
<https://www.aclu.org/issues/voting-rights/voter-registration/felony-disenfranchisement-laws-map?redirect=maps/map-state-criminal-disfranchisement-laws>

Clothing - Free Clothes

1702 W. Walnut Street
Milwaukee, WI 53205
414-933-1300
The Capuchin Clothes Closet is located at the House of Peace.

<http://www.capuchincommunityservices.org>

Clothing - Free Clothes

5919 W. National Ave
Milwaukee, WI 53214 (West Allis)
(414) 258-9023
Happiness for the Elder, Lonely and Poor~ gives clothes to the poor
To receive clothing, call first Walk-ins will not be served
Monday, Wednesday and Friday between 10:30 a.m. and 12 p.m. Although many of the calls to the HELP Center are placed by single mothers, any person can get clothes for him / herself and up to three children.
<http://mkehelpcenter.weebly.com>

Clothing - Free Clothes

2812 W. Wisconsin Ave
Milwaukee, WI 53208
414-933-7825
Free clothing ministry open on Wednesdays at 6 p.m., we ask that you arrive no earlier than 5:30.
<http://saintpaulsmilwaukee.com>

Clothing - Free Clothes

6119 W. Fond du Lac Ave
Milwaukee, WI 53218
414-463-3733
Hours: Tuesday-Friday 10am-2pm
Providing holistic ministry to the helpless, hopeless, and hurting. We offer ministries to meet the needs of the total person. Ministries include: food pantry, clothing closet plus more.
<http://www.landtministries.org>

Clothing - Free Clothes

2460 N 6th St
Milwaukee, WI 53212
Phone:(414) 372-3770
serves the 53212 zip code only
An emergency food pantry as well as a clothing exchange to meet family apparel needs.
The clothing pantry is open Monday through Friday, 10 A.M. to 2 P.M.
The Food Pantry is open Monday through Wednesday, 11 A.M. to 2 P.M.
Have Picture ID & Proof of residency/address (utility bill or mail from past 30 days)
<http://northcotthouse.org>

Clothing - Interview and Career Clothing

The mission of Dress for Success is to empower women to achieve economic independence by

5 pair underwear
2 pair pants
4-6 shirts
a sweater or fleece, school uniforms
when available a dress outfit and pajamas
*Also, we have a "give away" rack that may contain
some adult clothes, shoes, or whatever has been donated.
Milwaukee Public Transportation routes #19, #21, #40 and #80 are nearby.
<http://locmilwaukee.com>

Clothing - Free Clothes

5300 W. Lincoln Avenue
Milwaukee, WI 53219
(414) 671-2009
Urban Threads Clothing Distribution Center serves disadvantaged children as well as adults referred through Veterans Services, local churches and other social services organizations. Urban Threads offers brand new clothing, blankets, shoes, and coats.
<https://www.lsswis.org/LSS.htm>

Clothing - Free Clothes

5460 N. 64th Street
Milwaukee, WI 53218
(414) 463-7950
In addition to emergency food, we provide Clothing Bank every Wednesday-Friday from 9am-3pm
<http://www.ssnc-milw.org>

Computers and Technology - Equipment Internet and Training

Everyone On helps unlock social and economic opportunity by connecting low-income people to affordable internet service and computers, and delivering digital skills trainings. Find Low-Cost Internet Service, Computers and Free Training in Your Area!
<https://www.everyoneon.org/find-offers>

Education - Free Audio Books

Free cultural and educational media access.
<https://www.openculture.com/freeaudiobooks>

Education - Higher Education

Freshman Year for Free. Take tuition-free, high quality courses online from top institutions for college credit. Modern States Education Alliance is a non-profit dedicated to making a high quality college education free of cost and accessible to any person who seeks one. Its founding principle is that access to affordable education is fundamental to any philosophy that respects all individuals, and fundamental to the American dream. Modern States' initial program, Freshman Year for Free, is intended to let students earn up to one year of college credit without tuition or textbook expense. Modern States hopes to provide links for students to tutoring, mentoring and college advising groups as well.
https://modernstates.org/?gclid=EAlaIQobChMIoIO16uee9gIVl_3jBx34gQCHEAAYASAAEgKfRfD_BwE

Employment - Employment Services

6550 N 76th St,
Milwaukee, WI 53223

providing a network of support, professional attire, and the development tools to help women thrive in work and in life.
<https://dressforsuccess.org/affiliate-list/>

Education - Free Audio Books

Free public domain audiobooks. LibriVox has a huge selection of free audiobooks that are recordings of volunteers who have read chapters from books that are in the public domain.
<https://librivox.org/>

Education - Higher Education

A university that works for you. Our 100% online, tuition-free degree programs are designed to fit your life.
Programs: Business Administration, Computer Science, Health Science, Education, Associate Degree, Bachelor Degree, Master Degree

<https://www.uopeople.edu/>

Employment - Employment Services

We are dedicated to helping you find your next career! The National Urban League is a historic civil rights organization dedicated to elevating the standard of living in historically underserved urban communities. Founded in 1910, the National Urban League spearheads the effort of its local affiliates through the development of programs, public policy research and advocacy.
<http://www.nuljobsnetwork.com/>

Employment - Employment Services

2701 S Chase Ave,
Milwaukee, WI 53207
Phone:(414) 389-6600
<http://www.wisconsinjobcenter.org>

Employment - Employment Services

2342 North 27th Street
Milwaukee, WI 53210
Phone: (414) 270-1700
Employ Milwaukee serves as a resource conduit for walk-ins of justice involved individuals and/or families to direct them to the appropriate services within and/or outside of Employ Milwaukee.

<https://www.employmilwaukee.org/Employ-Milwaukee.htm>

Employment - Employment Services

2701 S Chase Ave,
Milwaukee, WI 53207
Phone:(414) 389-6600
Comprehensive Job Center serving the communities of Bay View, Cudahy, Franklin, Greendale, Greenfield, Hales Corners, Milwaukee, Oak Creek, Shorewood, South Milwaukee, St. Francis, Wauwatosa, West Allis and West Milwaukee.
<https://jobcenterofwisconsin.com>

Employment - Employment Services

802 West Historic Mitchell Street
Milwaukee, WI 53204
Phone: (414) 389-6500
The Latina Resource Center's bilingual, compassionate staff members are able to provide

Phone:(414) 760-6060

<http://rossprov.com>

Employment - Employment Services

1915 N. Dr. Martin Luther King, Jr. Dr
Milwaukee, WI 53212
Phone: 414-267-3291

<http://wisconsinjobcenter.org>

Employment - Employment Services

1915 N. Martin Luther King Dr. 1st Floor
Milwaukee, WI 53212
(414) 267-2422

<http://www.americaworks.com/locations/wisconsin>

Employment - Employment Services

10380 W Silver Spring Dr,
Milwaukee, WI 53225
Phone:(414) 466-5656

We work with companies in a variety of industries to fill everything from one-day gigs to temp-to-perm positions. So, whether you're a student on summer break, or a general laborer looking for extra income, we offer jobs that match every skill level and schedule.
<http://www.laborready.com>

Employment - Employment Services

2701 S Chase Ave,
Milwaukee, WI 53207
Phone:(414) 389-6000

We recognize that job-seekers and employers have unique challenges and situations, and our services are tailored to meet their needs.

<http://www.umos.org/workforce/index.html>

Employment - Employment Services

(888) 258-9966

A Comprehensive Job Center serving the entire state of Wisconsin!

<http://www.wisconsinjobcenter.org/directory/default.htm>

Employment - Employment Services

Tel: (262) 290-2299

America Works includes work readiness training, vocational training, career placement, career advancement, and employment retention services. Our mission is to equip each individual who comes to our offices with the right tools so that they are able to provide for themselves and their loved ones. People find employment, and employers find talent! Due to the Coronavirus Pandemic, you must contact the office first before you can engage in in-person services. Click on the link above to find the most up-to-date contact information!

<https://americaworks.com/virtual-contact-info/>

Employment - Job Training

7109 W National Ave,
West Allis, WI 53214
Phone:(414) 774-9675

crisis and/or ongoing safety and support services to women, men, teens, and children affected by a domestic violence situation or human trafficking situation. We're committed to working with job seekers to provide education and skills that are necessary to compete in the workplace.
http://www.umos.org/social_services/latina_resource_center.html

Employment - Employment Services

2212 N. Dr. Martin Luther King Jr Dr,
Milwaukee, WI 53212
(414) 627-0067 or (888) 362-3993

The Mission of Clean Slate Milwaukee to promote equal opportunity and equal access to employment, housing, and higher education for men and women that have non-violent criminal backgrounds.

<http://www.cleanslatemke.org>

Employment - Employment Services

America Works includes work readiness training, vocational training, career placement, career advancement, and employment retention services. Our mission is to equip each individual who comes to our offices with the right tools so that they are able to provide for themselves and their loved ones. People find employment, and employers find talent! Due to the Coronavirus Pandemic, you must contact the office first before you can engage in in-person services. Click on the link above to find the location nearest to you.
<https://americaworks.com/virtual-contact-info/>

Employment - Employment Services

237 South Street
Waukesha, Wisconsin 53186
262-544-4971

Dynamic Workforce Solutions is a national & internationally respected workforce training, consulting, management, and administrative services organization.

<https://dwfs.us/>

Employment - Job Training

Milwaukee Job Center Central (MAXIMUS)
4201 N. 27th Street, Suite 400,
Milwaukee, WI 53216
Phone: 414-203-8595

Fax: 414-203-8501

Welcome to the Job Center of Wisconsin!

Everything you need is right on our website and at many locations around Milwaukee - at no cost to you. Please visit our website for information about adult education, apprenticeship, job training and much more!

<https://jobcenterofwisconsin.com/Default.aspx>

Employment - Job Training

1730 West North Avenue
Milwaukee, WI 53205
414.906.2700

The ChefStart Culinary and Job Readiness Training

Employment - Job Training

HIRE Center - dislocated workers
2338 North 27th Street
Milwaukee, WI 53210
414-385-6920
Fax: 414-385-6930

A dislocated worker is someone who has been laid off from their previous employer or received notification of a company closure or massive layoff; hence, will become dislocated from employment with slim chances of returning to their previous employer. At the HIRE Center, participants can take advantage of a range of services to help them obtain new employment, increase their marketability, and enhance their earning potential. Those services include vocational assessment, employment counseling, case management, occupational retraining, adult basic education, literacy and language skills, computer skills, on-the-job training, job-seeking skills preparation, and job development and placement assistance.
<http://milwaukee.wib.org/job-seekers/the-hire-center/>

Employment - Job Training

1730 West North Avenue
Milwaukee, WI 53205
414-906-2711

Absolute Advantage is a 9-week training course for income-eligible applicants and will teach you everything you need to know to enter the workforce as a skilled general laborer.

Our program provides an introductory path to careers in:

- Carpentry
- Electrical
- HVAC
- Roofing
- Concrete Finishing
- Heavy Machine Operator
- Plumbing

Upon completion of Absolute Advantage, you will receive national certification from the National Center for Construction Education and Research (NCCER) and OSHA 10 Construction Safety.

Must be 18 years of age or older and have a high school diploma or equivalency.

<https://www.cr-sdc.org/services/career-services/job-training/absolute-advantage>

Employment - Licensing Information

Find information about professional licensing and business permits.

<http://www.in.gov/pla/>

Employment - Staffing Agency

1400 N 6th St,
Milwaukee, WI 53212
Phone: (414) 935-2668

<http://cuttingedgestaffingwi.com/>

Employment - Staffing Agency

Manpower is dedicated to enriching people's lives with meaningful employment and development opportunities, as we have done for more than 60 years.

<https://www.manpower.com/ManpowerUSA/home>

Program focuses on adults with a culinary dream who have had employment challenges, have been incarcerated, are experiencing poverty, or other circumstances resulting in difficulty finding employment.

Our program provides:

- Job Readiness
- Hands-on culinary workshops
- ServSafe Certification
- Food Safety procedures
- Career exploration in Food Services
- Guest Speakers
- Proper Cutting techniques
- Food Services Practicum

Must be 18 years of age or older and have a High school diploma or equivalency

<https://www.cr-sdc.org/services/career-services/job-training/chefstart>

Employment - Licensing Information

Department of Safety and Professional Services
1400 East Washington Avenue, Room 112
Madison, WI 53703
Phone: (608) 266-2112
(877) 617-1565

A complete list of professions licensed by the Department.

<https://dsps.wi.gov/pages/Professions/Default.aspx>

Employment - Second Chance Employers

3841 W. Wisconsin Ave
Milwaukee, WI 53208
414.342.9787

Our mission is to enhance the ability of private sector organizations to recruit and develop a more diverse, qualified workforce in construction, manufacturing and emerging sectors of the regional economy.

<http://www.wrtp.org/career-opportunities/>

Employment - Staffing Agency

PeopleReady has re-imagined and simplified the path that connects people and work. Whether you need workers or you're looking for new job opportunities, we're ready to deliver results for you today.

<https://www.peopleready.com/>

Employment - Staffing Agency

7017 W Greenfield Ave
Milwaukee, WI 53214
(414) 475-7300

<http://www.tempsplusjobs.com>

Employment - Staffing Agency

809 W National Ave,
Milwaukee, WI 53204
Phone: (414) 383-8084
<http://www.sitestaffinginc.com>

Employment - Staffing Agency

3333 N Mayfair Rd Suite 207,
Milwaukee, WI 53222
Phone: (414) 290-9550
<http://www.kellyservices.us>

Employment - Staffing Agency

Employment - Staffing Agency

2603 W Morgan Ave,
Milwaukee, WI 53221
Phone:(414) 325-6300
<http://www.seekcareers.com>

Employment - Staffing Agency

7201 W Greenfield Ave,
Milwaukee, WI 53214
Phone:(414) 302-9170
<http://www.staffonelted.com>

Employment - Staffing Agency

822 W Historic Mitchell St,
Milwaukee, WI 53204
(414) 389-5000
<http://www.qpsemployment.com>

Employment - Staffing Agency

400 East Mason Street
Suite 105
Milwaukee, WI 53202-3719
414-272-8500
<http://www.manpower.com>

Employment - Staffing Agency

1509 S 108th St,
West Allis, WI 53214
Phone:(414) 453-2000

<http://mastersonstaffing.com>

Employment - Temporary Staffing Agency

5145 E. 81st St Ave
Merrillville, IN 46410
Branch Hours
8am - 5pm Monday - Friday
Phone: (219) 947-9666
Fax: (219) 947-9669
<http://www.spartanstaffing.com>

Employment - Workforce Development

Job seeker resources, training, GED, job fairs and much more.
<https://www.in.gov/dwd/>

Family - Child Care

Located in the heart of Metcalfe Park in Milwaukee, Wisconsin, Next Door works with thousands of children and families throughout Milwaukee. Next Door gives Milwaukee central city children and families the skills they need, not just to get by, but to achieve sustainable success.

2545 N. 29th Street
Milwaukee, WI 53210
(414) 562-2929
<http://www.nextdoormil.org/NextDoor.htm>

Family - Child Support

The Wisconsin Child Support Program helps parents get court orders for financial and medical support for their children. It also enforces those orders when needed, and makes sure that all money collected is paid out correctly. Visit their website to find the office closest to you.
<http://dcf.wisconsin.gov/bcs/>

10501 W Greenfield Ave,
West Allis, WI 53214
Phone:(414) 257-1600
<http://www.qpsemployment.com>

Employment - Staffing Agency

6765 W Greenfield Ave,
Milwaukee, WI 53214
Phone:(414) 475-0090
provide creative solutions to hiring problems
<http://www.lifestylestaffing.com>

Employment - Temporary Staffing Agency

We are always in need of dependable people who are ready to serve the growing needs of our customers. Labor Ready is an equal opportunity employer and encourages diverse candidates to apply for employment.
800-24-LABOR
<https://www.peopleready.com/>

Employment - Workforce Development

402 West Washington St.
Room W195
Indianapolis, IN 46204
317-232-2655
<http://www.in.gov/dol/>

Family - Child Care

The Department of Children and Families (DCF) aims to provide access to affordable, high-quality child care and early education experiences, to enhance our children's development, and to support their families in work and parenting roles. Visit their website for more information.
<http://dcf.wisconsin.gov/childcare/default.htm>

Family - Child Services

Find information about child care, child support and family services.
<https://www.in.gov/dcs/>

Family - Childrens Programs

2224 W. Kilbourn Ave
Milwaukee, WI 53233
414-931-6670
City on a Hill's vision is to break the cycle of generational poverty and bring transformation to central city neighborhoods. Through a collaborative and Christ-centered model of service, we are working to restore hope, reduce poverty, strengthen families and foster social justice.
https://www.cityonahillmilwaukee.org/youth___family_programs/

Family - Family Services

Horizon Health (formerly ARO)
5310 W. Capitol Dr. (53216)
(414) 331-1198
Aisha Hopkins
Email: family-connections-cm-2@hhcppo.com
Cell (414) 331-1198

Family - Family Services

2545 N. 29th Street
Milwaukee, WI 53210
(414) 562-2929
Education for all including a fatherhood program
<http://www.nextdoormil.org/NextDoor.htm>

Family - Department of Human Services

Learn about the health and nutrition public assistance programs that are available in Wisconsin, including BadgerCare Plus, Medicaid and FoodShare.
<https://www.dhs.wisconsin.gov/>

Family - Family Services

The Alma Center works locally and nationally to break the cycle of domestic violence in families by changing abusive men. We are a research based gender-specific agency providing pioneering trauma-informed healing, education, social services and a positive peer community to support abusive menâ??s peaceful and lasting transformation.

2821 N. 4th
Milwaukee, WI 53202
Phone: 414-265-0100
<http://almacenter.org/>

Family - Family Services

PO BOX 340673
Milwaukee, Wisconsin, 53234-0673
414-651-6042

Family - Family Support

The Department of Children and Families (DCF) provides or oversees county administration of programs to assist children and families.
<https://dcf.wisconsin.gov/>

Family - Parenting

Call us at 855-427-2736 - English and Spanish 8 am - 8 pm Pacific Standard Time
We offer free emotional support through innovative, evidence-based programs proven to strengthen the empowerment journey of parents, children, youth, and communities.
Parents Anonymous is now a Free Evidence-Based family strengthening program for Parents or anyone in a parenting role, and Children and Youth, to address personal, psychological, peer, mental health, or substance abuse concerns.

<https://www.raisingfuture.org/>

Family - Parenting

Find out about child care support, early care and education, youth services and other state programs available to support healthy families.
<http://dcf.wisconsin.gov/>

Family - Parenting

The Parenting Network
7516 West Burleigh Street
Milwaukee, WI 53210-5575
414-671-5575
<http://www.circleofparents.org>

Family - Parenting

1-855-427-2736
Weekdays: 10:00 am pst to 7:00 pm pst
The National Parent Helpline is here for you and is open to parents and caregivers of children and youth of all ages. They offer Resources, a Helpline and Printable Materials!
<https://www.nationalparenthelpline.org/find-support>
t

Family - Family Support

On any given day, an estimated 2.7 million children in America have at least one parent in prison or jail.
NRCCFI is the oldest and largest organization in the U.S. focused on children and families of the incarcerated and programs that serve them.
Disseminating accurate and relevant information
Guiding the development of family strengthening policy and practice
Training, preparing, and inspiring those working in the field
Including the families in defining the issues and designing solutions

<https://nrccfi.camden.rutgers.edu/>

Family - NonCustodial Parent Support

2701 S Chase Ave, Unit 2
Milwaukee, WI 53207
414-389-6622
Offering non-custodial parent services such as Parenting skills, Wisconsin Works (W-2), Transitional Jobs, GED/HSED servuces and more.

<https://dcf.wisconsin.gov/w2/parents/ncp>

Family - Parenting

2224 W. Kilbourn Ave.
Milwaukee, WI 53233
A catalyst working to transform the lives of youth and families in Milwaukee's central city neighborhoods, and to overcome poverty and injustice, through a collaborative and Christ-centered model of service.
<http://www.cityonahillmilwaukee.org>

Family - Parenting

1531 W Vliet St
Milwaukee, WI 53205
414-338-DADZ
Real Dads, Doing Our Best To Be Our Best"
Our Mission is to improve the community and generational cycles through strengthening fathers. Our movement services families primarily through creating spaces of learning, support, and growth for fathers. The fathers we help become integral parts of their family and their communities. FMP works to ensure that fathers have an avenue to stand in the gaps to help their families be successful.
<https://www.fathersmakingprogress.org/>

Family - Parenting

PO Box 1407
Madison, WI 53701
608-285-2314
Kids Forward works to help every child, every family, and every community thrive.
<https://kidsforward.org/>

Food - Food Pantry

There are several food pantries and food banks in the state of Indiana!
<https://www.foodpantries.org/st/indiana>

Food - Food Pantry

WhyHunger Hotline: 866-348-6479
Call, text or click on the link to their website to find food pantries, soup kitchens, summer meals sites, government nutrition programs and grassroots organizations.
<http://www.whyhunger.org/find-food>

Food - Food Pantry

1615 S. 22nd Street
Milwaukee, WI 53204
Saturday
10:00-12:00 pm
Friedens Community Ministries, Inc. is a network of food pantries building ladders of peace throughout Milwaukee. We believe that a dependable supply of food is a means of bringing hope and dignity to our community.
<http://friedenspantry.org/despensa-de-la-paz/>

Food - Food Pantry

414-384-2334
1501 W Lincoln Ave
Milwaukee, WI 53215
Cloak and Manna Food/Clothing Pantry
2nd Saturday of the month, 10am-11:30am
Serves: Zip codes 53204 and 53215. Walk-ins accepted.

Food - Food Pantry

Find a food bank near you! The Feeding America nationwide network of food banks secures and distributes more than 3 billion meals each year. Contact your local community food bank to find food.
<http://www.feedingamerica.org/find-your-local-food-bank/>

Food - Food Pantry

Ample Harvest works to reduce food waste by connecting gardeners to their local food pantries so that excess garden bounty can be shared with those in need. Use the search tool to look for a local food pantry near you.
<https://ampleharvest.org/find-food/>

Food - Food Pantry

2701 S Chase Ave,
Milwaukee, WI 53207
Phone:(414) 389-6300
Food Pantry is open to the public Monday through Friday 1:00 p.m. - 4:00 p.m
<http://www.umos.org>

Food - Food Pantry

Find local pantries, soup kitchens, food shelves, food banks and other food help.
<https://www.foodpantries.org/st/wisconsin>

Food - Food Stamps

1220 W. Vliet St.
Milwaukee, WI 53205
(414) 438-4580
FoodShare is Wisconsin's Supplemental Nutrition Assistance Program and it helps low-income Wisconsin residents buy food.
To apply by mail:
MDPU

Food - Food Pantry

924 E Clarke Street
Milwaukee, WI 53212
(414) 301-1478
<https://www.kinshipmke.org/>

Food - Food Pantry

5924 W Burnham St
Milwaukee, WI 53219
PHONE NUMBER: (414) 541-7668
Bring electric bill or whatever bit of mail with address on to confirm living in the area. Once residency is verified, people can visit the center once every 30 days. Food is packed based on family size, and, except for the coats, people can take as many clothes as they need.

Food - Food Pantry

5460 N. 64th Street
Milwaukee, WI 53218
(414) 463-7950
Our four-day-a-week Emergency Food Pantry is available to residents in the 53218, 53209 and 53225 zip codes. Every Friday senior citizens from any zip code can receive a stock box, which contains a three-day supply of emergency food.
Hours of operation:
Monday – 12pm-2pm
Tuesday – 11am-2pm
Wednesday – CLOSED
Thursday – 10am-12pm
Friday – Senior Stock Box Day only 1pm-3pm
All recipients/applicants must arrive 15 minutes prior to closing.
Call 463-7950 for more information
In addition to emergency food, we provide Clothing Bank every Wednesday-Friday from 9am-3pm
<http://www.ssnc-milw.org>

Food - Food Pantry

201 S Hawley Ct
Milwaukee, WI 53214
Phone:(414) 777-0483
If you or someone you know needs emergency food, please dial 2-1-1. To call using a cell phone or pay phone, dial (414) 773-0211 or toll free (866) 211-3380. An operator will help you locate the closest emergency food pantry and/or meal program in your area
<http://www.hungertaskforce.org>

Food - Food Pantry

Friedens Community Pantry
1220 West Vliet Street
Milwaukee, WI 53205
(414) 289-6030
Our mission is to provide needy residents in Milwaukee County with healthy, nutritious food. We believe that feeding the hungry is not only our responsibility as Christians, it is a basic human instinct to help those who are less fortunate.
<http://friedenspantry.org/>

Food - Food Pantry

If you need food assistance, you may be eligible to receive food from food pantries, or prepared meals at meal sites. You can call 211 and ask for the location and hours of the nearest TEFAP food pantry in your county. The groceries provided

PO Box 05676
Milwaukee WI 53205
To apply online: ACCESS.wi.gov and click on Apply for Benefits. ACCESS is also the fastest and easiest way to apply for all forms of BadgerCare Plus, Medicaid and FoodShare no matter where you live in Wisconsin
<https://www.dhs.wisconsin.gov/foodshare/index.htm>

Free - Free Phone

Assurance Wireless
P.O. Box 5040
Charleston, IL 61920-9907
1-888-321-5880
Assurance Wireless provides eligible consumers with free monthly data, unlimited texting, free monthly minutes plus a free Smartphone. Lifeline enrollment is available to individuals who qualify based on federal or state-specific eligibility criteria. Residents of homeless shelters, nursing homes and temporary addresses may also be eligible.
<https://www.assurancewireless.com/lifeline-services/what-lifeline>

Free - Free Stuff

Freecycle.org
<http://www.freecycle.org>

Free - Free Stuff

We are a grassroots and entirely nonprofit movement of people who are giving and getting stuff for free in their own Towns. It's all about reuse and keeping good stuff out of landfills. Membership is free.
<https://www.freecycle.org/>

Health - Addiction Recovery

2613 W. North Ave
Milwaukee, WI 53205
414-342-5474
The Matt Talbot Recovery Center offers a special continuum of care that fosters positive attitude changes, eliminates self-destructive and abusive behaviors, and support residents in developing the skills necessary for independent living. Our program is personalized for each recovering resident and his family. Our staff monitors each client preceding admission and then follows him closely during his inpatient residency, all the way through to aftercare support.
<http://www.mtrcinc.com/>

Health - Addiction Recovery

SMART Recovery is the leading self-empowering addiction recovery support group. Our participants

learn tools for addiction recovery based on the latest scientific research and participate in a world-wide community which includes free, self-empowering, science-based mutual help groups. The SMART Recovery 4-Point Program helps people recover from all types of addiction and addictive behaviors, including: drug abuse, drug addiction, substance abuse, alcohol abuse, gambling addiction, cocaine addiction, prescription drug abuse, sexual addiction, and problem addiction to other substances and activities. SMART Recovery

usually include a variety of canned vegetables and fruits, pasta, beans, rice and/or grain products. The protein items may include canned salmon, tuna, peanut butter, and occasionally chicken or meat. You should bring identification and proof of residence, such as a utility bill.
<https://www.dhs.wisconsin.gov/nutrition/tefap/index.htm>

Food - Food Pantry

2460 N 6th St
Milwaukee, WI 53212
Phone: (414) 372-3770
An emergency food pantry serves the 53212 zip code only, and is open Monday through Wednesday, 11 A.M. to 2 P.M. Have Picture ID Have Proof of residency/address (utility bill or mail from past 30 days)
<http://northcotthouse.org/>

Food - Food Stamps

FoodShare Wisconsin was created to help stop hunger and to improve nutrition and health. FoodShare helps people with limited money buy the food they need for good health. Each month, people of all ages across Wisconsin get help from FoodShare. They may have a job but have low incomes, are living on small or fixed income, have lost their job, are retired or are disabled and not able to work. To learn more about FoodShare Wisconsin and how to apply, visit the website!
<https://www.dhs.wisconsin.gov/foodshare/index.htm>

Free - Free Phone

FREE Smartphone + FREE Unlimited Talk Text + Data every month!
<https://www.safelinkwireless.com>

Free - Free Stuff

We are a grassroots & entirely nonprofit movement of people who are giving and getting stuff for free in their own Towns. It's all about reuse and keeping good stuff out of landfills. Membership is free.
<https://www.freecycle.org/>

Free - Free Stuff

Free stuff in your city. Please visit the website, look at the middle column once you're there, and under the FOR SALE header you will see a little link that says FREE. Follow that link and see all of the free stuff listed in your city! It is constantly being updated, so check back often.
<http://craigslist.org>

Health - Addiction Recovery

3732 West Wisconsin Avenue, Suite 310
Milwaukee, WI 53208
Phone: (414) 343-3569
Provides people seeking drug and alcohol treatment

http://www.wiscs.org/programs/behavioral/recovery_services/

Health - Alcoholics Anonymous

sponsors face-to-face meetings around the world, and daily online meetings. In addition, our online message board and 24/7 chat room are excellent forums to learn about SMART Recovery and obtain addiction recovery support. If you're new to SMART Recovery, get started with our introduction on the website.

<http://www.smartrecovery.org/>

Health - Alcoholics Anonymous

Find AA meetings throughout the state, in a variety of formats, to meet you where you are on your journey.

<https://sober.com/aa-meetings/indiana/>

Health - Alcoholics Anonymous

414-771-9119 24-hour hotline

Milwaukee Central Office

7429 W Greenfield Ave

West Allis, WI 53214

Twelve-Step alcohol recovery program for men and women. Click on the link to find meetings near you.

<http://www.aamilwaukee.com/>

Health - Crisis Hotline

Domestic Violence Hotline 1-800-799-7233(SAFE)

StrongHearts Native Helpline 1-844-7NATIVE

(1-844-762-8483)

Runaway Safeline 1-800-RUNAWAY /

1-800-786-2929

Human Trafficking Hotline 1-888-373-7888

Child Abuse Hotline - 1-800-4-A-CHILD

(1-800-422-4453)

Substance Abuse Treatment - 1-800-662-HELP (4357)

Center for Missing and Exploited Children (NCMEC)

Hotline - 800-8435678

Sexual Assault Telephone Hotline - 800-656-HOPE (4673)

Suicide Prevention Lifeline Hotline - 800-273-8255

<https://www.acf.hhs.gov/acf-hotlines-helplines>

Health - Free/Sliding Scale Clinic

1,400 Free and Charitable Clinics and Pharmacies provide access to healthcare for uninsured and underinsured people in communities across the U.S. Find one near you!

<https://nafcclinics.org/>

Health - Free/Sliding Scale Clinic

130 W Bruce St Ste 200

Milwaukee, WI 53204

Walkers Point Community Clinic is the largest free clinic in Wisconsin and has been caring for people for more than 25 years. Services include urgent, primary, preventive, specialty and mental health care, cardiology, behavioral health, chiropractic, physical therapy.

<https://care.aurorahealthcare.org/locations/aurora-walker%27s-point-community-clinic-milwaukee>

Health - Free/Sliding Scale Clinic with Dental

8200 W. Silver Spring Drive

Milwaukee, WI 53218

(414) 760-3900

Milwaukee Health Services, Inc. is an independent, not for profit Federally Qualified Health Center providing medical, dental, podiatry, and behavioral

There are over 118,000 Alcoholics Anonymous groups around the world. To find a local AA meeting today you can search by state, city, and day of the week. Can't find one close enough? Consider online AA meetings which offer the same wonder community from the comfort of your own home.

https://findrecovery.com/aa_meetings/

Health - Alcoholics Anonymous

Welcome to AA Wisconsin, a state-wide recovery resource devoted to supporting the men and women of Wisconsin. AA Wisconsin helps individuals struggling with alcoholism find the help they need on a local basis. Discover Wisconsin Alcoholics Anonymous meetings per county or city, and take the next step to overcome alcohol addiction.

<https://alcoholicsanonymous.com/aa-meetings/wisconsin/>

Health - Counseling Services

2821 N. 4th Street, 4th Floor

Milwaukee, WI 53212

414.265.0100

Our hope is: To end men's use of violence and abuse. To improve the safety and well being of victims and children. To prevent continuation of the cycle of violence to the next generation. To help men heal from the trauma experienced in their own lives. To promote thriving relationships and families.

<http://almacenter.org>

Health - Free/Sliding Scale Clinic

The FREE MEDICAL CLINIC is held at the Philippine Center at the Zablocki Park Pavilion

3717 W. Howard Ave.

Greenfield, WI 53221

Phone:(414) 342-1400

Medical Directors

Violeta Singson, M.D.

Nela Mendoza-Lemes, M.D.

Oscar Toledo, M.D.

<http://www.philippinecenter.com/freemedicalclinic/mc.html>

Health - Free/Sliding Scale Clinic

Clinics listed on our website offer services for free or at a reduced rate. Many clinics are operate under a sliding scale schedule. This means that costs to patients are calculated based on income.

<https://www.freeclinics.com/>

Health - Free/Sliding Scale Clinic with Dental

210 West Capitol Drive

Milwaukee, WI 53212

(414) 727-6320

Health is our top priority! From supporting expecting moms, caring for your little ones, empowering elders of our communities to be their healthiest our team of providers goes the extra mile to see you live the life you deserve. Services include medical, dental, behavioral services. serves both insured and uninsured Milwaukee County residents. No patients will be denied services due to inability to pay.

<https://www.ochc-milw.org/medical>

healthcare, in addition to a limited number of specialty services.
<http://mhsi.org/>

Health - Free/Sliding Scale Clinic with Dental

Listings that can help low-income and uninsured people connect with a clinic or community health center in their area. These clinics offer free and discounted rates for medical and dental care. Our county listings include contact information, a listing of services and any further remarks that may be pertinent to our users, such as free services provided, discounted services provided and clinic operating hours.
https://freeclinicdirectory.org/indiana_care.html

Health - Free/Sliding Scale Clinic with Dental

There are many types of health clinics nationwide. There are low cost, affordable, sliding scale, medicaid accepted, community health care clinics, emergency clinics and regular medical clinics. Our directory provides not only the clinics listed, but also information, pictures, comments, and reviews on these clinics.

<https://www.clinicdirectory.org/state/wisconsin.htm>

Health - Free/Sliding Scale Dental Clinic

We continuously update our website with new information on dental clinics. Many of the resources for dental care are free, but many are based on income and/or discounted in other manners. Please review the listings and contact the dental clinics through the websites provided (and/or phone numbers listed), to obtain full details. We do not offer guidance. If you find any of our information improper, or if you have any question, please email us at support@thedentistsneartheme.com. We will immediately reply to your email.
https://www.usdental-service.com/?gclid=EAlaIqobChMIyaH1p9_k9gIVWZcAAB0Irg1FEAEYASAAEgK7c_vD_BwE

Health - Health Department

Many services and resources can be found on the website.
<https://www.dhs.wisconsin.gov/prevention-healthy-living.htm>

Health - Homeless Healthcare

1027 N. 9th St.
Milwaukee, WI 53212
(414) 765-0606

The mission of St. Ben's Clinic is to provide respectful, patient-centered, coordinated, comprehensive primary healthcare services to adults who are homeless or at risk of homelessness, in particular those who are substance-dependent or have long term mental illness and have difficulty accessing or working within traditional healthcare systems
http://www.columbia-stmarys.org/St_Bens_Clinic

Health - Mental Health

3732 W. Wisconsin Ave., Suite 200
Milwaukee, WI-53208
Phone: (414) 290-0404

Health - Free/Sliding Scale Clinic with Dental

2555 N. Dr. Martin L. King Jr. Drive
Milwaukee, WI 53212

(414) 372-8080

Milwaukee Health Services, Inc. is an independent, not for profit Federally Qualified Health Center providing medical, dental, podiatry, and behavioral healthcare, in addition to a limited number of specialty services.
<https://mhsi.org/>

Health - Free/Sliding Scale Clinic with Dental

Wisconsin free and charitable clinics provide primary care, dental care, behavioral health, women's health, health education, pharmaceuticals and support services to people who are uninsured and economically disadvantaged. Not all clinics offer all services and not all clinics are members of the Wisconsin Association of Free and Charitable Clinics. Clinics are independent, nonprofit organizations and set their own eligibility requirements.
<https://www.wafcclinics.org/find-a-clinic.html>

Health - Free/Sliding Scale Clinic with Dental

Click on the link to find dates and times for the clinics below! The Free and Community Clinic Collaborative (FC3) of Southeastern Wisconsin is a coalition of safety-net clinics that provide free and low-cost medical services in our communities.

Inside the Hope House
209 W. Orchard St. 2nd Floor
Milwaukee 53204

Bread of Healing - Florist Ave.
5975 40th St.
Milwaukee 53209
414-216-3459

Bread of Healing - Cross Church
1821 N. 16th St.
Milwaukee, 53205
414-977-0001

Bread of Healing - East Brook
5385 N. Green Bay Rd.
Milwaukee, 53209
414-228-5220 ext:107 or 210

City on a Hill
2224 W. Kilbourn Ave.
Milwaukee 53233

Saturday Clinic for the Underinsured
1121 E. North Ave.
Milwaukee, 53212

Repairers of the Breach Clinic
1335 W. Vliet St.
Milwaukee, 53205

Open Door Free Clinic
1025 E. Oklahoma Ave.
Milwaukee 53207

Marquette CommUnity PT Clinic
Cramer Hall, Room 215

Our clinic utilizes a strength-based, trauma-informed therapeutic style to nurture healthy family life and promote stability for individuals coping with mental health needs and/or substance abuse needs in the community. In addition, our therapists support person driven planning and emphasize a person-centered, recovery oriented, approach during treatment sessions.
<http://www.wiscs.org/programs/behavioral/up/>

Health - Narcan and more FREE Vending Machines

FREE Narcan, fentanyl testing strips, medication lock bags/deactivation pouches, and gun locks...known as "Harm Reduction Supplies." A map to the vending machine locations, and demonstration videos to use the materials, can be found on the website.
<https://county.milwaukee.gov/EN/DHHS/BHD/Harm-Reduction-Vending-Machines#map>

Health - Narcotics Anonymous

Find meetings near you.
<https://www.narcotics.com/na-meetings/wisconsin/>

Health - Reduced Cost Medication

(888) 311-6224 x115
Save an average of 15-55% on your prescriptions! Print a free card or download the app to your phone.
<https://www.americasdrugcard.org/index.aspx>

Money - Banking

1915 N Dr. Martin Luther King Jr. Drive, Suite 260
Milwaukee, WI 53212
(414) 562-9904
Bank On Greater Milwaukee is a collaboration between financial institutions, community-based organizations and local government to ensure that all residents have the opportunity to be financially healthy. Together, we are working to connect people to safe, affordable, and certified banking accounts. Our members also offer services and educational resources that help empower people and families to improve their financial capability, health and independence.
<https://bankonmilwaukee.org/>

Money - Finances/Budgeting

800.388.2227
Free Credit Counseling! Our mission is to help all Americans gain control over their finances. For over 60 years, NFCC and its member agencies have helped people just like you pay off debt and grow in their financial capability. Our services help people overcome financial challenges at nearly every stage of life.
<https://www.nfcc.org/>

Money - Finances/Budgeting

800.388.2227
Free Credit Counseling! Our mission is to help all Americans gain control over their finances. For over 60 years, NFCC and its member agencies have helped people just like you pay off debt and grow in their financial capability. Our services help people overcome financial challenges at nearly every stage of life.

604 N. 16th street
Milwaukee, WI 53233
414 288-2121
<http://www.wifc3.org/clinics>

Health - Health Department

Every Hoosier reaches optimal health regardless of where they live, learn, work, or play. All services can be found on the website.
<https://www.in.gov/health/>

Health - HIV/AIDS Services

Find information about HIV/AIDS and state funded services
<http://www.in.gov/isdh/17397.htm>

Health - Mental Health

210 West Capitol Drive
Milwaukee, WI 53212
(414) 727-6320
Services include mental health and substance use assessment, medication evaluation, peer support services, counseling and/or referrals to appropriate outpatient clinics, and access to additional community programs. Access Clinic East serves both insured and uninsured Milwaukee County residents. No patients will be denied services due to inability to pay.
<https://www.ochc-milw.org/>

Health - Mental Health

Free Services for people over 18:

Access Clinic North
8200 W. Silver Spring Dr.,
Milwaukee, WI 53218
Phone: 414-257-5190

Access Clinic South
1635 W. National Ave.
Milwaukee, WI 53204
414-257-7900

Access Clinic East
210 W. Capitol Dr.
Milwaukee, WI 53212
414-257-7665
<https://county.milwaukee.gov/EN/DHHS/BHD>

Health - Narcotics Anonymous

Join the millions who have found comfort and hope within these nonjudgmental communities and have successfully freed themselves from the struggles of addiction. Find local NA meetings by location, day of the week, and time.
<https://findrecovery.com/na-meetings/>

Health - Narcotics Anonymous

Statewide. NA Help Line 1-866-258-6329
<https://www.narcotics.com/na-meetings/indiana/>

Health - Reduced Cost Medication

HELPLINE (800) 503-6897 in English or Spanish. Find help with the cost of medicine! We offer a free drug discount card that may help you obtain a substantially lower price on your medications.
<https://www.needymeds.org/drug-discount-card>

Money - Finances/Budgeting

<https://www.nfcc.org/>

Money - Free Credit Report

Free credit reports authorized by federal law. Federal law allows you to get a free copy of your credit report every 12 months from each credit reporting company
<https://www.annualcreditreport.com/index.action>

Money - Free Credit Report

Get a free copy of your credit report every 12 months from each credit reporting company.
<https://www.annualcreditreport.com/index.action>

Native Resources - Addiction Recovery

6510 W. Layton Ave., Suite 101
Greenfield, WI 53220
(414) 930-9210
American Indian Council on Alcoholism, Inc. (AICA) is here to support individuals, families and organizations as we work together to reduce the incidence of substance use disorders in the Milwaukee Urban Indian community.
<https://www.aicamilwaukee.com/>

Native Resources - Free legal services

Wisconsin Judicare
401 North Fifth Street, Suite 200
Wausau, WI 54403
715-842-1681
A non-profit law firm dedicated to providing free legal services to Native Americans statewide.
<https://www.judicare.org/>

Native Resources - Wellness

5233 W Morgan Ave,
Milwaukee, WI 53220
Phone:(414) 329-4101
SEOTS is a satellite office serving Oneida Nation tribal members living in southeastern Wisconsin. The priority of improving wellness outcomes for the community is accomplished through community education and connection to quality programs and services.
<http://www.oneidanation.org>

Reentry Resource - Circles of Support

2821 Vel R. Phillips Ave 3rd Floor
Milwaukee, WI 53212
414-265-0100
Support Groups in person and on Zoom. The Alma Center works to heal, transform and evolve the unresolved pain of trauma that fuels the continuation of cycles of violence, abuse and dysfunction in families and community. We work primarily with men at-risk or involved in the criminal justice system, with a particular focus on men who have a history of domestic violence.
<http://almacenter.org/>

Reentry Resource - Multiple Resources Available

Search for benefits in Education, Grants, Loans, Social Security, Housing and Utilities, Employment and Career Development, Financial Assistance and more.
<https://www.benefits.gov/categories>

Reentry Resource - Multiple Resources

GreenPath will work with you to build a personalized plan of action for regaining control of your debt. We assess your household budget, find places for you to save, and help you prioritize your payments to creditors and plan a lifestyle that you can afford. It all works toward helping you achieve your financial goals, better manage debt and avoid problems in the future. Available in Spanish.
<http://www.greenpath.com/>

Money - Finances/Budgeting

800.388.2227
Free Credit Counseling! Our mission is to help all Americans gain control over their finances. For over 60 years, NFCC and its member agencies have helped people just like you pay off debt and grow in their financial capability. Our services help people overcome financial challenges at nearly every stage of life.
<https://www.nfcc.org/>

Money - Financial Management Literacy

Operation HOPE Headquarters
91 Peachtree Street NE, Suite 3840
Atlanta, GA 30303
888-388-HOPE (4673)
Operation HOPE has a series of programs to support your path to successfully improving your credit, reducing debt, increasing savings, buying a home or starting a business. Our programs and services, which serve youth and adults, are offered at no cost to you.
<https://operationhope.org/>

Money - Free Credit Report

Free credit reports authorized by federal law. Federal law allows you to get a free copy of your credit report every 12 months from each credit reporting company.
<https://www.annualcreditreport.com/index.action>

Money - Social Security Benefits after Incarceration

Social Security and Supplemental Security Income Benefits
Individuals released from incarceration may be eligible for Social Security retirement, survivors, or disability benefits if you have worked or paid into Social Security enough years or Supplemental Security Income benefits if you are 65 or older, or are blind, or have a disability and have little or no income and resources.
If you believe you qualify, call our toll-free telephone number, 1-800-772-1213.
If you are deaf or hard of hearing, call TTY 1-800-325-0778.
<https://www.ssa.gov/reentry/benefits.htm>

Native Resources - Free Sliding Scale Clinic with Dental

930 West Historic Mitchell Street
Milwaukee, WI 53204
Phone: (414)383.9526
Tradition reminds us that in order to heal, every part of a human being must be addressed - the mind, body, spirit, and emotions. We aim to serve the American Indian community's needs through the medical clinic on the 1st floor and the 2nd floor All Nations Wellness Center.

Available

Call 211

Text 898211

Search by clicking on the link.

When you need help and don't know where to turn, 211 is your one-stop connection to the local services you need, like utility assistance, housing, food, elder care, crisis intervention, alcohol and other drug recovery and much more.

<https://211wisconsin.communityos.org/guided-search>

Reentry Resource - Multiple Resources Available

Scroll down the page to find your state. Titles in the left column will lead you to resources available nationwide.

If you scroll down the page to find your state name, you can click on that for statewide resources.

<https://www.needhelppayingbills.com/index.html>

Reentry Resource - Multiple Resources Available

728 N. James Lovell Street

Milwaukee, WI 53233

Phone: (414) 270-4679

To provide a foundation for people to actualize their hope and motivation to access a good life.

Project 180 Adult Mentoring

Windows to Work

Community Partnership Outreach Program

<http://centerinc.org/services/revitalization-reentry/>

Reentry Resource - Multiple Resources Available

888-258-9966

The resources and links offered are to assist ex-offenders to reentry into their community. Additional resources will appear as they become available. Please review carefully, and contact the key staff as listed to ensure a quick reply.

<http://wisconsinjobcenter.org/exo/>

Reentry Resource - Multiple Resources Available

Resources for justice-involved persons, returning citizens, and families impacted by incarceration.

This is a public/private partnership.

<https://www.wisdp.com/>

Reentry Resource - Transition Center

Joshua Glover House (Federal Residential Reentry Center)

2404 North 50th Street

Milwaukee, WI 53210

Phone (414) 442-3700

The overall goal of Glover House is to provide a successful community transition for Federal Bureau of Prisons inmate completing the last six months of their sentence.

The goal of the halfway houses is to assist in the successful community reintegration of men coming out of incarceration. The hope is that individuals will be able to develop the necessary skills to achieve an independent, pro-social approach to life and that they will return to the

<http://www.gliihc.net>

Native Resources - General

The Administration for Children and Families Tribal and Native American Affairs (ACF) is committed to working with tribal nations and Indigenous communities across the United States to improve the economic and social well-being of children and families. ACF oversees more than 60 programs that empower families and communities, improve access to an array of services, and build strong and healthy communities. ACFs discretionary and mandatory programs award more than \$1 Billion each year to tribes, tribal organizations, and Native American organizations to:

Protect and promote the vitality of Native American Languages

Promote healthy prenatal outcomes and healthy development of children

Provide affordable, high-quality early care and afterschool programs

Prevent and protect children from abuse and neglect

Reduce the causes of poverty and foster family economic security

Improve the financial, emotional, and medical support children receive from their parents

Reduce the risk of youth homelessness, adolescent pregnancy, and domestic violence

Prevent human trafficking of Native people and assist survivors

<https://www.acf.hhs.gov/tribal-affairs>

Reentry Resource - Circles of Support

2821 N. 4th Street Suite 202

Milwaukee, WI 53212

414-374-8029

414-418-7312

In-person and over Zoom. Many locations and times. Contact Project RETURN for more information or to sign up!

<http://www.projectreturnmilwaukee.org>

Reentry Resource - Multiple Resources Available

Two locations:

St. Ben's Community Meal

930 W. State Street

Milwaukee, WI 53233

414.271.0135

and

House of Peace

1702 W. Walnut Street

Milwaukee, WI 53205

414.933.1300

Food, Clothing, Legal, Advocate, Health and other services.

<https://www.capuchincommunityservices.org/services-provided>

Reentry Resource - Multiple Resources Available

Our findhelp technology powers Americas leading social care network. Our network features more than 300,000 free and reduced-cost programs in all 50 U.S. states, territories, and Puerto Rico, powering social care systems for hundreds of

community to live a drug-free lifestyle and to participate as a crime-free neighborhood resident.

<http://www.wiscs.org>

Shelter - Energy Assistance

1- 866-HEATWIS (432-8947)

The Wisconsin Home Energy Assistance Program (WHEAP) and its related services are aimed to assist Wisconsin households in reducing their energy burden. In addition to regular heating and electric assistance, specialized services include:

Emergency fuel assistance,
Counseling for energy conservation and energy budgets,

Pro-active co payment plans,

Targeted outreach services,

Emergency furnace repair and replacement.

<http://www.homeenergyplus.wi.gov/>

Shelter - Home Repairs

840 North Dr. Martin Luther King Jr. Drive, Suite 600

Milwaukee, WI 53203

(414) 312-7531

Their goal is to reduce social, economic, and environmental disparities by providing free home repairs throughout Milwaukee and Waukesha counties.

<https://www.freehomerepairs.org/>

Shelter - Homeless Shelter

1730 N 7th St

Milwaukee, WI 53205

(414) 265-6360

Homeless Shelter

<http://www.hoursinfo.com>

Shelter - Homeless Shelter

2046 North Palmer Street

Milwaukee, WI 53212

(414) 372-4815

Homeless Shelter

Cross Streets: Between E Lloyd St and E Brown St

Neighborhoods: Brewer's Hill

Shelter - Homeless Shelter

3132 West Lincoln Avenue

Milwaukee, WI 53215

(414) 649-9762

Housing & Homeless Shelter

Shelter - Homeless Shelter

830 N 19th St

Milwaukee, WI 53233

(414) 344-2211

<http://www.milmission.org>

Shelter - Homeless Shelter

Emergency Lodge

1730 North 7th Street

Milwaukee, Wisconsin 53205

414-265-6360

Services are offered in a 24 hour setting that requires residents to be drug and alcohol free. Residents stay in semi-private rooms, receive three nutritious meals a day and have laundry facilities available. 41% of homeless individuals in Milwaukee suffer from a mental illness. Our social

customers nationwide.

<https://www.findhelp.org/find-social-services/wiscnsin>

Reentry Resource - Multiple Resources Available

Our findhelp technology powers Americas leading social care network. Our network features more than 300,000 free and reduced-cost programs in all 50 U.S. states, territories, and Puerto Rico, powering social care systems for hundreds of customers nationwide.

<https://www.findhelp.org/find-social-services/indiana>

Reentry Resource - Multiple Resources Available

211 connects you with thousands of nonprofit and government services in your area. If you want personal assistance call the three-digit number 211 or 877-947-2211. A friendly voice to talk with you 24/7/365.

<https://in211.communityos.org/>

Reentry Resource - Multiple Resources Available

Community Action Agencies exist to help people get out of and stay out of poverty. These agencies provide services and coordinate community resources to their local population. Find an agency near you! Resources and services in areas such as: education and skills enhancement, job and business development, energy and utilities, food security, housing, family support and health

<https://www.wiscap.org/find-an-agency>

Reentry Resource - Multiple Resources Available

(414) 374-8029

2821 Vel R Phillips Ave, Suite 223 Milwaukee, WI 53212

Project RETURN helps men and women leaving prison make a positive and permanent return to our community.

<https://www.projectreturnmilwaukee.org/>

Reentry Resource - Programs

1849 N Dr Martin Luther King Dr, Suite 101, Milwaukee, WI 53212

414.347.1774

We offer real opportunities for change to women in conflict with the law through the Women's Harm Reduction Program, a gender-specific jail and prison alternative, grounded in substance abuse treatment and education.

The Benedict Center is an interfaith, nonprofit criminal justice agency working with victims, offenders and the community to achieve a system of justice that is fair and treats everyone with dignity and respect.

<http://www.benedictcenter.org>

Shelter - Energy Assistance

The Energy Assistance Program (EAP) can help you pay your heat and electric bills! EAP is a federally-funded program through the U.S. Department of Health and Human Services (HHS) called the Low-Income Home Energy Assistance Program (LIHEAP). EAP provides a one-time annual

work staff has mental health expertise, education, and degrees. Each resident is assigned a primary social worker to develop an individualized plan for self-sufficiency. Part of each plan requires residents to establish income, either through employment or benefits, and to save 80% of their income in preparation for their move to housing in the community. More than 80% of residents successfully move from shelter to safe affordable housing each year.
http://www.salvationarmywi.org/wum/milwaukee_programs_services

Shelter - Housing Authority

Find a HUD location near you.
<https://www.hud.gov/states>

Shelter - Low Income Housing

Find low income apartments in Wisconsin along with non profit organizations that help with low income housing along with HUD apartments, public housing apartments, public housing authorities, and housing assistance agencies.
<https://www.lowincomehousing.us/WI.html>

Shelter - Low Income Housing

U.S. Department of Housing and Urban Development
451 7th Street S.W.
Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455
Find the HUD office near you!
<http://portal.hud.gov/hudportal/HUD>

Shelter - Low Income Housing

Mercy Housing Gives a Home to Low-Income Families, Seniors, Individuals, and People with Special Needs Nationwide. Our mission is to create stable, vibrant and healthy communities by providing affordable, service-enriched housing.
<https://www.mercyhousing.org/regional-offices/>

Shelter - Low Income Housing

Housing Works fights for funding and legislation to ensure that all people living with HIV/AIDS have access to quality housing, healthcare, HIV prevention, and treatment, among other lifesaving services.
<http://www.housingworks.org/>

Shelter - Low Income Housing

3350 S. 25th Street
Milwaukee, WI 53233
(414) 286-8867
Affordable Rentals
<http://www.hacm.org>

Shelter - Low Income Housing

6089 N. 42nd Street
Milwaukee, WI. 53209
(414) 286-8852
N. Sherman Boulevard & W. Florist Avenue
Affordable Rentals
<http://www.hacm.org>

Shelter - Low Income Housing

9609 West Allyn Street
Milwaukee, WI 53224
(262) 446-9144

benefit that can assist you with the high cost of home energy and can help if you are disconnected, or are about to get disconnected. However, an EAP benefit will not cover all of your annual heating and electric costs, so you should continue to pay your bills regularly.
<https://www.in.gov/ihcda/homeowners-and-renters/low-income-home-energy-assistance-program-like-ap/>

Shelter - Financial Counseling

HUD sponsors housing counseling agencies throughout the country that can provide advice on buying a home, renting, defaults, foreclosures, and credit issues. This link sends you to a page that allows you to select a list of agencies for each state. You may search more specifically for a reverse mortgage counselor or if you are facing foreclosure, search for a foreclosure avoidance counselor.
<http://hud.gov/offices/hsg/sfh/hcc/hcs.cfm?weblistaction=summary>

Shelter - Homeless Assistance

2522 W Capitol Drive
Milwaukee, WI 53206
414-445-5404

From their webpage: We help broken men, women and children cultivate hope by providing a safe environment for building community, developing self-sufficiency and experiencing the love of Christ.
<https://www.hopestreetministry.org/shechem>

Shelter - Homeless Shelter

1216 North 13th Street
Milwaukee, WI 53205
414-345-3240

Our shelter serves men experiencing homelessness, including people living with mental illness and struggling with addiction. We also have programs for low-income and at-risk individuals, and Veterans.
<http://www.guesthouseofmilwaukee.org/shelter.html>

Shelter - Homeless Shelter

209 W Orchard St
Milwaukee, WI 53204
Phone: (414) 645-2122

Hope House is a non-profit emergency homeless shelter and rapid rehousing facility
<http://www.hopehousemke.org>

Shelter - Homeless Shelter

The Homeless Shelter Directory provides listings for Homeless Shelters and Homeless Service Organizations around the country. This includes supportive resources.
<http://www.homelessshelterdirectory.org>

Shelter - Homeless Shelter

830 North 19th Street
Milwaukee, WI 53233
Phone: 414-344-2211

We offer practical assistance like food (approximately 300,000 meals this year), clothing (nearly 40,000 items), and shelter (over 100,000 nights). And we offer trans-formative programs that equip them to get off the streets and turn

offers an independent lifestyle for anyone 18 years and older with a disability

http://www.voa.org/housing_properties/forest-towers-metro-apartments

Shelter - Low Income Housing

5432 W. Mill Road
Milwaukee, WI 53218
(262) 446-9144

Offers an independent lifestyle for anyone 18 years and older with a disability.

https://www.voa.org/housing_properties/forest-towers-metro-apartments

Shelter - Reentry Housing

Sounds like a great idea! They partner with agencies, however, to strategically provide the resources they believe you need. Proceed With Caution: there is no about us page, so we cannot find out who they are.

<https://mkereentryhub.com/>

Shelter - Shelters

We provide an online directory of shelters in Wisconsin.

<https://www.shelterlist.com/state/wisconsin>

Shelter - Supportive Housing

Milwaukee - South
1615 S. 22nd Street
Milwaukee, WI 53204
Phone: (414)383-8831

Fax: (414)383-8830

Home Buyer Education and Counseling- Grant Assistance

Se Habla Espanol

Prepares people for successful home ownership. A nonprofit organization dedicated to helping individuals and families purchase their own homes. We have earned a proven track record of providing quality home counseling services to prospective low and moderate-income home buyers and have become a trusted leader in assisting hundreds of buyers in purchasing each year.

<http://hri-wi.org/locations/>

Shelter - Supportive Housing

Milwaukee- North
2500 W. Capitol Drive
Milwaukee, WI 53206
Phone: (414)449-0705

Fax: (414)449-0704

Tool Rentals, Neighborhood Improvement Program (NIP)

and Home Maintenance Resources

<http://hri-wi.org/locations/>

Shelter - Transitional Housing

740 N. 29th St
Milwaukee, WI 53208
Phone: (414) 933-7689

Our Safe Place is a transitional residential living facility that provides a safe place for men who have completed an initial program for drug and/or alcohol dependency and are committed to remain clean and sober.

<http://www.oursafeplacemke.org>

their lives around for good.

In response to God's grace through Christ, we compassionately serve men, women and children who are homeless, hungry or poor to help them become whole in body, mind and spirit for the glory of God.

<http://www.milmission.org>

Shelter - Homeless Shelter

1730 North 7th Street
Milwaukee, Wisconsin 53205
414-265-6360

This shelter is for men, women and families who are not wanted by the police. Must call ahead of time. Men are admitted Monday-Friday at 10:00 a.m. Women are admitted Monday-Friday at 11 a.m. Families are admitted Monday-Friday at 10:00 a.m. to 12:00 p.m.

<https://centralusa.salvationarmy.org/milwaukee/emergency-lodge/>

Shelter - Housing Resource Center

728 N. James Lovell Street
Milwaukee, WI 53233
(414) 895-RENT (7368)

The Milwaukee Rental Housing Resource Center brings local housing and related assistance programs under one roof.

<https://www.renthelpmke.org/>

Shelter - Low Income Housing

2150 South 13th Street
Milwaukee, WI 53215
Phone:(414) 383-7232

Each property has its own application process. If you would like to rent an apartment, please call the property directly. When you call, the property staff can answer questions regarding availability, waiting lists and application requirements. We are proud to serve our residents in Illinois and Wisconsin, and we remain committed to changing lives and revitalizing neighborhoods by providing safe, quality, service-enriched housing.

<https://www.mercyhousing.org/lakefront-johnston-center-residences>

Shelter - Low Income Housing

3261 N. Martin Luther King Drive
Milwaukee, WI 53212
(262) 446-9144

offers an independent lifestyle for anyone 18 years and older with a disability.

http://www.voa.org/housing_properties/meadows-apartments

Shelter - Low Income Housing

809 North Broadway
Milwaukee, WI 53202
(414) 286-5678

provides high-quality, affordable housing options HACM's housing options include over 4,000 subsidized public housing and/or tax credit units and a Section 8 Rent Assistance Program that provides housing assistance to over 6,000 households. Both programs utilize affordable

Shelter - Transitional Housing

2105 N Booth St
Milwaukee, WI 53212
Phone:(414) 263-4481

Provides community re-entry services to Federal Bureau of Prison inmates who are within six months of their sentence completion. Residents are guided through cognitive, behavioral-based programs that emphasize personal accountability, responsibility, employment, reintegration with family and release planning.
http://www.wiscs.org/programs/reentry/joshua_glover_house-1

Shelter - Transitional Housing

1-855-860-3119
Transitional, sober housing provides supportive housing along with drug and alcohol treatment for selective locations.
<https://www.transitionalhousing.org/state/indiana>

Shelter - Transitional Housing

2821 Vel R Phillips Ave, Suite 223
Milwaukee, WI 53212
414-882-9604 or 414-412-6540
This link is for up-to-date Housing Resources

<https://www.projectreturnmilwaukee.org/housing-resources.html>

Shelter - Used Furniture Appliances Household Items

Greenfield Store
4476 S. 108 Street
Milwaukee, WI 53228
414-377-9077
Monday - Saturday 9:00 am - 9:00 pm
Sunday 12:00pm-5:00pm
You will find great bargains and great finds at our Thrift Stores; household items (furniture, pictures, kitchen goods, small appliances, etc.), sporting goods, toys, shoes and clothing. Store proceeds help us help your neighbors in need.
<http://www.svdpmilw.org/stores.aspx>

Special Considerations - Aging and Disability Resource Center ARDC

Southwestern Indiana Regional Council on Aging (SWIRCA & More) is a not-for-profit, 501(c)3, public service organization that focuses it's efforts on empowering seniors and people with disabilities to remain living safely in their own homes by providing information and supportive services.
<https://swirca.org/>

Special Considerations - Disability Support

1502 West Broadway Suite 201, Madison, WI 53713. 608-267-0214.
Disability Rights Wisconsin is a private non-profit organization that protects the rights of people with disabilities statewide. Our mission is to advance the dignity, equality, and self-determination of people with disabilities. The Resource Center offers information for the following areas: Abuse and Neglect, Advance Directives, Assistive Technology, Barriers to Accessibility, Children with Disabilities, Client Rights, Community Integration, Criminal Justice, Discrimination, Domestic Violence

housing subsidies that are provided by the U.S. Department of Housing and Urban Development. HACM also manages nearly 1,000 unsubsidized affordable apartments at its Berryland, Northlawn and Southlawn developments.

<http://www.hacm.org>

Shelter - Low Income Housing

Find low income apartments in Indiana along with non profit organizations that help with low income housing along with HUD apartments, public housing apartments, public housing authorities, and housing assistance agencies.
<https://www.lowincomehousing.us/IN.html>

Shelter - Low Income Housing

5145 N. 20th Street
Milwaukee, WI 53209
414) 286-8864
Moderate-Income Housing.
<http://www.hacm.org>

Shelter - Low Income Housing

6344 N. 101st Street
Milwaukee, WI 53225
(262) 446-9144
Offers an independent lifestyle for anyone 18 years and older with a disability

https://www.voa.org/housing_properties/meadows-apartments

Shelter - Low Income Housing

4224 W. Boehlke
Milwaukee, WI 53209
(262) 446-9144
offers an independent lifestyle for anyone 18 years and older with a disability.
http://www.voa.org/housing_properties/forest-towers-metro-apartments

Shelter - Low Income Housing

6343 N. 100th Street
Milwaukee, WI 53225
(262) 446-9144
Offers an independent lifestyle for anyone 18 years and older with a disability.
https://www.voa.org/housing_properties/forest-towers-metro-apartments

Shelter - Shared Living

333 West Brown Deer Road, Unit G-925
Milwaukee, WI 53217
414-207-6711
Fully furnished shared living starting at \$750 per month.
All utilities, including wifi and telephone, included in rent.
Toiletries and hygiene provided.

Eligibility Requirements:

Individuals must be ages 45 or older
Physically Independent; able to climb stairs
No alcohol or drugs or smoking.
Administer your own medication (if applicable)
Abide by all Community Living Rules
Must have SSI/SSDI, Medicare/Medicaid, Veteran Benefits, Program Voucher or rental assistance

And Sexual Assault, Employment, Family Care and IRIS Resources, Housing, Long-Term Care, Mental Health, Patient and Institution Rights, Public Benefits, Seclusion and Restraint, Self-Determination / Guardianship, Service Animals, Special Education, Supported Decision-Making, Transportation, Victim Advocacy, Voting.

<https://disabilityrightswi.org/resource-center/>

Special Considerations - Disability Support

Government agencies and disability rights organizations in Wisconsin.
https://www.olmsteadrights.org/self-helptools/advocacy-resources/item.6980-Wisconsin_Disability_Resources_and_Advocacy_Organizations

Special Considerations - Elders

800-677-1116
Welcome to the Eldercare Locator, a public service of the U.S. Administration on Aging connecting you to services for older adults and their families.
<https://eldercare.acl.gov/Public/Index.aspx>

Special Considerations - Elders

The world of job searching has changed drastically over the years. You now have more options than ever. We'll help you navigate through those choices and guide you through the process of applying and interviewing for your next job.
<http://www.aarpworksearch.org/Pages/Default.aspx>

Special Considerations - Elders

Donated Dental Services
c/o WDA Foundation
P.O. Box 14173
West Allis, WI 53214-0173
414-276-4520
The WDA Foundations Donated Dental Services (DDS) program is currently accepting patient applications throughout the state. The mission of the WDA Foundations Donated Dental Services (DDS) program is to help bring needed dental care to Wisconsin residents who are unable to afford treatment because of a limited income that is clearly linked to a permanent disability or advanced age (65 and older). This program is by application only. Eligibility is determined based on a completed written application and phone interview by the DDS referral coordinator.

<http://www.wda.org/wda-foundation/donated-dental-services>

Special Considerations - Sex Offense Reentry

Derek Logue
2211 County Road 400
Tobias, NE 68453
Once Fallen is a leading reference and resource site for Registered Citizens. It also provides useful information to those seeking to reform or abolish the sex offense laws. Once Fallen answers hundreds of phone calls and letters, visits with legislators, assists registrants in connecting to available resources and support networks, and provides analysis research on sex offender laws FREE of charge.

Photo ID required.

No Credit Check.

NO deposit required, but a non-refundable administrative fee may be.

Onsite laundry.

<https://www.communitylivingplatform.org/what-we-offer/>

Shelter - Shelters

We provide an online directory of shelters in Indiana.

<https://www.shelterlist.com/state/indiana>

Shelter - Supportive Housing

Milwaukee Headquarters
7830 W. Burleigh Street
Milwaukee, WI 53222
Phone: (414)461-6330
Prepares people for successful home ownership. A nonprofit organization dedicated to helping individuals and families purchase their own homes. We have earned a proven track record of providing quality home counseling services to prospective low and moderate-income home buyers and have become a trusted leader in assisting hundreds of buyers in purchasing each year.
<http://hri-wi.org/locations/>

Shelter - Transitional Housing

2348 South Chase Avenue
Milwaukee, WI 53207-1462
414-671-6177
This location is in the Lincoln Village neighborhood. Specializes in Housing.

Shelter - Transitional Housing

1-855-860-3119
Transitional, sober housing provides supportive housing along with drug and alcohol treatment for selective locations
<https://www.transitionalhousing.org/state/wisconsin>

Shelter - Transitional Housing

2930 N. 25th Street
Milwaukee, WI 53206
Phone (414) 445-3301
Provides community re-entry services to Federal Bureau of Prison inmates who are within six months of their sentence completion. Residents are guided through cognitive, behavioral-based programs that emphasize personal accountability, responsibility, employment, reintegration with family and release planning.
http://www.wiscs.org/programs/reentry/parsons_ho
use-4

Shelter - Transitional Housing

Project RETURN
2821 Vel R Phillips Ave, Suite 223
Milwaukee, WI 53212
Constantly updated list of housing available in Milwaukee. Multi-tab spreadsheet.
https://docs.google.com/spreadsheets/d/1_xhYCR6Ou_cw1ckbjwUS9HJuWFDDgTWNhZXwj50DOiE/edit#gid=0

Shelter - Transitional Housing

Transitional housing is supportive housing that

<https://oncefallen.com/>

Special Considerations - Veteran Support

Thank you for your service to our country!
This page was created to assist veterans who are, or have been, incarcerated. There are several resources on this page that may help reduce the pressures associated with reentry.
<https://www.fairshake.net/veterans-page/>

Special Considerations - Veteran Support

24/7/365 Support - Call 800-273-8255 and Press 1
Or text 838255.
Connect with a real person who serves Veterans,
Their Families, and Friends

<https://www.veteranscrisisline.net/>

Special Considerations - Veteran Support

Veteran Services.
800-457-8283
All services can be found on the website.
<https://www.in.gov/dva/veterans-services/>

Tax Assistance

SDC Teutonia Office
6850 North Teutonia Avenue
Milwaukee, WI 53209
414.906.2700
Take advantage of the Social Development Commission (SDC)s FREE Volunteer Income Tax Assistance (VITA) program! SDC provides free tax preparation to Milwaukee families and individuals whose household income is \$66,000 or less per year.
<https://www.cr-sdc.org/services/financial/vita-free-tax-prep>

Tax Assistance

SDC Northwest Office
9155 North 76th Street
Milwaukee, WI 53223
414.326.2874
Take advantage of the Social Development Commission (SDC)s FREE Volunteer Income Tax Assistance (VITA) program! SDC provides free tax preparation to Milwaukee families and individuals whose household income is \$66,000 or less per year.
<https://www.cr-sdc.org/services/financial/vita-free-tax-prep>

Transportation - Public Transportation

1942 N 17th St,
Milwaukee, WI 53205
Phone:(414) 344-6711

<http://www.ridemcts.com/routes-schedules>

Volunteer - Community Development

2224 W. Kilbourn Ave
Milwaukee, WI 53233
414-931-6670
City on a Hill's vision is to break the cycle of generational poverty and bring transformation to central city neighborhoods. Through a collaborative and Christ-centered model of service,

helps fight homelessness. Find transitional housing in your state by clicking on the link! We have over 6,864 transitional housing locations in our database. We also provide as much information on each housing location along with pictures.

<https://www.transitionalhousing.org/>

Shelter - Used Furniture Appliances Household Items

Lincoln Store:
2320 W. Lincoln Ave
Milwaukee, WI 53215
414-672-2040
Monday- Friday 10:00am- 7:00pm
Saturday- 10:00am-6:00pm
You will find great bargains and great finds at our Thrift Stores; household items (furniture, pictures, kitchen goods, small appliances, etc.), sporting goods, toys, shoes and clothing. Store proceeds help us help your neighbors in need.

<http://www.svdpmilw.org/stores.aspx>

Special Considerations - Disability Support

Donated Dental Services
c/o WDA Foundation
P.O. Box 14173
West Allis, WI 53214-0173
414-276-4520
The WDA Foundations Donated Dental Services (DDS) program is currently accepting patient applications throughout the state. The mission of the WDA Foundations Donated Dental Services (DDS) program is to help bring needed dental care to Wisconsin residents who are unable to afford treatment because of a limited income that is clearly linked to a permanent disability or advanced age (65 and older). This program is by application only. Eligibility is determined based on a completed written application and phone interview by the DDS referral coordinator.
<http://www.wda.org/wda-foundation/donated-dental-services>

Special Considerations - Disability Support

Government agencies and disability rights organizations in Indiana.
https://www.olmsteadrights.org/self-helptools/advocacy-resources/item.6756-Indiana_Disability_Resources_and_Advocacy_Organizations

Special Considerations - Disability Support

Our Mission: The Arc of Indiana is committed to all people with intellectual and developmental disabilities realizing their goals of living, learning, working and fully participating in the community.
<https://www.arcind.org/>

Special Considerations - Elders

The Wisconsin Department of Health Services has created this page to share information on Wisconsin programs and services for older people and caregivers.
<https://www.dhs.wisconsin.gov/guide/seniors.htm>

Special Considerations - Elders

All services can be found on the website.
<https://www.in.gov/fssa/da/>

we are working to restore hope, reduce poverty, strengthen families and foster social justice. There are a variety of volunteer opportunities for people of all ages, skills and backgrounds. Our volunteers come from many different organizations, denominations, ethnic groups, and geographic areas.

https://www.cityonahillmilwaukee.org/get_involved/volunteer/

Volunteer - Community Involvement

10001 W Bluemound Rd,
Milwaukee, WI 53226

If you want to help the Zoological Society in its mission to conserve endangered animals, educate our community about wildlife and support the Milwaukee County Zoo, then we want you as a volunteer in Zoo Pride.

Zoo Pride volunteers do not work directly with animals, but they are invaluable animal observers and help disseminate information to the public.
<http://www.milwaukeezoo.org/about/jobs/volunteer.php>

Volunteer - Donate Food

Hunters, you can help feed needy people throughout Wisconsin this fall by taking 5 simple steps. Visit the Deer Donation Program by going to the following website:

<http://dnr.wi.gov/topic/hunt/donation.html>
<http://dnr.wi.gov/topic/hunt/donation.html>

Volunteer - Volunteer Opportunities

At JustServe, we believe that nothing should get in the way of organizations and volunteers coming together to do good things for the community.
<https://www.justserve.org/>

Volunteer - Volunteer Opportunities

We make it easy for good people and good causes to connect. We are a community that believes in the power of volunteering to enrich our lives and the world around us. Find locations to volunteer near you!

Virtual volunteer opportunities are also available -
<https://www.volunteermatch.org/virtual-volunteering>

<https://www.volunteermatch.org/>

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Virtual volunteer opportunities are also available -
<https://www.volunteermatch.org/virtual-volunteering>
<https://www.volunteermatch.org/>

Women - Multiple Resources Available

1849 N Dr Martin Luther King Dr, Suite 101
Milwaukee, WI 53212
Phone: (414) 347-1774

The Benedict Center ("Interfaith") provides services and advocacy for women in the criminal justice system so they can live safer, healthier

Special Considerations - Elders

The Wisconsin Senior Employment Program (Senior Community Services Employment Program) is an employment training program for low-income, unemployed individuals aged 55 years and older.

<https://www.dhs.wisconsin.gov/wise/index.htm>

Special Considerations - Veteran Support

We are a network of community, local, state, and federal partners that identifies and develops innovative and holistic approaches to assist justice-involved veterans.

<https://info.nicic.gov/jiv/>

Special Considerations - Veteran Support

Working with and on behalf of veterans in the state of Wisconsin, in recognition of their service and sacrifice.

<http://www.dva.state.wi.us/>

Special Considerations - Veteran Support

Founded & Run By Veterans. The WI VetsNet bridges a major gap in the veterans benefit system: identifying and connecting at-risk veterans and veterans in need to the benefits and programs in a number of areas, including: emergency relief, rehousing, benefits counseling, financial counseling, substance abuse assistance, mental health care, legal assistance, relationship counseling, employment counseling, job training and placement.

<https://www.wisvetsnet.org/>

Support Groups - Support Circles

2821 Vel R Phillips Ave, Suite 223
Milwaukee, WI 53212
(414) 374-8029

Circles of Support are small groups that meet regularly to provide a stable, supportive network to men and women returning from incarceration. Members of each circle include formerly incarcerated people, a trained circle keeper, and community volunteers. Through a structured process, members grow with each other, learn from one another, and help the community heal from the trauma experienced through poverty and crime.

Alumni Support Group

The Alumni Support Group meets every Tuesday at 5:00 pm. This is a re-entry support group facilitated and attended by those who have experienced incarceration and extended supervision. The purpose of this group is to address the immediate needs of each participant in a safe and supportive atmosphere. Too often those returning from incarceration do not have a positive support network and do not know who they can express the struggles they are facing. The Alumni Group provides that supportive atmosphere that is sorely lacking in many people's lives.

Womens Support Group

The Womens Support Group focuses entirely on issues facing women who have returned from incarceration. After prison, women often face

lives for themselves, their children and the community we all share. Our services include community-based counseling for substance use disorders and mental health treatment, reentry support, neighborhood drop-in centers and street outreach.

<https://www.benedictcenter.org/>

Your Leisure Time - Leisure Activities

The mission of Meetup is to revitalize local community and help people self-organize. Meetup believes that people can change their personal world, or the whole world, by organizing themselves into groups that are powerful enough to make a difference.

<http://www.meetup.com/cities/us/wi/milwaukee>

unique issues struggle in silence, but the Women's Group is a space for community and solidarity, often in silence. The Womens Support Group is held every Tuesday afternoon with a meal beginning at 12:30 pm.

<https://www.projectreturnmilwaukee.org/what-we-do.html>

Tax Assistance

SDC Chase Avenue Office
2968 South Chase Avenue
Milwaukee, WI 53207
414.906.2700

Take advantage of the Social Development Commission (SDC)s FREE Volunteer Income Tax Assistance (VITA) program! SDC provides free tax preparation to Milwaukee families and individuals whose household income is \$66,000 or less per year.

<https://www.cr-sdc.org/services/financial/vita-free-tax-prep>

Tax Assistance

Main Office
1730 West North Avenue
Milwaukee, WI 53205
414.906.2700

Take advantage of the Social Development Commission (SDC)s FREE Volunteer Income Tax Assistance (VITA) program! SDC provides free tax preparation to Milwaukee families and individuals whose household income is \$66,000 or less per year.

<https://www.cr-sdc.org/services/financial-services/vita/vita-free-tax-prep>

Volunteer - Community Development

3726 N Booth St,
Milwaukee, WI 53212
Phone:(414) 562-6100

<http://milwaukeehabitat.org/>

Volunteer - Community Involvement

2819 W. Highland Blvd.
Milwaukee, WI 53208
(414) 273-7887

The Volunteer Center of Greater Milwaukee is a program of the Nonprofit Center of Milwaukee, Inc. Our Mission is to promote the interests and effectiveness of the nonprofit sector through strengthening organizational capacity, expanding volunteerism and encouraging collaboration.

<http://www.volunteermilwaukee.org/>

Volunteer - Community Involvement

201 S Hawley Ct,
Milwaukee, WI 53214
Phone:(414) 777-0483

Join Hunger Task Force's most popular and fast-paced volunteer activity — food sorts! Sort donated food so it is ready to be delivered to the hungry.

<http://www.hungertaskforce.org/sorting-food/>

Volunteer - Mentor

1543 North 2nd Street, 6th Floor
Milwaukee, WI 53212
414-908-1081

lramey@milwaukeementor.com
a mentor might help a young person with:
- Setting academic and/or career goals and taking steps to achieve them
- Making healthy choices in everyday life: nutrition, exercise, social activities, and beyond
- Thinking through a problem at home or school
Sponsored by the Milwaukee Bucks.

<https://www.milwaukeementor.com/get-involved/become-a-mentor/>

Volunteer - Volunteer Opportunities

Click on the link to find the list of United Way Wisconsin Volunteer Centers. Sort by opportunities, location and events.
<https://www.volunteerwisconsin.org/local-volunteer-centers>

Volunteer - Volunteer Opportunities

We make it easy for good people and good causes to connect. We are a community that believes in the power of volunteering to enrich our lives and the world around us. Find locations to volunteer near you!

VIRTUAL VOLUNTEER opportunities are also available -

<https://www.volunteermatch.org/virtual-volunteering>

<http://www.volunteermatch.org/>

Volunteer - Volunteer Opportunities

We make it easy for good people and good causes to connect. We are a community that believes in the power of volunteering to enrich our lives and the world around us. Find locations to volunteer near you!

Virtual volunteer opportunities are also available -
<https://www.volunteermatch.org/virtual-volunteering>

<https://www.volunteermatch.org/city/Milwaukee%2C+WI%2C+USA>

Your Leisure Time - Leisure Activities

Whatever you're looking to do this year, Meetup can help. For 20 years, people have turned to Meetup to meet people, make friends, find support, grow a business, and explore their interests. Thousands of events are happening every day—join the fun.

<http://www.meetup.com/>

Youth - Mentors

1543 North 2nd Street, 6th Floor

Milwaukee, WI 53212

414-908-1081

lramey@milwaukeementor.com

Sponsored by the Milwaukee Bucks.

<https://www.milwaukeementor.com/get-involved/find-a-program/>

Employment Tips

We often have to work our way up to the job we want; either because it is not available when we go to find it or we need more experience, education, preparation or time to get ready. Although we will spend time working at jobs that are not our preference, we can enjoy the interim more when we stay focused on our goals.

Start by asking yourself:

- What kind of job or career do I want?
- What am I willing to do, learn or sacrifice to get that job or career?

Before venturing out into the world of work you will have to obtain necessary documents.

The most frequently requested documents are:

- Birth Certificate
- Driver's license or Basic Identification
- Social Security Card

The birth certificate and driver's license forms offered in our Employment Documents are samples. You can find links to the applications that you need in our Resource Directory!

Next, ask yourself the following questions

- What occupations or industries in your area are in need of employees?
- What are your employment limitations due to your particular crime?
- What is the income you need in order to pay for housing, food, energy, phone, child support, restitution, transportation, etc? (check out our [Build a Budget Worksheet](#))
- Which strategies do you think would be most effective for "selling" your attributes?

To prepare to apply for a job you may want to create the following worksheets:

- Inventory your work history in and out of prison
- List your training, skills, limitations, and health considerations
- Gather all the information you will need to fill out employment applications. Are you ready to fill them out online? (Several companies only accept online applications.)

Considerations and Preparation

What are your employment resources?

- Classified ads (in the paper or locally found on-line)
- Applying for jobs with companies you want to work for
- Job Assistance and Job Training centers
- Craigslist, Monster.com, other job-search websites

Skills Assessment and Personal Strengths Evaluation

Consider taking a free online self-assessment test help us see what careers we are suited for. If you type the phrase 'self-assessment test' into any search engine, several options will be available for you to check out.

Do you need clothes for your interview or new job?

Check out Dress for Success, a global program that may have a location near you!

(www.dressforsuccess.org)

Resume' and Interview tips:

Two good places where you get the chance to show a company why they cannot afford NOT to hire you. Keep these tips in mind as you write your application or resume', and prepare for job interviews:

- Be cheerful in your in-person or telephone job interviews.
- Talk about the benefits of your experience and the relevant expertise you offer.
- Speak about the value you would bring to the company.
- Share stories in the job interview about success in prior assignments.
- Talk about your ability to work with a diverse group of people.

Typical Barriers to Employment:

- Lack of updated resume
- Appropriate clothing for job search
- Transportation
- Stable housing
- Substance abuse
- Poor interview skills
- Poor job search skills
- Not a high school graduate
- No documentation (ID, Social Security card)

SMART: What is your strategy for overcoming barriers and creating success?

You can create a clear strategy by following SMART guidelines:

Specific Measurable Attainable Realistic Timely (or Tangible)

Specific – what is the specific goal you wish to achieve?

Can you answer these questions?

- Who do you need to be involved?
- What do you really want to accomplish?
- When do you want to accomplish it?
- Where do you need to be to accomplish it?
- Why do you want to achieve this goal?
- Which things do you need to get in order and which are the constraints to achieving your goal?

Measurable – How will you know when you've achieved your goal? What criteria have you set up to measure your progress and reach your target dates?

Attainable – Can you see yourself achieving this goal? Can you see the path to get there and then see yourself in that place of having reached the goal?

Realistic – Are you willing and able to achieve the goal?

Timely – How long do you need to achieve your goal? Work out your goal date and then the smaller goals that must be met to meet that goal date?

Tangible – Imagine: can you taste, touch, smell, see or hear the results of achieving your goal?

COMPANY OR
EMPLOYER NAME: _____

POSITION APPLIED FOR: _____

APPLICANT TELEPHONE: _____

SOCIAL SECURITY NUMBER: _____

Employment Application

YOUR NAME: _____
Last First Middle

ADDRESS: _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.?

☐ Yes ☐ No (If yes, verification will be required.)

I AM SEEKING A PERMANENT POSITION: ☐ Yes ☐ No

IF NECESSARY FOR THE JOB I AM ABLE TO:

Are you able to perform the essential functions
of the position with or without accommodations?

☐ Yes ☐ No

Work (which shifts)? _____

Work overtime? _____

Provide a valid Alaska Drivers License? _____

IF NECESSARY FOR THE JOB, ARE YOU OVER (Please mark one) 14__ 15__ 16__ 18__ 19__ 21__

I WILL BE ABLE TO REPORT TO WORK ____ DAYS AFTER BEING NOTIFIED THAT I AM HIRED.

EDUCATION:	Yrs. Completed	Field of Study	Graduate or Degree
High School _____			
College/University _____			
Business/Technical _____			
Other (May include grammar school) _____			

MILITARY SERVICE: ☐ Yes ☐ No

Duty/Specialized Training: _____

REFERENCES: List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known
_____	_____	_____	_____	_____
Name	Address	Telephone	Occupation	Years known
_____	_____	_____	_____	_____

EMPLOYMENT: List last employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use an extra sheet of paper if necessary.

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to

_____	Supervisor's Name: Telephone:	Reason for leaving

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to

_____	Supervisor's Name: Telephone:	Reason for leaving

EMPLOYMENT CONTINUED...

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to
		Reason for leaving
	Supervisor's Name: Telephone:	

Employer Name and Address	Position Title/Duties Skills	Dates Employed from to
		Reason for leaving
	Supervisor's Name: Telephone:	

Summarize other employment related to this job: _____

Types of computers, other electronic or mechanical equipment that you are qualified to operate or repair: _____

Typing speed: _____ per minute.

Professional Licenses, Certifications or Registrations: _____

Additional skills including supervision skills, other languages, or information regarding the career/occupation you wish to bring to the employer's attention: _____

In case of accident or illness please contact: Name: _____ Daytime phone: _____

Address: _____ Relationship: _____

Information to the applicant: As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the US, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

I understand and agree to the information shown above:

Signature: _____ Date: _____

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Employer Section: _____

Interview Tips

Before you head to your interview, ask yourself these questions:

- Do you really want this job?
- Are you qualified for the job?
- Do you believe you can get the job?
- What attitude and information must you deliver to the employer to get the job?
- Are you ready for your interview?

If you decide you really want to get this job, consider these tips:

1. Keep your answers short yet full of information, unless you are asked to clarify. Try to put yourself in the interviewer's shoes; asking the same questions of many applicants! Fine tune your answers to the Sample Interview Questions and bring your authenticity and vitality to the interview.
2. Determine what your key strengths and assets are. Be sure to state them confidently a couple of times throughout the interview.
3. Prepare for a variety of interview questions. Consider the challenges you have overcome, the difficult interpersonal situations that you resolved with others, and several success stories.
4. Describe specific situations and accomplishments. Generalities fail to show the interviewer your strengths and assets and how they can benefit the company and the position that is available.
5. Put yourself on their team. Show how you fit in with the existing work environment and company culture. During the interview, align your language with the language of the team.
6. Observe your non-verbal communication. Are you saying what you mean to say? Practice answering some of the Sample Interview Questions in front of a mirror to see if your eyes and your gestures agree with your words.
7. Ask questions. Is this where you want to work? Find out what you need to know to accept the job. Also, the interviewer will see that you are taking interest in the company and work environment. That is an important quality in a team player.
8. Be sure to talk WITH the interviewer and not AT the interviewer. Interviews are stressful enough for both parties. Keep it human.
9. Research the company. Is it a right fit for you? Can you get behind the mission of the company? How much can you know about the work and the work environment before the interview?
10. Apply for jobs that you are skilled for and that you can appreciate...even if only as a stepping stone to your next job. If you truly want the job, you must be able to compete successfully with your competition. Authenticity shines through your words and your non-verbal communication.

Sample Interview Questions

The interview is your chance to show an employer your unique qualities and it is also the time you can ask more about the employer, the company culture and the job you are applying for. Before you interview be sure to find out all you can about the company so you understand who they are, and also so the interviewer knows you care.

Interviews can be stressful; the best way to manage that stress is to be prepared. If you are ready to answer the questions below you will be prepared for most of the questions that might come up.

There are many variables that make finding a job even more complicated if you have a criminal record. How much should you disclose and when should you disclose it? How do you explain your criminal record and still land a job? How do you address it during an interview? We explore these questions and more at the end of this document.

Possible Interview Questions: About the Job and the Company

- Why did you apply for this job?
- What experience, skills and characteristics do you possess to do the job?
- Why do you think you are the best person for this job?
- Why should we hire you?
- What have you learned about our company?
- How do you see your role in joining this or any company?
- Describe good customer service.
- Describe handling a challenge with a co-worker
- Are you willing to travel?
- Do you have any limitations that would inhibit you from doing this job?
- How long do you think you would like to be employed by this company?

Possible Interview Questions: About You

- Tell me about yourself.
- What are you passionate about?
- What is your greatest strength? What is your greatest weakness?
- What do you do when you're angry?
- If you know your supervisor is wrong about something, how would you handle it?
- Describe a difficult work situation and how you dealt with it.
- Describe your work style.
- How would you describe the pace at which you work?
- How do you handle stress and pressure?
- Tell me about how you worked effectively under pressure.
- What motivates you? Are you self-motivated?
- What are your salary expectations? (if it is not listed with the job posting)
- What types of decisions are difficult for you? What types are easy?
- If you could relive the last 10 years of your life, what would you do differently?
- If the people who know you were asked why you should be hired, what would they say?
- Do you prefer to work independently or with others?
- Tell me about your ideal work environment.
- How do you evaluate success?
- What are your career goals? How do you plan to achieve these goals?
- Give an example of a goal you reached and tell me how you achieved it.
- Give an example of a goal you didn't meet and how you handled it.
- Give an example of how you set goals and achieve them.
- How do you handle a challenge?

Possible Interview Questions: Your Work History

- Tell me about ____ company listed on your resume.
- What were your duties, responsibilities, expectations...for the position and as an employee?
- What challenges did you face? How did you handle them?
- What did you like about this job? What did you dislike about this job?
- What was your biggest accomplishment at this job? At any job?
- What were your favorite and least favorite aspects about the people you worked with, including supervisors?
- What attributes to you like to see in a supervisor?
- What do you expect from a supervisor?
- Tell me a little about your favorite and least favorite supervisor.
- Why did you leave this job? (why did you quit or why were you fired?)
- Have you been in a position when you did not have enough work to do? What did you do with your time?
- Have you made a mistake? How did you handle it?
- Have you ever dealt with company policy you weren't in agreement with? How?
- Have you gone above and beyond the call of duty? If so, how?
- When you worked on multiple projects how did you prioritize?
- How did you handle meeting a tight deadline?
- What do you do when your schedule is interrupted? Give an example of how you handle it.
- Tell me about a difficult situation with a co-worker? How did you handle it?
- Tell me about your experience working with a team.
- Have you motivated employees or co-workers? Tell me about it.
- Give me an example of when you did and when you didn't listen.
- Have you handled a difficult situation with a co-worker? How?
- Have you handled a difficult situation with a supervisor? How?
- Have you handled a difficult situation with another department? How?
- Have you handled a difficult situation with a client or vendor? How?

Possible Interview Questions: Incarceration

- Why were you incarcerated?
- What did you learn from that experience?
- Do you have challenges or limitations that could affect your work schedule?
- What have you been doing to prepare for employment since you came home?
- Were you employed or in school when you were incarcerated? If so, tell me about your work. Tell me about your education.

Illegal questions:

- What is your age?
- How many children do you have? Are you pregnant?
- How much do you weigh? How tall are you?
- Do you live with anyone? Who?
- Are you married or in a relationship?

Legal alternatives:

- Are you over 18 years old?
- Can you lift 60 pounds?
- Is there anything that might interfere with your work schedule?

Related to Your Criminal Record

An employer may not ask questions about a previous arrest or conviction. They may ask if you have been convicted of specific crimes if they are relevant to the position being applied for. An employer may not refuse employment to someone just because they have a criminal record.

Lisa Pollan, site coordinator at LIFT-DC, says they encourage formerly incarcerated clients to collect "evidence of rehabilitation." This evidence should prove to employers that the client has changed since their offense and is now a responsible member of society. Evidence of rehabilitation can include:

- letters of recommendation from employers or advocates
- proof of training program completion/certificates (including during incarceration)
- participation in a mentoring or support group

For Job Applications, LIFT-DC counsels clients to do the following:

- **Only answer what is asked:** If a question asks if you have been convicted of a felony, you can say no if you only have misdemeanors. If a question asks if you have been convicted of a felony in the last seven years, and you were convicted 10 years ago, answer no.
- **Answer truthfully:** A company may hire ex-offenders but have a policy of terminating anyone who lies on an application.
- **Demonstrate change:** If you answer a question about your record by writing, "Yes, but I got my GED while I was incarcerated," you show that you are educated, focused and want to make positive changes in your life. You can also attach a written explanation of your situation, and proof of your rehabilitation.

Check out LIFT-DC for more tips on interviewing! <http://www.liftcommunities.org/>

From the National Reentry Resource Center:

<http://www.nationalreentryresourcecenter.org/faqs/employment-and-education#Q8>

How should job-seekers respond to questions regarding past convictions?

- Acknowledge the previous mistakes in a concise and businesslike way
- mention any relevant skills or interests developed while in prison or prior to entering prison
- reinforce a commitment and an interest in the new job, by stating, for example, "I'm more mature now and my top priority is to work at [company] to use my abilities, focus on the work, and make a fresh start."

Applicants should be familiar with their criminal history to answer accurately specific questions on job applications and in interviews.

Race/Religion

An employer may not ask you about your religion but it may come up if they ask you what days/times you are available. An employer may not judge you for being a part of any race or religion but may decide not to hire you if you are unavailable for any crucial time for the position you are applying.

Interview Questions for You to Ask

In an interview both you and the employer are finding out about each other. Asking these questions will show general interest in the business, and the team you are applying to work with. These questions show you care about the position and how you might fit. Asking questions will also help you understand if you think the environment is suitable for you.

Please tell me important information I should consider about working with this company:

- On average, how long do people keep the position for which I am applying?
- What strengths and skills do you think I should have to best fill this position?
- What employee qualities are encouraged here?
- Is this a friendly environment or are people pretty serious?
- Would you tell me about the challenges I might find working here?
- Which companies, products or services are our competitors?
- Is there an opportunity for promotion from this position?
- How often will I be evaluated?
- What are the businesses strengths? What aspects need improvement?
- What will be expected of me in the first 3 months? 6 months? Year?
- Are we encouraged to participate in things outside of work, like a softball league?
- In what ways does the company recognize and honor work that has been done?
- Will I have an employment agreement?
- Will I work with alone or with a group?
- Who will I report to? What kind of person are they?
- Are we anticipating any major changes in the workplace?
- How many applicants do you have for this position?
- What training do you provide?
- Does the company provide or support higher education or advanced training for employees?
- Is there anything else I can provide you to help you make a decision?
- How soon can I expect to hear from you?

Not all of these questions would apply to any one position. These questions are just examples to either pick from or open your mind to asking questions that will help you make sure the job is acceptable for you!

Resume Guide

A good resume will open the door for an interview. But do you need a resume? Some employers prefer a resume and others require an application form. That depends on the kind of job you're applying for.

RESUME REQUIRED

- Professional, technical, administrative and managerial jobs.
- Sales positions.
- Secretarial, clerical, and other office jobs.

RESUME SOMETIMES REQUIRED

Professional positions: Baker, Hotel Clerk, Electrician, Drafter, Welder

RESUME NOT REQUIRED

Unskilled, quick turnover jobs: Fast Food Server, Laborers, Machine Loader, Cannery Worker

The Rockport Institute has generously donated the resume guide below. It is a shortened version of their full resume guide ***How to Write a Masterpiece of a Resume*** which can be found here:

<http://www.rockportinstitute.com/resumes>

WRITE A RESUME THAT GENERATES RESULTS

Before you begin, ask yourself: Why do you have a resume in the first place? What is it supposed to do for you? How can you differentiate yourself from hundreds of other applicants with qualified resumes? The prospective employer has the overwhelming task of looking over many resumes to find the special person that is right for the position and a great fit for the culture of the company. You are facing a great deal of competition.

The resume is a tool with one specific purpose: to win an interview. If it doesn't, it isn't an effective resume. A resume is an advertisement; nothing more, nothing less. A great resume doesn't just tell them what you have done but makes the same assertion that all good ads do: If you buy this product, you will get these specific, direct benefits. It presents you in the best light. It convinces the employer that you have what it takes to be successful in this new position or career.

Other reasons to have a resume:

- To pass the employer's screening process (requisite educational level, number years' experience, etc.), to give basic facts which might favorably influence the employer
- To establish yourself as a professional person with high standards and excellent writing skills, based on the fact that your resume is so well done (clear, well-organized, well-written, well-designed, of the highest professional grades of printing and paper).
- To use as a covering piece or addendum to another form of job application
- To put in an employer's personnel files. (which they may check out later for other openings)
- To help you clarify your direction, qualifications, and strengths, boost your confidence, or to start the process of committing to a job or career change.

It is a mistake to think of your resume as your work history, a personal statement or some sort of self expression. Sure, most of the content of any resume is focused on your job history. But write from the intention to create interest, to persuade the employer to call you. If you write with that goal, your final product will be very different than if you write it just to catalog your job history.

Most resumes are quickly scanned, rather than read. Ten to twenty seconds is all the time you have to persuade a prospective employer to read further and the decision to interview a candidate is usually based on an overall first impression of the resume, a quick screening that so impresses the reader and convinces them of the candidate's qualifications that an interview results. The top half of the first page of your resume will either make you or break you. You hope it will have the same result as a well-written ad: to get the reader to respond. You are selling a product in which you have a large personal investment: you.

The person who is doing the hiring often cares deeply how well the job will be done. You need to write your resume to appeal directly to them. Ask yourself: What does the employer really want? What special abilities would this person have? What would set a truly exceptional candidate apart from a merely good one? How can I demonstrate that I am the perfect candidate? Put yourself in their shoes.

Loosen up your thinking enough so that you will be able to see some new connections between what you have done and what the employer is looking for. You need not confine yourself to work-related accomplishments! Use your entire life as evidence of your character, skills and talents. If Sunday school or your former gang are the only places you have had a chance to demonstrate your special gifts for leadership, fine. What are the talents you have to offer the prospective employer? A great resume has two sections. In the first, you make assertions about your abilities, qualities and achievements. You write powerful, but honest, advertising copy that makes the reader immediately perk up and realize that you are someone special.

The second section, the evidence section, is where you back up your assertions with evidence that you actually did what you said you did. This is where you list and describe the jobs you have held, your education, etc. This is all the stuff you are obliged to include.

Most resumes are just the evidence section, with no assertions. The 'juice' is in the assertions section. When a prospective employer finishes reading your resume, you want them to reach for the phone to invite you in to interview. The resumes you have written in the past have probably been a gallant effort to inform the reader. You don't want them informed. You want them interested and excited.

THE OBJECTIVE SECTION

Ideally, your resume should be pointed toward conveying why you are the perfect candidate for one specific job or job title. Good advertising is directed toward a very specific target audience.

Targeting your resume requires that you be absolutely clear about your career direction—or at least that you appear to be clear. You would be wise to use this time of change to design your future career so you have a clear target that will meet your goals and be personally fulfilling. With a nonexistent, vague or overly broad objective, the first statement you make to a prospective employer says you are not sure this is the job for you.

Imagine the position of a software manufacturer looking at a sea of resumes. They all look so much alike until they come across a resume in the pile that starts with the following: "OBJECTIVE - a software sales position in an organization seeking an extraordinary record of generating new accounts, exceeding sales targets and enthusiastic customer relations". They are immediately interested! This first sentence conveys some very important and powerful messages: "I want exactly the job you are offering. I am a superior candidate because I recognize the qualities that are most important to you, and I have them. I want to make a contribution to your company." This works well because the employer is smart enough to know that

someone who wants to do exactly what they are offering will be much more likely to succeed than someone who doesn't. And that person will probably be a lot more pleasant to work with as well.

Secondly, this candidate has done a good job of establishing why they are the perfect candidate in their first sentence. They have thought about what qualities would make a candidate stand out. They have started communicating that they are that person immediately. What's more, they are communicating from the point of view of making a contribution to the employer.

Here's how to write your objective. First of all, decide on a specific job title for your objective. Go back to your list of answers to the question "How can I demonstrate that I am the perfect candidate?" What are the two or three qualities, abilities or achievements that would make a candidate stand out as truly exceptional for that specific job? Having an objective statement that really sizzles is highly effective. And it's simple to do. One format is:

OBJECTIVE: An xxx position in an organization where yyy and zzz would be needed (or, in an organization seeking yyy and zzz).

Xxx is the name of the position you are applying for. Yyy and zzz are the most compelling qualities, abilities or achievements that will really make you stand out above the crowd of applicants.

If you are applying for several different positions, you should adapt your resume to each one. Have an objective that is perfectly matched with the job you are applying for. Remember, you are writing advertising copy, not your life story.

If you have a limited work history, you want the employer to immediately focus on where you are going, rather than where you have been.

Examples of an Objective section:

OBJECTIVE: An entry-level position in the hospitality industry where a background in advertising and public relations would be needed.

OBJECTIVE: A position teaching English as a second language where a special ability to motivate and communicate effectively with students would be needed.

THE SUMMARY OF QUALIFICATIONS

The "Summary of Qualifications" consists of several concise statements that focus the reader's attention on the most important qualities, achievements and abilities you have to offer. Those qualities should be the most compelling demonstrations of why they should hire you instead of the other candidates.

This may be the only section fully read by the employer, so it should be very strong and convincing. Include professional characteristics (extremely energetic, a gift for solving complex problems in a fast-paced environment, exceptional interpersonal skills, committed to excellence, etc.) helpful in winning the interview.

How should you write to write a Summary of Qualifications? Look for the qualities the employer will care about most. Then look at what you wrote about why you are the perfect person to fill their need. Pick your qualities that best demonstrate why they should hire you. Assemble it into your Summary section.

The most common ingredients of a well-written Summary are as follows. Do not use all these ingredients in one Summary - use the ones that highlight you best.

- A short phrase describing your profession
- Followed by a statement of broad or specialized expertise
- Followed by two or three additional statements related to any of the following:
 - breadth or depth of skills
 - unique mix of skills
 - range of environments in which you have experience
 - a special or well-documented accomplishment
 - a history of awards, promotions, or superior performance commendations
- One or more professional or appropriate personal characteristics
- A sentence describing professional objective or interest.

Notice that the examples below show how to include your objective in the Summary section. If you are making a career change, your Summary section should show how what you have done in the past prepares you to do what you seek to do in the future.

A few examples of Summary sections:

- Highly motivated, creative and versatile real estate executive with seven years of experience in development and construction. Especially skilled at building effective, productive working relationships with clients and staff. Excellent management, negotiation and public relations skills. Seeking a challenging management position in the real estate field that offers extensive contact with the public.
- Health Care Professional experienced in management, program development and policy making in the United States as well as in several developing countries. A talent for analyzing problems, developing and simplifying procedures, and finding innovative solutions. Proven ability to motivate and work effectively with persons from other cultures and all walks of life. Skilled in working within a foreign environment with limited resources.
- Performing artist with a rich baritone voice and unusual range, specializing in classical, spiritual, gospel and rap music. Featured soloist for two nationally televised events. Accomplished pianist. Extensive performance experience includes television, concert tours and club acts. Available for commercial recording and live performances.

SKILLS AND ACCOMPLISHMENTS

In this final part of the assertions section of your resume, you do exactly what you did in the previous section, except that you go into more detail.

In the summary, you focused on your most special highlights. Now you tell the rest of the best of your story. Let them know what results you produced, what happened as a result of your efforts, what you are especially gifted or experienced at doing. Flesh out the most important highlights in your summary.

Here are a few ways you could structure your "Skills and Accomplishments" section:

SELECTED SKILLS AND ACCOMPLISHMENTS

- Raised \$1900 in 21 days in canvassing and advocacy on environmental, health and consumer issues.
- Conducted legal research for four Assistant U.S. Attorneys, for the U.S. Attorney's office
- Coordinated Board of Directors and Community Advisory Board of community mental health center. Later commended as "the best thing that ever happened to that job."

FUNCTIONAL RESUME FORMAT

The functional resume highlights your major skills and accomplishments. It helps the reader see clearly what you can do for them. It helps target the resume into a new direction by lifting up from all past jobs the key skills and qualifications to help prove you will be successful. The functional resume is a must for career changers and for those returning to the job market.

THE EVIDENCE SECTION - YOUR WORK HISTORY, EDUCATION, ETC.

Most resumes are not much more than a collection of "evidence," various facts about your past. By evidence, we mean all the mandatory information you must include on your resume: work history with descriptions, dates, education, affiliations, list of software mastered, etc. If you put this toward the top of your resume, anyone reading it will feel like they are reading an income tax form.

EXPERIENCE

List jobs in reverse chronological order. Don't go into detail on the jobs early in your career; focus on the most recent and/or relevant jobs. (Summarize a number of the earliest jobs in one line or very short paragraph. Put dates in italics at the end of the job; don't include months, unless the job was held less than a year. Include military service, internships, and major volunteer roles if desired! Because the section is labeled "Experience," it does not need to mean that you were paid.

EDUCATION

List education in reverse chronological order, degrees or licenses first, followed by certificates and advanced training. Set degrees apart so they are easily seen. Put in boldface whatever will be most impressive. Don't include any details about college except your major and distinctions or awards you have won.

- Do include advanced training, but be selective with the information.
- If you are working on an uncompleted degree, include the degree and afterwards, in parentheses, the expected date of completion.
- If you didn't finish college, start with a phrase describing the field studied, then the school, then the dates (the fact that there was no degree may be missed).

Other headings might be "Education and Training" or "Education and Licenses".

And then add your Awards, Civic and Community Recognition and Comments from Supervisors.

PERSONAL INTERESTS

Only list these if your personal interests indicate a skill or knowledge that is related to the goal, such as photography for someone in public relations, or carpentry and wood-working for someone in construction management. This section can create common ground in an interview.

REFERENCES

You may put "References available upon request" at the end of your resume, if you wish. This is a standard close (centered at bottom in italics), but is not necessary. You can bring a separate sheet of references to the interview, to be given to the employer upon request.

A FEW GUIDELINES FOR A BETTER PRESENTATION

The resume is visually enticing, a work of art. Simple clean structure. Very easy to read. Symmetrical. Balanced. Uncrowded. As much white space between sections of writing as possible; sections of writing that are no longer than six lines, and shorter if possible.

There are absolutely no errors. No typographical errors. No spelling errors. No grammar, syntax, or punctuation errors. No errors of fact.

All the basic, expected information is included. A resume must have the following key information: your name, address, phone number, and your email address at the top of the first page, a listing of jobs held, in reverse chronological order, educational degrees, in reverse chronological order.

Jobs listed include a title, the name of the firm, the city and state of the firm, and the years employed. Jobs earlier in a career can be summarized and extra part-time jobs can be omitted. If no educational degrees have been completed, it is still expected to include some mention of education (professional study or training, partial study toward a degree, etc.) acquired after high school.

It is targeted. First you should get clear what your job goal is, what the ideal position would be. Then you should figure out what key skills, areas of expertise or body of experience the employer will be looking for in the candidate. Gear the resume structure and content around this target, proving these key qualifications.

Strengths are highlighted / weaknesses de-emphasized. Focus on whatever is strongest and most impressive. Make careful and strategic choices as to how to organize, order, and convey your skills and background.

Use power words. For every skill, accomplishment, or job described, use the most active impressive verb you can think of (which is also accurate). Begin the sentence with this verb, except when you must vary the sentence structure to avoid repetitious writing.

Show you are results-oriented. Wherever possible, prove that you have the desired qualifications through clear strong statement of accomplishments

Writing is concise and to the point. Keep sentences as short and direct as possible.

Make it look great. Use a laser printer or an ink jet printer that produces high-quality results. A laser is best because the ink won't run if it gets wet. It should look typeset. Use a standard conservative typeface (font) in 11 or 12 point. Use off-white, ivory or bright white 8 1/2 x 11-inch paper, in the highest quality affordable. Use absolutely clean paper without smudges, without staples and with a generous border.

Shorter is usually better. Your resume should be just long enough to keep the reader's interest, and create psychological excitement that leads prospective employers to pick up the phone and call you.

Telephone number that will be answered. Be sure the phone number on the resume will, without exception, be answered by a person or an answering machine Monday through Friday 8-5pm.

WHAT NOT TO PUT ON A RESUME

- The word "Resume" at the top of the resume
- Fluffy rambling "objective" statements
- Salary information
- Full addresses of former employers or names of supervisors
- Reasons for leaving jobs
- References

Cover Letter

Many employers today want to read a letter of introduction, or cover letter, when they review a resume. A cover letter should tell the employer which position you are interested in, why you think you are qualified for the position. Some information in your cover letter may also be on your resume; overlapping information emphasizes skills and characteristics. Read your cover letter carefully, check for spelling, grammar, and punctuation errors, then have another person proofread it one more time before you print it or press 'send'.

January 5, 2012

Alex Wikstrom
Sun Dog Manufacturing
123 Swiggum St.
Westby, WI 54667

Dear Mr. Wikstrom:

I am interested in the Shipping Manager position advertised in the Westby Times this week. I believe I would be a great fit for this position and welcome the opportunity to talk with you to find out more about the job and your company.

Your Requirements:

- Computer literate; able to learn software programs
- Compare multiple shipping criteria
- Self-motivated
- Friendly; work well with others

My Qualifications:

- I am experienced in shipping with USPS, Fed Ex and UPS and their software programs.
- I understand that each shipper offers different services. I can learn what I need to know for the safe delivery of products to the customer and the most cost-efficient route for the company.
- I enjoy my work and take pride in a job well done. I find this very motivating.
- I encourage you to follow up on my references as I am sure you will see that I am a 'team player' and understand how to recognize company culture and enhance the work environment.

I enjoy playing an important role in enhancing a customers' experience. I also enjoy balancing the technical skills, physical skills and social skills that are required to do a great job in this position. I take pride and ownership in my work and consider the perspective of the customer when packing an order.

My resume is attached for your review. I'm interested in talking with you and learning more about the position and Sun Dog. I read the mission statement and feel I really can get behind it.

Thank you for your time and consideration. I'm looking forward to hearing from you.

Sincerely,

Signature Here

Sue Kastensen

For more examples, check out ***Best Resume's & Letters for Ex-Offenders*** by Wendy Enelow and Ronald Krannich, or simply search for 'cover letter examples' in your favorite search engine.

Thank You Letter

Writing a thank you letter allows you the opportunity to share your reflections from interview including topics that were discussed and your decision to accept the job if it is offered to you. If you do not want the job you can write a short thank you letter stating that you wish to withdraw your application. If you do want the job, restate the qualifications and social skills you possess related to the requirements of the position and culture of the company. Be sure to send your thank you letter within a day of your interview.

Sue Kastensen
PO Box 63
Westby, WI 54667
608-634-6363
sue@gmail.com

January 20, 2012

Alex Wikstrom
Sun Dog Manufacturing
123 Swiggum St.
Westby, WI 54667

Dear Mr. Wikstrom:

Thank you for taking the time to meet with me about the Shipping Manager job opening yesterday. I appreciate the opportunity to interview for this position.

Upon reflection, I believe I am a good fit for the Shipping Manager position and also for the company. I bring four years experience in shipping and receiving and I am familiar with nearly all of the tools you showed me. I learn quickly and will be able to master each of the computer shipping programs easily. My personality is well-suited to accommodate the variety of employees who will bring items to be shipped, and also the freight handlers that I will interface with.

Thank you for listening to me describe my past and what I have learned from my incarceration. Be assured that I have reflected upon, learned from, and moved beyond all types of criminal behavior. I am ready and willing to be a reliable benefit to Sun Dog Manufacturing.

I'm very interested in working with you and your team. I am a dedicated worker and can commit to supporting Sun Dog Manufacturing well into the future. Please feel free to contact me if you would like further information. My cell phone number is 608-634-1234

Thank you again for your time and consideration.

I'm looking forward to hearing from you.

Sincerely,

Signature Here

Sue Kastensen

*** For many more examples, Search the Internet for *Thank You Letter Examples* ***

Self-Employment

CAUTION: Entrepreneurship is NOT for the weak!

The idea of owning a business is attractive to many types of people. Some are drawn to 'be their own boss', to work closer to where they live, or to provide a product or service to an area where it is needed. Some people feel they can take more pride in their work and also be recognized for their efforts, still others feel they can have greater job security and may even be able to sell their business or pass it on to their children. Our shared *American Dream* features a 'rags to riches' story that includes a plucky protagonist that pulls her- or himself up with their bootstraps to achieve financial and social success.

One of our basic human needs is to feel we have the power to determine our destiny. Owning your own business is certainly one way to take control. Unless the start-up is handled cautiously, intelligently and with a long-term commitment, however, a person can drive their dream right into the ground.

This brief document will only cover the very basics (mostly using bullet points!) of things to consider in starting a business. It is merely a check list to assess if this is the right path for you, and also to consider some of the many things you'll need to address to get started...and then to keep it running.

Let's begin with some simple questions to ask yourself:

- What kind of business do I want to start? Will I provide a product or a service?
- Where will my business be located? What type of community supports my business? (examples: neighborhood, city, state, internet)
- Who are my customers? What makes them different from other consumers?
- How must I organize my company: What regulations must I follow? Does this business require special licensing or permits? How should I incorporate? (examples: LLC, S Corp, B Corp, non-profit)
- Where and how will I advertise or otherwise communicate to my customers?
- Does my business benefit all of the members of the community in which it is located?
- What is the name of my business and what is my 'tag line' or 'elevator speech' to describe it?
- How will I explain my business to my grandmother? (good practice; even if she is no longer with us)
- Can I tolerate book-keeping or am I able to pay someone who can?

Are you willing and able to:

- Start organized and stay organized?
- Follow legal procedures (including lots of paperwork!)?
- Ask for help?
- Pay taxes willingly?
- Be flexible, creative and responsive when things don't go as planned?

Now let's look at some difficult things to consider in starting a business:

- Can I handle a lot of rejection and nay-sayers?
- Will I feel jilted or jaded when my friends are not willing to be my customers or backers?
- Can I live with little to no income for at least 1 year and up to 3 years?
- Am I willing to sacrifice much of my leisure time or social life for up to 3 years as well?
- Do I have a super-strong moral base? (The temptation to cheat can be powerful for many.)
- Can I provide clear proof I will be able to succeed - and that I am a worthwhile risk - to small business loan officers?
- Do I have solid back-up plan for repayment?
- Am I comfortable with risk or will I worry?
- Am I physically strong enough to endure hard work, stress and exhaustion?
- What aspects about running a business matter most to me?
- Am I a 'people person' and if not, can I hire this person, or how will I communicate with customers?
- What are my 'competitors' doing? What do I do similarly or differently to what they are doing?
- How long will it take to start my business before any money begins to come in? Can I start it while I work at another job?
- Am I willing and able to trademark, copyright or patent my name, logo, written or recorded material or invention?

Some possible snags or ways to fail at starting a business:

- Need others to do work or research for you to get started.
- Blame others or 'the system' when things get difficult
- Require more resources from outside investors than you are willing to contribute yourself.

A couple of resources for entrepreneurial hopefuls:

SCORE: <https://www.score.org/>

Small Business Administration: <https://www.sba.gov/>

US Patent and Trademark Office: <http://www.uspto.gov/>

How to Write a Business Plan: <http://articles.bplans.com/how-to-write-a-business-plan/>

Free Government Publications: The Consumer Information Catalog lists approximately 200 free and low-cost publications available to you from various federal agencies. The publications cover topics such as money, health, employment, housing, federal programs, travel, small business, and education.

To write for your free catalog, send your request and address to: **Federal Citizen Information Center**

Also ask for "How to Write a Business Plan Pub #173

Attn: Catalog
Pueblo, CO 81009

Please share your thoughts, ideas, questions and concerns. Your questions, suggestions and ideas will help me improve this page to better serve our future business owners!