

# REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

[www.fairshake.net](http://www.fairshake.net)

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# ASA J. PETERS

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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

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## OBJECTIVE

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### *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.

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## PERSONAL PROFILE

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- 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.

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## COOKING SKILLS

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- ✓ 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.

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## RESTAURANT EXPERIENCE

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**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

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## MILITARY SERVICE

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

## The Fair Shake Resource Directory

The Resource Directory is a n easy-to-use information clearing house! We gather and maintain links and addresses to services for all 50 states. Just enter your state, city and/or zip code, and distance you are able

to travel. The search tool will then look through the data base for goods, services and information at the national, state and local level.

Resource Directory features include:

- Over 14,000 Entries!
- Resources on every level; from National to Local
- Build a printable document to print by **+Save-**ing resources
- Members can create their own Resource Directory
- The directory is constantly growing and is well-maintained

### Search

State: <input type="text"/> City or Zip Code: <input type="text"/> Within: <input type="text" value="5 Miles"/> <input type="button" value="v"/> <input type="button" value="Search Resources"/> <input type="button" value="Reset"/>	<b>Guide to our Resource Directory:</b> <a href="#">Click here to see the list of categories.</a> <a href="#">Click here to find out where resources can be found.</a> (Under the local, state or national heading) <a href="#">Resource Directory Tutorial</a> <a href="#">Click to see State and Local Reentry Guides</a>
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### Categories and Sub-Categories

<b>Citizenship</b> Birth Certificate Community Development Community Involvement Consumer Services Expungement Dept. of Motor Vehicles Licensing Information Legal Assistance Protection from Discrimination Voting Rights  <b>Clothing</b> Free Clothes Thrift Stores Interview and Career Clothing	<b>Employment</b> Employment Services Second Chance Employers Job Training Licensing Information Employment Programs Temp and Permanent Staffing Agency Department of Labor Workforce Development  <b>Family</b> Family Services Child Care Child Support Mentoring Dept. of Human Services Parenting  <b>Food</b> Food Pantry	<b>Food</b> Food Stamps Free Meals Soup Kitchens  <b>Free</b> Free Stuff  <b>Health</b> Addiction Recovery American Red Cross Counseling Services Mental Health Support Rehabilitation Center Free/Sliding Scale Clinic Free/Sliding Scale Dental HIV/AIDS Services Homeless Health Care Dept. of Human Services Substance Abuse	<b>Money</b> Finances / Budgeting  <b>Reentry Resources</b> Reentry Resources Reentry Programs Multiple Resources Available  <b>Shelter</b> Energy Assistance Homelessness Assistar Homeless Shelter Low-Income Housing Shelters for Specific Gr Transitional Housing	<b>Special Considerations</b> Disability Support Veterans Youth Elders Sex Offense Reentry  <b>Volunteer</b> Volunteer opportunities  <b>Your Leisure Time</b> Leisure Activities
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### Where to Find Resources

<b>Local</b> Community Development Community Involvement Legal Assistance Interview and Career Clothing Free Clothes Licensing Information Job Training Temp and Permanent Staffing Agency Child Care Child Support Dept. of Health and Human Services Family Services Food Pantry Soup Kitchen Free Stuff Dept. of Human Services Counseling Services	<b>Local</b> Free/Sliding Scale Clinic Free/Sliding Scale Dental HIV/AIDS Services Homeless Health Care Mental Health Support Substance Abuse Finances/Budget Help Reentry Resources Reentry Programs Energy Assistance Homeless Assistance Low-income Housing Shelters for Specific Groups Transitional Housing Disability Support Elders Veterans Volunteer Opportunities Your Leisure Time	<b>State</b> Birth Certificate Consumer Services Department of Motor Vehicles Licensing Information Sex Offense Reentry Voting Rights Employment Services Workforce Development Child Care	<b>State</b> Child Support Dept. of Health and Human Services Food Stamps HIV/AIDS Services Low-Income Housing Reentry Resources Reentry Programs Energy Assistance Transitional Housing Disability Support Elders Veterans Your Leisure Time	<b>Nationwide</b> Sex Offense Reentry Voting Rights Free Stuff Finances / Budget Help Reentry Resources Reentry Programs Veterans Your Leisure Time
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## Educate Yourself!

The Internet can be used as a powerful tool for growth; you can teach and learn many things by yourself! Education serves many purposes, among them: to help us understand things and also to understand ourselves, to help us make connections and decisions, to show others we are capable; to name but a few.

Basic academic education is not the key to knowledge. Knowledge involves many facets to learning: academic, experience, learning about yourself and your values, listening, learning to live in society, and more. The key to knowledge works when we integrate all of the aspects to make decisions and set goals.

Fair Shake brings together many free, online self-directed education resources for you to engage in education!

*Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family.* ~ Kofi Annan

### Traditional Education

#### Education Basics

Free support for learners through High School or GED

#### Higher Education

Free university level or professional development resources.

### Non-Traditional

#### Life Skills

Tools for daily living, including finances, cooking, and creativity!

#### Employment Skills

Support from resume' building to professional development

**Khan Academy:** offers a library of over 3,500 videos which covers K-12 math, biology, chemistry, physics, the humanities, finance and history. Each video is approximately 10 minutes long. All materials and resources are free.



**GCF Learn Free:** Provides quality, innovative online learning opportunities to anyone who wants to be successful in both work and life. They believe there's freedom in the ability to learn what you want, when you want, regardless of your circumstances



**Massachusetts Institute of Technology's** free courses include materials from more than 2,000 courses, presenting virtually the entire curriculum of the Institute.



**Coursera** is an education platform that partners with top universities and organizations worldwide, to offer courses online for anyone to take, for free.



**Academic Earth** provides access to a world-class education and includes curated links to over 750 online courses and 8,500 individual online lectures, giving students of all ages unparalleled access to college courses they may otherwise never experience.



**Codecademy** is a great place to get started with programming! The lessons are very rewarding as your progress can encourage you with medals or allow you to post your progress on social media websites. The lessons are free; tests that offer certificates are available for purchase.



**Acámica** es el futuro de la educación superior en línea. A través de lo que llamamos microaprendizaje ramificado, ofrecemos cursos de calidad, accesibles, dinámicos e interactivos, que pueden ser tomados en cualquier lugar, en cualquier momento.



**CLEP** offers 33 Internet-Based Testing exams in five subject areas at over 1,800 college test centers, covering material taught in courses that you may generally take in your first two years of college. By passing a CLEP exam, you can earn 3 to 12 college credits. Exams cost \$80. There are text exams for you to use to prepare.



## **List of CLEP Exams: Match with OpenCourseWare Classes!**

American Literature	Western Civilization I: Ancient Near East to 1648
Analyzing and Interpreting Literature	
College Composition and Modular English Literature	Western Civilization II: 1648 to the Present
Humanities Foreign Languages	Science and Mathematics
French Language (Levels 1 and 2)	Biology
German Language (Levels 1 and 2)	Calculus
Spanish Language (Levels 1 and 2)	Chemistry
History and Social Sciences	College Algebra
American Government	College Mathematics
Human Growth and Development	Natural Sciences
Intro to Educational Psychology	Pre-calculus
Introduction to Psychology	Business
Introduction to Sociology	Financial Accounting
Principles of Macroeconomics	Introductory Business Law
Principles of Microeconomics	Information Systems and Computer Applications
Social Sciences and History	Principles of Management
History of the United States I: Early Colonization to 1877	Principles of Marketing
History of the United States II: 1865 to the Present	

# Fair Shake's (large and growing!) webpage for you: (I hope you will help me build it and make it more effective!)

## Formerly and Currently Incarcerated People



outreach[at]fairshake(dot)net

Are you ready to get a fair shake? We exist to support your successful transition! Fair Shake is like a reentry hardware store: we have tools, resources and information to support you as you build your new life, including bridges of trust with your family, employers, property managers and the community.

Remember, many of America's most highly treasured stories are those involving redemption and pulling ourselves out of tough situations to create meaningful and fulfilling lives. This can be your story!

For those of you who are currently incarcerated and are able to email us, you can request a reentry packet, ask questions or send comments and suggestions to

- Motivation Tips
- Culture Shock!
- How To Watch TV
- Ubuntu: Building Social Fabric

- Transition Tips
- Educate Yourself
- Gratitude

### Tax FAQ's from the IRS

- Get Right With Your Taxes

### For Parents

It's important to stay connected!

- Children of Incarcerated Parents – Bill of Rights
- Children of Incarcerated Parents' Library
- Biblioteca sobre niños de presos
- Prison Parenting Programs – May 2016

### Sesame Street: On Incarceration

- Tips for Incarcerated Parents
- Little Children, Big Challenges
- Tips for Caregivers

### Can you change your child support order?

- State by State Guide
- Changing a Child Support Order

### Improve Your Financial Outlook!

Check out the Money Management page!

- Improve your Credit Score
- Build a Budget Worksheet

### InCharge Debt Solutions

InCharge offers a free credit counseling service that provides help with budgeting, solutions for becoming debt free and tips to successfully manage your money. The goal of credit counseling is to provide a solution that helps you achieve debt relief and get on a financially healthy path. The service can be done over the phone or online.

You may be able to:

- \* Lower your interest rates
- \* Reduce monthly payments
- \* Credit scores are not a factor
- \* Eliminate fees and over-limit charges
- \* Stop harassing calls from debt collectors
- \* Consolidate credit bills into one monthly payment
- \* Build a realistic budget and financial plan you can follow

InCharge Debt Solutions  
5750 Major Blvd, Suite 300  
Orlando, FL 32819

### Mental and Physical Health

★ Visit the Swellness Page!

<https://www.fairshake.net/swellness/>

★ Physical Health Page (just getting started!)

★ Help Yourself Therapy.com

HelpYourselfTherapy.com is a website that offers free, confidential, practical advice from a therapist. The Self-Therapy model is easy to understand and self-disclosure is never needed. Everything is completely confidential. Click on the link below to view the list of topics from the website.  
<http://helpyourselftherapy.com/topics/index.html>

### Voting Rights

Voting rights vary from state to state. In two states, Maine and Vermont, incarcerated people can vote in prison. In all other states people in prison lose their voting rights all together. Voting rights are automatically reinstated at various times throughout the completion of the sentence. There are no longer any states with a lifetime voting ban!

According to The Sentencing Project, felony disenfranchisement (the loss of voting and other civil rights) is an obstacle to participation in democratic life which is exacerbated by racial disparities in the criminal justice system (and creates) a disproportionate impact on communities of color.

To find out more, please visit The Sentencing Project:

<https://www.sentencingproject.org/issues/felony-disenfranchisement/>

### NATIONAL INVENTORY OF THE COLLATERAL CONSEQUENCES OF CONVICTION

Collateral Consequences of a Criminal Conviction

Collateral consequences are legal and regulatory sanctions and restrictions that limit or prohibit people with criminal records from accessing employment, occupational licensing, housing, voting, education, and other opportunities of a criminal conviction... This state / national resource is now a project of the Council of State Governments.

★ Website: <https://nicc.csjgjusticecenter.org/>

### Fair Shake Peer Learning / Self Study Guides

A Self-Study/Workshop Guide for groups and individuals and we would like your input in order to create the most effective material.

★ Peer Learning / Self Study Guides

### Fair Shake Inside Enews

★ Read the newsletters here

Sign up at [outreach@fairshake.net](mailto:outreach@fairshake.net)

### Looking for Books?

★ Check out our Free Books Programs page!

### For Veterans

<https://www.fairshake.net/veterans-page/>

THANK YOU FOR YOUR SERVICE!



The veterans' page was created to assist veterans who have been incarcerated as well as their families. The programs and resources on this page can help reduce the pressures associated with reentry. Our hope is that you will find these resources helpful in providing relief as you face the challenges of finding and supporting an effective way of life after incarceration. Thank you for your service to our country.

The Transition Assistance Program (TAP) was established to meet the needs of veterans during their period of transition into civilian life by offering job-search assistance and related services. The guide books below were created specifically to support you by applying considerations from your service life to your job seeking. Check in with your local TAP program to find out about jobs that are available near you. To locate your local support office, click on this link:  
<http://www.benefits.va.gov/vowtap.asp>

- Personal Appraisal & Career Exploration
- Job Search Strategies & Interviews
- Reviewing Job Offers & Support and Assistance

### Become a Fair Shake Member!

- Personal Web Page
- Data Storage
- Save your Resources
- Tutorials

Become a Member, it's FREE!



Since HUD does not offer any documents (that I could find) of their locations (the book does not even offer office locations, only links and email addresses) please ask your people outside to investigate further.

### Housing

We receive very little housing information, especially on a national scale. Recently, however, the two-part document came to us from a HUD representative. So began my attempt to connect you to HUD.

- HUD regional locations
- Two Part Reentry HUD Housing Request

Since HUD does not offer any documents (that I could find) of their locations (the book does not even offer office locations, only links and email addresses) please ask your people outside to investigate further.

U.S. Department of Housing and Urban Development  
451 7th Street S.W.  
Washington, DC 20410  
Telephone: (202) 708-1112

<https://portal.hud.gov/portal/hud>

### HUD Programs

- Community Development Block Grants (CDBG) Program
- HOME Investment Partnership (HOME) Program
- Housing Choice Voucher Program (Section 8) at HUD
- Housing Choice Voucher Program (Section 8) at Benefits.gov
- Neighborhood Stabilization Program (NSP)
- Public Housing Programs
- Section 202 Supportive Housing for the Elderly Program
- Section 811 Supportive Housing for Persons with Disabilities

### PREPARING FOR PAROLE?

You might want to consider the info in these

### Parole Board Handbooks

- Ohio Parole Board Handbook 2017

★ New Parole Board member (State, Federal, and Military) handbook

### Fair Shake Resource Directory

Find food, employment training, free stuff, housing, health care, family support, and nearly 15,000 resources and 400 reentry publications and links in our FREE Resource Directory!

### RZero

<http://rzero.org/>

The RZero Solution resulted by compiling hard-won wisdom from those living through the difficult and often confusing experience of incarceration. FREE Resource Database! <http://rzero.org/resource-database-2>

### 2-1-1

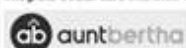
A FREE national resource service available by phone or internet to help folks in need find resources they seek. 24 hours a day, 7 days a week. They list resources for food, shelter, employment, education, housing, mental and physical health, specific services for veterans, special needs and reentry, a safe path out of physical and/or emotional abuse. A service of United Way. [www.211.org](http://www.211.org)



### Aunt Bertha

<https://company.auntbertha.com/>

Search for free or reduced cost services like medical care, food, job training, and more. Too many Americans are suffering, and they don't need to. We created a social care network that connects people and programs – making it easy for people to find social services in their communities, for nonprofits to coordinate their efforts, and for customers to integrate social care into their work.



### Vital Documents

- Social Security
- Supplemental Security Income
- What Prisoners Need To Know
- More Publications

### Social Security Card

★ <https://www.ssa.gov/numbers/>

★ [social-security-card-info.pdf](https://social-security-card-info.pdf)

This is the ss-5 form.

★ <https://www.socialsecurity.gov/forms/ss-5.pdf>

★ [social-security-card-form-ss-5.pdf](https://social-security-card-form-ss-5.pdf)

Write For Vital Records – All States

Certificates of Birth, Death, Marriage, Divorce

★ <http://www.cdc.gov/nchs/w2w.htm>

★ [vital-records.pdf](https://vital-records.pdf)

### DMV Request Outline:

There are many reasons you may wish to write to the Department of Motor Vehicles (DMV) to request relief. Perhaps you have very old parking tickets, or your license was suspended, et al. You may find some leniency from the DMV to help you drive again, especially to get to work. This form has been created by folks in the FCI Sandstone Career Resource Center and is meant to be used as a template or outline for you to use to create your own.

★ [dmv-change-request-outline](https://dmv-change-request-outline)

### Employment

Looking for information to help you find a job? Check out our Find A Job page!  
If you're getting ready to apply or interview, check out our Prepare For Work page!

### New to Computers?

Need help with your computer skills? Learn more about using your computer on our Building Computer Skills page!  
Keep your documents safe(ish) in the cloud!

- Google online storage

### Educate Yourself!

Need more math skills? Concerned about your grammar? Looking to pick up more knowledge or skills? Visit our Educate Yourself page.

List of correspondence schools that offer paper-based formats:

- Correspondence Schools

### Financial Aid

Federal Student Aid Information Center  
P.O. Box 84  
Washington, D.C. 20044  
1-800-433-3243  
<https://studentaid.ed.gov/sai/>



### Education not found in school:

The School of Life

The School of Life explores unconventional education to assist people in the quest for a more fulfilled life.

Watch the introduction video here →

Here are some topics we thought might interest you:

★ Self: [https://www.youtube.com/watch?v=PLwLwM28XmpcOvZ\\_AZJD7VM2p9-6NBv](https://www.youtube.com/watch?v=PLwLwM28XmpcOvZ_AZJD7VM2p9-6NBv)

★ Relationships: [https://www.youtube.com/watch?v=PLwLwM28XmpcOvZ\\_AZJD7VM2p9-6NBv](https://www.youtube.com/watch?v=PLwLwM28XmpcOvZ_AZJD7VM2p9-6NBv)

★ Work + Capitalism: [https://www.youtube.com/watch?v=PLwLwM28XmpcOvZ\\_AZJD7VM2p9-6NBv](https://www.youtube.com/watch?v=PLwLwM28XmpcOvZ_AZJD7VM2p9-6NBv)

You can find more on the School of Life on the Educate Yourself page!

### Fair Shake Reentry Packet



Our Reentry Packet is loaded with reentry information including tools and materials for building bridges of transformation and trust.

★ Fair Shake Reentry Packet

### Choose Your Perspective

You have the right to Choose Your Perspective regardless of what you may encounter in life. For further insight and documents by other authors, view our ★ Choose Your Perspective page at <https://www.fairshake.net/reentry-resources/choose-your-perspective/>

- Swellness
- Handling Frustration
- Working Through Depression
- Managing Anger
- Dealing with Rejection
- Resisting Influence



# Maurice Sprewer

414.874.1657 (list the BEST contact number you have)

[Maurice.sprewer@dwd.wisconsin.gov](mailto: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. 27<sup>th</sup> Street Suite 602 Milwaukee, WI 53216*

### **Employment - Employment Services**

The Osborne Association offers opportunities for individuals who have been in conflict with the law to transform their lives through innovative, effective, and replicable programs that serve the community by reducing crime and its human and economic costs. We offer opportunities for reform and rehabilitation through public education, advocacy, and alternatives to incarceration that respect the dignity of people and honor their capacity to change.

25 Market Street, 6th Floor

Poughkeepsie NY, 12601

845-345-9845 - Phone

845-849-0621 - Fax

<http://www.osborneny.org/index.cfm>

### **Employment - Job Training**

The Osborne Association offers opportunities for individuals who have been in conflict with the law to transform their lives through innovative, effective, and replicable programs that serve the community by reducing crime and its human and economic costs. We offer opportunities for reform and rehabilitation through public education, advocacy, and alternatives to incarceration that respect the dignity of people and honor their capacity to change.

25 Market Street, 6th Floor

Poughkeepsie NY, 12601

845-345-9845 - Phone

845-849-0621 - Fax

<http://www.osborneny.org/index.cfm>

### **Employment - Temporary Staffing Agency**

11500 N Rodney Parham Rd no. 19

Little Rock, Arkansas 72212

1-501-312-8367

### **Family - Family Services**

Arkansas Cares is Child Development Centers, Counseling Services, Marriage and Family Counseling, Mental Health, Psychiatry Physicians company

2002 South Filmore #8

Little Rock 77204

(501) 661-7979

chemical free abuse treatment for women and children

[http://www.usbizs.com/AR/Little\\_Rock/Arkansas\\_Cares\\_bmj.html](http://www.usbizs.com/AR/Little_Rock/Arkansas_Cares_bmj.html)

### **Family - Family Services**

(501) 374-9296

1111 W. Markham Little Rock, AR

72201

Single men

single women and family shelter.

<http://salvationarmyusa.org/>

### **Family - Family Services**

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### **Employment - Employment Services**

Our employment services are specifically tailored to meet the needs of formerly incarcerated individuals who often have strong work skills but whose criminal record can undermine their chances of obtaining employment. To that end we teach and cover letter development, interviewing skills, effective job searching techniques, workplace conflict resolution, and employer expectations. In addition to job readiness training, we provide full service job development and placement for everyone enrolled in case management. Our employment team is dedicated to helping participants find and maintain employment, and assists them every step of the way.

Exodus Transitional Community

85 Cannon Street

Poughkeepsie, NY 12601

Phone: (845) 452-7620

<http://www.etcny.org/employment-services/>

### **Employment - Licensing Information**

<http://www.dos.ny.gov/licensing/>

### **Employment - Workforce Development**

NYS Department of Labor Building 12

W.A. Harriman Campus

Albany, NY 12226

(518) 457-9000

(888) 4-NYSDOL

(888-469-7365)

711 TTY/TTD

Get the resources and help you need to find a job, explore career options and learn about the variety of programs offered.

<https://dol.ny.gov/jobs-and-careers>

### **Family - Family Services**

302 E. Roosevelt Rd. Little Rock

72206

(501) 374-2077

Transitional Family Shelter for all

[http://www.shelterlistings.org/city/little\\_rock-ar.html](http://www.shelterlistings.org/city/little_rock-ar.html)

### **Family - Family Services**

From each of our community sites, Osborne offers services for the whole family, particularly the children of incarcerated parents, the family members caring for these children, and the mothers and fathers coming home from prison or jail. Osborne offers in-prison parenting education, support for in-person and video visits to prisons and jails, community resources for affected children and caregivers, groups for directly-affected young people, civic engagement opportunities, and reentry services to help formerly incarcerated parents build secure, stable lives.

<https://www.osborneny.org/our-services/children-families>

### **Family - Family Services**

OCSF offers numerous services in a wide variety of programs, including child care and child welfare, prevention, residential programs for youth, and services for adolescents, older adults, and New Yorkers who are legally blind.

respect the dignity of people and honor their capacity to change.

25 Market Street, 6th Floor  
Poughkeepsie NY, 12601  
845-345-9845 - Phone  
845-849-0621 - Fax  
<http://www.osbornenyc.org/index.cfm>

### **Family - Family Support**

Many services are available through the website.  
<https://ocfs.ny.gov/main/>

### **Family - Parenting**

Resources for Parents & Caregivers of Young Children  
<https://www.nysparenting.org/>

### **Food - Salvation Army**

(501) 374-9296  
1111 W. Markham Little Rock, AK 72201  
<http://salvationarmyusa.org/>

### **Food - Soup Kitchens**

2701 S. Elm St.  
Little Rock, AR  
open Mon.-Fri. 8:30 a.m.-5:00 p.m.  
call 501-664-5036  
<http://www.stfrancisministries.com/>

### **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**

6 Henry Street  
Beacon, NY, 12508  
914-831-0400  
<http://www.hrhcare.org/>

### **Health - Free/Sliding Scale Clinic**

201 East Roosevelt Road  
Little Rock, AR 72206  
(501) 375-4400  
<http://harmonyclinciar.org/>

### **Health - Health Department**

Statewide Resources and Services can be found on this website  
<https://health.ny.gov/>

### **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 - Free Credit Report**

Free credit reports authorized by federal law. Federal law allows you to get a free copy of your

<https://ocfs.ny.gov/main/>

### **Family - Parenting**

UAMS Department of Pediatrics/Arkansas Children's Hospital  
1 Children's Way, Slot 512-21B  
Little Rock, Arkansas 72202  
Phone (501) 364-7580  
<http://parenting-ed.org/>

### **Food - Food Pantry**

Find local pantries, soup kitchens, food shelves, food banks and other food help.  
[https://www.foodpantries.org/st/new\\_york](https://www.foodpantries.org/st/new_york)

### **Food - Soup Kitchens**

908 Cross St.  
Little Rock, AR 72202  
call 501-374-5832  
<http://www.mtzionlittlerock.org/>

### **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-service/what-lifeline>

### **Health - Addiction Recovery**

(501) 568-1682  
8101 Frenchman's Lane  
Little Rock, AK 72209  
Substance Abuse Treatment shelter  
<http://www.gysthouseinc.com/>

### **Health - Free/Sliding Scale Clinic**

Little Rock 72202  
501-552-3243

### **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/new\\_york\\_care.html](https://freeclinicdirectory.org/new_york_care.html)

### **Health - Rehabilitation Center**

4601 W. 7th  
Little Rock, 72205  
(501) 686-9393  
Shelter for indigent and others who need detox  
<https://plus.google.com/100195702078099717454/about?gl=us&hl=en>

### **Money - Free Credit Report**

Free credit reports authorized by federal law.

credit report every 12 months from each credit reporting company.  
<https://www.annualcreditreport.com/index.action>

### **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://211nys.org/>

### **Reentry Resource - Programs**

Exodus Transitional Community, Inc. is a faith-based prisoner re-entry organization that provides supportive services to formerly incarcerated and otherwise justice-involved men, women, and young adults using a whole-person approach inspired by the Old Testament's Book of Exodus.

Many incarcerated individuals believe that once they leave the physical bondage of incarceration, their problems are over. In reality, like the ancient Hebrews in the book of Exodus, they will more likely be wandering in their own personal wilderness struggling with financial, family, and social issues before they reach the Promised Land of full re-integration into society.

The Exodus Model is designed to guide individuals through that personal wilderness, facilitating successful re-entry and breaking the cycle of recidivism.

Our new office in Poughkeepsie is located on:  
85 Cannon Street  
Poughkeepsie, NY 12601  
Phone: (845) 452-7620  
<http://www.etcny.org/#home>

### **Shelter - Low Income Housing**

Find low income apartments in New York 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/NY.html>

### **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/new\\_york](https://www.transitionalhousing.org/state/new_york)

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>

### **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/new-york>

### **Reentry Resource - Multiple Resources Available**

The Osborne Association offers opportunities for individuals who have been in conflict with the law to transform their lives through innovative, effective, and replicable programs that serve the community by reducing crime and its human and economic costs. We offer opportunities for reform and rehabilitation through public education, advocacy, and alternatives to incarceration that respect the dignity of people and honor their capacity to change.

Poughkeepsie Location  
25 Market Street, 6th Floor  
Poughkeepsie NY, 12601  
845-345-9845 - Phone  
845-849-0621 - Fax  
<http://www.osborneny.org/index.cfm>

### **Reentry Resource - Reentry Coalition**

Coalitions bring together community members, formerly incarcerated and other stakeholders to change the climate of reentry.

Central Arkansas ReEntry Coalition is a group of concerned agencies and citizens which began working collaboratively in 2009 to assist citizens returning from incarceration to Lonoke and Pulaski Counties as they reenter society and reconnect with family while starting over in order to lead productive lives.

Contact Us  
501-444-CARE  
(501-444-2273)

[http://arkansasreentry.com/about\\_us](http://arkansasreentry.com/about_us)

### **Shelter - Shelters**

We provide an online directory of shelters in New York.  
[https://www.shelterlist.com/state/new\\_york](https://www.shelterlist.com/state/new_york)

## **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](http://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?