

# 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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**This Reentry Packet has been customized for: Noyola 33576-177**

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# 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



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

outreach[at]fairshake[dot]net

### 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\\_AZJD7VM2p9-6N8v](https://www.youtube.com/watch?v=PLwLwM28XmpcOvZ_AZJD7VM2p9-6N8v)

Relationships: [https://www.youtube.com/watch?v=PLwLwM28XmpcOvZ\\_AZJD7VM2p9-6N8v](https://www.youtube.com/watch?v=PLwLwM28XmpcOvZ_AZJD7VM2p9-6N8v)

Work + Capitalism: [https://www.youtube.com/watch?v=PLwLwM28XmpcOvZ\\_AZJD7VM2p9-6N8v](https://www.youtube.com/watch?v=PLwLwM28XmpcOvZ_AZJD7VM2p9-6N8v)

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/>

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

### 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

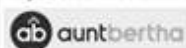
A FREE national resource service available by phone or internet to help folks in need find resources they seek. 24 hours a day, 7 days a week. They list resources for food, shelter, employment, education, housing, mental and physical health, specific services for veterans, special needs and reentry, 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://www.ssa.gov/numbers/)

This is the ss-5 form.

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

[social-security-card-form-ss-5.pdf](https://www.ssa.gov/numbers/)

Write For Vital Records - All States

Certificates of Birth, Death, Marriage, Divorce

<http://www.cdc.gov/nchs/w2w.htm>

[vital-records.pdf](https://www.cdc.gov/nchs/w2w.htm)

### 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

- Motivation Tips
- Culture Shock
- How To Watch TV
- Ubuntu: Building Social Fabric
- Transition Tips
- Educate Yourself
- Gratitude

### 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!



### 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/hudportal/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

### 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://nccs.csgjusticecenter.org/>

Your Name  
Milwaukee, WI  
Your email  
111-222-3333

**EXAMPLE of a  
Letter of Explanation**

Re: Letter of Explanation

Insert Date Here.

Dear Sir or Madam,

The things I value most are honesty, integrity and directness. Therefore, in anticipation of the criminal background check, you will find that in October of 2006 I was convicted of the offense of Armed Robbery - Use of Force. I served 24 months in prison for my crime. Upon release in 2008, I unfortunately, returned to the same negative influences and the same circle of negative associations and as a result, I re-offended in 2009. The charge was again, Armed Robbery this time as a Party to a Crime. I know that what I did was wrong. It was a result of poor decision making on my part and it hurt a lot of people. I've learned a great lesson and won't repeat those past mistakes.

While incarcerated, I completed my HSED through the Warren Young School. In addition, after a period of careful self-examination, I began working on ME. I successfully completed coursework in **Walking the Line - the Vow to Succeed Program, Cognitive Intervention Phases I and II, and Re-Entry bridge to Success programs**. I then continued my education, gaining **certifications in Telecommunications Technologies as a Network Cabling Specialist in Copper Based Systems**. Since my release I have done some full time work as laborer in a tannery and volunteered my time at my 11 year old son's school. However, I am looking forward to getting back to work full-time in the field of Telecommunications as an installer so I may further demonstrate the changes in my life and be a responsible member of society.

I can understand why you may be hesitant to hire someone with my background. However, I am eligible for **The Fidelity Bonding Program which can insure you for up to \$25,000** against any act of dishonesty on my part. Additionally, when you hire me, you will be eligible for **Work Opportunity Tax Credits to save you up to \$9,000 this year**. I will be happy to provide you more information about those programs during our interview. Lastly, I recently successfully completed the **Pipeline to Employment Training Program for Former Offenders** sponsored by the **State of Wisconsin Department of Workforce Development** and I can provide a letter of recommendation from them at your request.

I am eager to pursue this or other opportunities with your company because I am confident my skills and experiences will dovetail with the needs of your business.

Thank you for your time and consideration.

Sincerely,

Your name here

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

# 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*

**Clothing - Thrift Store**

3500 Noble Avenue  
Fort Worth, TX 76111  
Phone: 817-632-6000  
Hours-  
Wednesday, Thursday, Friday 10am-4pm  
1st Saturday 10am-2pm (except holidays)  
[http://www.canetwork.org/thrift\\_store.aspx](http://www.canetwork.org/thrift_store.aspx)

**Employment - Employment Services**

3328 Ave B  
Fort Worth, TX 76105  
682-365-7569  
Reaching Out Ministry is a faith base ministry and will provide the following as an immediate need to ex-offenders when they are released, job placement leads, personal hygiene's and clothing.

**Employment - Employment Services**

5650 Alliance Gateway Freeway  
Ft Worth, TX, 76177  
817-581-0091  
817-581-0511  
<http://www.coworxstaffing.com/>

**Reentry Resource - Multiple Resources Available**

610 S Jennings Ave  
Fort Worth, TX 76104  
(817) 834-2833  
Please call for an appointment.  
<http://www.txrs.org/pages/services.html>

**Reentry Resource - Multiple Resources Available**

3500 Noble Avenue  
Fort Worth, TX 76111  
Phone: 817-632-6000  
Cornerstone's Reentry Services are a part of the recovery and restorative programs offered to imprisoned offenders as well as returning ex-offenders.  
[http://www.canetwork.org/reentry\\_services.aspx](http://www.canetwork.org/reentry_services.aspx)

**Reentry Resource - Multiple Resources Available**

3500 Noble Avenue  
Fort Worth TX 76111-4618  
(817) 632-6000  
The Tarrant County Reentry Coalition is a group of concerned citizens and organizations working to help ex-offenders returning from incarceration in Tarrant County.  
<https://www.tcreentry.org/>

**Shelter - Salvation Army**

1855 E. Lancaster  
Fort Worth, TX 76103  
817.344.1822  
Provide food and clothing pantry. Also provides a shelter. No zipcode restriction. Open 8:30-4:30 M-F.

**Education - Continuing Education**

3500 Noble Avenue, Fort Worth, TX 76111  
Phone: 817-632-6000  
Cornerstone believes in the importance of a quality education. As a result, we strongly encourage our program participants to pursue their education and offer several ways for them to do just that. Those we serve have the opportunity to participate in:  
Computer skills training  
GED tutoring  
English as a Second Language (ESL) classes  
These classes are offered to our clients as a part of the journey toward financial independence and greater self-determination.  
[http://www.canetwork.org/adult\\_education.aspx](http://www.canetwork.org/adult_education.aspx)

**Employment - Employment Services**

5201 N. Beach Street, Suite 141  
Fort Worth TX 76137  
Phone: 682-647-1106  
<http://www.selectstaffing.com/SelectStaffing/main.cfm?nlvl=1>

**Employment - Employment Services**

4801 Mercantile Drive  
Ft Worth, TX, 76137  
817-581-0091  
817-581-0511  
<http://www.coworxstaffing.com/>

**Reentry Resource - Multiple Resources Available**

4804 E. Rosedale Street,  
Fort Worth, Texas 76105  
817-536-2723  
Restoring Hope Center provides room and board, spiritual enrichment, adult education, job and life skills development and training, motivational and self-esteem building, money management, saving, budgeting, stress control, problem solving and other educational courses that will prepare participants to re-enter society and lead a productive life.  
Monday-Friday: 9:00 - 5:00

<http://www.restoringhopecenter.org>

**Reentry Resource - Multiple Resources Available**

1709 East Hattie Street  
Fort Worth, TX 76104  
(817)-536-0505  
A washer and dryer utility room is set up inside Beautiful Feet, where the homeless get a change to wash the few belongings they own. It is open every weekday from 9:30am until noon on a first come, first served basis.

Showers: The showers are set up similar to the laundry room, where the homeless get a chance to shower and shave. These are open every weekday from 9:30 until noon on a first come, first served basis.  
<http://thefeet.org/our-ministries/laundry-and-showers/>

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**Reentry Resource - Reentry Coalition**

Cornerstone Assistance Network

3500 Noble Avenue

Fort Worth, TX 76111

817-632-6000

Partnering for a long-range strategy aimed at breaking the devastating cycle of criminal recidivism in tangible ways.

We meet the third Friday of each month, from 9:30 to 11:00

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





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: \_\_\_\_\_