

REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

www.fairshake.net

This Reentry Packet has been customized for: floyd 17441-059

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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.



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*

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

Fair Shake's

MYTH-BUSTERS



Myth: FALSE DICHOTOMIES – The idea that you must choose between two options: Yes or No. Good or Bad. Right or Wrong. Candidate A or B. Rise or Fall. With Us or Against Us. Science vs Religion. Rational vs. Emotional. Individual vs. Group. and one that I've heard a lot in my life: "That's a man's (sport, job, perspective); it's not for women". (a form of yes or no) Whenever you need to make a choice, see if you can find 4, 5, or even 10 options!



Myth: WE STOP LEARNING – If I had never touched a flame before I turned 58 years old, I would learn to never touch one in the future if I touched one today. We acquire information constantly and we organize it into meaning. We may even care enough to find out how what we learned relates to what we already know and believe. One thing school failed to teach us is how to learn, and how to discern what we learn. The 'information sources' today are louder, strangely influential, and grossly incomplete. To get the full picture, we have to dig for information and ask good questions, while also trying to avoid getting overwhelmed or trapped. We must keep learning, and as we learn, we can learn to live together better! We do not have to accept limitations or acceptable levels of suffering. We are NOT STUCK. We can learn...and then change...whatever we want. "There is no inevitability as long as there is a willingness to contemplate what is happening." - Marshall McLuhan (author of The Medium is the Message)



Myth: MERITOCRACY - The more you learn the more you earn', 'you can make it if you try', 'pull yourself up', etc. Many ways to reinforce the idea that the people who have the money and the stuff are successful because they earned what they have, they got all their money through hard work and a shrewd (including a 100% respectful, environmentally-sound and firearms-free!) investment strategy. If only. Investing is almost never in line with our humanity values...yet it is always in our best interest to invest in humanity. Meritocracy is justified stratification; people above others for their achievements. Michael Sandel said: "We've slid into the assumption that the money people make is the measure of their contribution to the common good." I wonder how the merit idea would work if we increase accolades and 'status' based on care about others?



Myth: INCARCERATION PAYS A 'DEBT TO SOCIETY' - Why do we keep repeating this? Members of society believe that incarceration and the judicial system costs them money; they do not feel that they have been paid in any way. How could they? The only debt that has been paid is the one requested and required by a heartless and hungry punitive system. Society has little faith that 'the system' is providing the information necessary to reengage successfully. Together, we can change this. The 'justice system' is the only group getting paid.



Myth: WE ARE FRAGILE - The "Helping" Industry relies on us being weak. ACE (Adverse Childhood Experiences) scores may describe some aspects of people, but they in no way represent who we are. Many of us with high ACE scores have also become even more than resilient, we are now anti-fragile because of our challenges. This means that the adverse conditions made us stronger than we would have been without them.



Myth: TV NEWS INFORMS YOU OF WHAT IS GOING ON All you get from any single news source is what they want you to see and believe. What they show us is what their sponsors want them to show us. Sponsors demand support, so the advertisements determine the 'news' you'll see on TV. Social Media cannot be counted on to inform us of anything but an opinion. To get more pieces of the whole story, we must consider information offered by many news sources.



Myth: WE NEED AUTHORITY AND MONEY TO 'FIX' OUR CHALLENGES - Why would we ask the institutions, and the people who are complicit in maintaining them, to fix the problems they created? Winona LaDuke says: "You shouldn't let your dealer tell you what you need." Are we frustrated enough yet to work on the solutions together? We've been trained to believe these myths:

- Experts and 'science' have the solutions to our challenges; they will provide the relief for our suffering. Q: What if they are the cause of our suffering?
- Money will fix our problems. Does money build trust, cooperation and feelings of confidence? We have gifts to share with each other. Our focus on money continues to take away our power. Money does not give us power. Feelings of agency, support and capability give us power!



Myth: INDIVIDUALISM – Individualism is said to be a “fundamental American principle” so is authoritarianism, lying, stealing, false superiority and also the myth of the 'self-made' person and "united we stand".

INTERDEPENDENCE, on the other hand, is a fundamental planetary principle. We can easily see our impact on the environment and on each other because of our insatiable pursuit of more stuff; a belief created to fill the hole created by 'individualism'. The Rev. Desmond Tutu reminded us that "the solitary individual" is a contradiction in terms.



Myth: "FREE-MARKET CAPITALISM" - You'll find that file between Easter Bunny and Santa Clause. The game is rigged. Capitalism offers some opportunity, but 'the market' does not **respond to our needs**. Instead, it manufactures our desires and externalizes unhealthy costs.



Myth: NOTHING WORKS: Roger Martinson wrote, "the represent array of correctional treatments has no appreciable effect - positive or negative - on rates of recidivism of convicted offenders." In the magazine Public Interest (1974), he stated, "rehabilitative efforts that have been reported so far have no appreciable effect on recidivism." The way that I read this is: the ineffective 'programs' supplied by the prisons (or whomever else) did not impact the already low (compared to today) recidivism rate. He said that no single thing works because we are unique. We are not robots. One thing that always works is 100% pro-social: it's us working together!



EMPLOYMENT AND EDUCATION REDUCE RECIDIVISM Only YOU "reduce recidivism". You and nothing else. It is up to you to utilize education or employment opportunities to support your reentry success; YOU get full credit for how you apply your gifts. After all, employment and higher education did not keep Jeff Skilling, Bernie Madoff, Martha Stewart, Bill Cosby, Charles Kushner, or several elected representatives, out of prison.



CRIMINOGENIC NEEDS Incarcerated people have basic human needs; the same needs we all have. You are not different. This is yet another attempt to scientize othering.



Myth: EXPERTS KNOW WHAT'S BEST

Experts have agendas. Always consider who is paying the 'expert'. Non-profit status does not automatically indicate integrity. Professional 'fixers' are often poor listeners. Prisons, schools and hospitals tell us what we need, they rarely ask what we think or feel. How can they 'help' if they don't hear? We can learn to listen to ourselves and each other by asking questions. We can work, care, and grow together to build our capacity for complexity, cooperation, constructive learning, critical thinking, and agency! We are the 'experts' we've been waiting for.

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

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

Relationships: https://www.youtube.com/watch?v=PLwLwM28XmpcOvZ_AZJD7VM2p9-6N8v

Work + Capitalism: 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

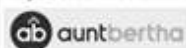
A FREE national resource service available by phone or internet to help folks in need find resources they seek. 24 hours a day, 7 days a week. They list resources for food, shelter, employment, education, housing, mental and physical health, specific services for veterans, special needs and reentry,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



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 News

Read the newsletters here

Sign up at 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/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

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

THE SENTENCING PROJECT

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.org/justicecenter.org/>

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

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?

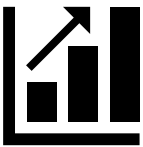
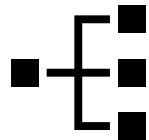
A business plan describes the strategy that the creators of an organization plan to follow as they build a new business...for instance, what steps will you take to start the business, and then what steps will you take to grow the business? The plan includes a description of the products or services that 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**



THE DIFFERENCE BETWEEN FAIR SHAKE AND A PROGRAM

Fair Shake; the Un-Program		Most Programs
Build community	When I receive questions from individuals, I turn to the 4000+ incarcerated newsletter readers to share their suggestions, reflections, ideas, and experiences. Each of us holds a wealth of information! We can look to each other for solutions, critical questions and support.	Programs address one 'need'. They rarely support people outside of that one area and almost never build community between areas and among the incarcerated or formerly incarcerated.
Encourage feelings of agency and self-determination	Fair Shake provides opportunities for people to pursue their own goals. We offer support to everyone to meet their universal human needs, including the need to understand themselves as a person-in-society vs. a person alone.	Many programs are created to address 'criminogenic needs'. Many participants 'go through the motions' to get the certificate or check the box.
Build knowledge base with incarcerated and non-incarcerated alike	I ask incarcerated people what they need to properly reintegrate into society. I share their ideas with all readers...for example, we built our free books, higher education and pen-pal lists through newsletter contributions!	Programs tell people what they must do. They then provide ways to check to see if the participants are doing it. That's how they determine if it 'worked'.
Understanding and addressing complexity	Fair Shake offers a unique blend of interdisciplinary education opportunities Including: building capabilities, helping others, understanding ourselves, ways to collaborate, and leveraging community knowledge to address today's challenges.	Programs mainly focus on fixing or addressing deficits. They target single aspects of a person, not the whole, messy, integrated person-within-community.
Multi-Stakeholder Approach	Fair Shake is the only organization that offers free information for many stakeholder groups; providing a platform for us to all work together to build mutually-beneficial success.	Programs are encouraged to work collaboratively but very few do so without funding that will support it.
Educate and Leverage staff	I share 'best practices' among the state and federal institutions, who have no opportunities to learn from each other. I strongly encourage prison staff to provide tools that returning citizens need for reentry success.	Many programs rely on staff. They rarely, if ever, focus on problem-solving with corrections to improve outcomes or usefulness.
FREE benefits	<ul style="list-style-type: none"> • Free of cost to anyone. • Free software for prisons and jails • DIY: no need for staff or supervision • Free to use and explore as you like! • Free National Resource Directory • Free from data collection and algorithms 	"Free" of financial costs for "Clients", but often paid for by the government to address 'needs'. Many resources are offered on 'referral' basis only.

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. 27th Street Suite 602 Milwaukee, WI 53216

PRE-RELEASE INVENTORY

Additional items to add to your list!

1. List the gifts that you bring with you!

- Include your courage, determination and authenticity.
- Your ability to listen well and offer the greatest gift a person can give: your attention.
- The special tools and skills you've developed to share with employers, coworkers, customers and clients.
- Expanded knowledge, compassion and commitment to those who are close to you.
- The unique perspective, and pro-social community-building skills that you have to construct the future with others!



2. Prepare for tough times. Write down book titles, articles, names of friends and family, and community resources you can turn to when things are tough; or when you feel down or vulnerable. When it's difficult to reach out to people; books may be a good place to start.

3. Check for "Over-Confidence". It's crucial to be confident...but foolish to be over-confident! Here are a couple of ideas to locate and address possible points of overconfidence:

- + Play "Devil's Advocate". Be critical and pessimistic. If possible, solicit the help of a friend or a young person. (In general, the young are better at this than adults.)
- + Resist comparing yourself to others. Everyone does things differently!
- + Listen to, and address, concerns or criticisms from others. This doesn't mean you need to argue with them or change course. Just check to see if you are fully considering their perspective.
- + Mix modesty and humility with enthusiasm.

4. Remember: you've got a lot of choices ahead! There's always more than one option, and almost always more than two. Try to find at least 4 options from which you can build or blend options to create your best opportunities!

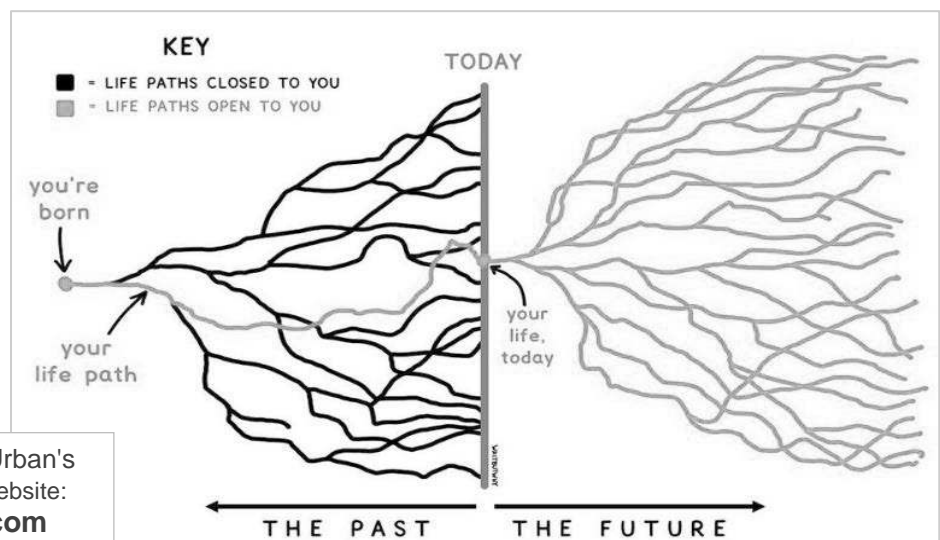


Image from Tim Urban's
Wait But Why website:
waitbutwhy.com

AGENCY and ACTION

What can we do,
with what we have,
where we are,
right now ?

*** We can get ready for change; ready to build what comes next; ready for the unknown! We can read, write, plan, draw, and think – as a strategic problem solver and community building collaborator.

*** We can stay flexible...mentally and physically...so that whatever comes, we will be ready and able to adjust and contribute.

*** We can reflect, and deepen our understanding and compassion.

*** We can consider the things that we would most love to give our deep attention to and consider how our unique gifts could bring strength to the areas we are most passionate about.

*** We can gather tools and build skills that we will need such as attending to issues with anxiety, depression, loneliness, self-doubt; or deepening skills we already have and which are so hard to find such as listening and caring.

*** We could learn something important for community building, so we can share it with any community we join.

*** Feel free to reach out to Fair Shake to see if we can connect you with a group of people who are working in the area where you would like to invest your efforts: outreach@fairshake.net.

Wishing you all the best through your transitions to come! Your success is important to me...and to our future together. **Ubuntu!**

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.



Clothing - Interview and Career Clothing

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

Employment - Second Chance Employers

Salvation Army Adult Rehabilitation Center
1351 E. 10th Street
Kansas City, MO 64106
8:00 AM - 4:00 PM

This program has ties with parole officers, prisons and probation officers throughout the country, offering services such as job placement for felons, through work programs and more. Job applicants with a desire to get help may be referred by families, friends, courts, clergy and community leaders or may simply call the Intake Office at 1-800-SA-TRUCK (728-7825) to make an appointment or get more information about local ARC programs. Please use the link to view a salvation army near you, for more help, and information.

<http://satruck.org/national-rehabilitation>

Employment - Temporary Staffing Agency

7287 N. Oak Trafficway
Gladstone, MO 64118
Branch Hours
8am - 5pm Monday - Friday
Phone: (816) 468-8787
Fax: (816) 468-8788
<http://www.spartanstaffing.com>

Employment - Workforce Development

If you have lost your job, want to change careers, or are new to the job search, how do you decide where to start the job hunt? Were here to help!
<https://jobs.mo.gov/jobseeker>

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

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

Health - Counseling Services

Synergys trained and caring therapeutic staff helps strengthen families and prevent abuse and violence by specializing in four primary areas: marriage and family treatment, domestic violence, sexual abuse treatment and adolescent sex offender treatment. Services are provided on a sliding scale fee basis. No one is denied care due to an inability to pay.
Counseling services include:
Individual, Marriage and Family Therapy
Support and Therapeutic Groups including Art and Play Therapy, Parenting Classes and Survival Skills

Employment - Licensing Information

Find information about professional, business and recreational licensing in Missouri
<http://www.gyl.com/state-MO.html>

Employment - Temporary Staffing Agency

4264 North Oak Trafficway
Kansas City, MO 64116
Phone: 816-455-0304
<http://www.qpsemployment.com>

Employment - Workforce Development

3315 West Truman Blvd., Room 213
P.O. Box 504
Jefferson City, MO 65102
573-751-9691
573-751-4135 fax
E-Mail Diroffice@dolir.state.mo.us
<http://labor.mo.gov/>

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

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/>

Health - Alcoholics Anonymous

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

Health - Counseling Services

ReDiscover provides help and hope for people of all ages. Men, women, children and families come to ReDiscover at different stages of personal crisis. Our focus is on wellness. ReDiscover helps people who are struggling to cope with life find ways to enhance the quality of daily life, take needed steps to meet individual goals, and manage mental wellness.
ReDiscover provides child, adult, and family counseling by licensed professionals including psychologists, social workers, counselors, and nurses. Psychiatric services are provided by MDs or our DO who evaluates each client and, if needed, prescribes and monitors medication. Case management services support the client and family.
South Kansas City, Missouri
6801 E. 117th Street
Kansas City, MO 64134
816.966.0903
<http://rediscovermh.org/>

for Women.

Substance Abuse Services including assessments, screenings, referrals and counseling for children, teens and their parents.

Positive Alternatives to Aggression in Relationships, a therapeutic support program for perpetrators and survivors of domestic violence. Contact us at 816-587-4100.

Synergy Services, Inc.

400 E. 6th Street

Parkville, Missouri 64152

http://www.synergyservices.org/?page=main_our_services_family_counseling

Health - Counseling Services

ReDiscover provides help and hope for people of all ages. Men, women, children and families come to ReDiscover at different stages of personal crisis. Our focus is on wellness. ReDiscover helps people who are struggling to cope with life find ways to enhance the quality of daily life, take needed steps to meet individual goals, and manage mental wellness.

ReDiscover provides child, adult, and family counseling by licensed professionals including psychologists, social workers, counselors, and nurses. Psychiatric services are provided by MDs or our DO who evaluates each client and, if needed, prescribes and monitors medication. Case management services support the client and family.

301 East Armour Blvd.

Kansas City, MO 64111

816.931.6500

<http://rediscovermh.org/adultfamily.htm>

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/missouri_care.html

Health - Narcotics Anonymous

Find Missouri NA Meetings Near You

<https://www.narcotics.com/na-meetings/missouri/>

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>

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/missouri?ref=ab_redirect

Health - Department of Human Services

Links to a variety of state resources and services
<http://health.mo.gov/index.php>

Health - Health Department

All services can be found on the website.

<https://health.mo.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/>

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 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://mo211.myresourcedirectory.com/>

Shelter - Energy Assistance

The Low Income Home Energy Assistance Program (LIHEAP) may be able to help you pay your home energy bills

<https://mydss.mo.gov/utility-assistance/liheap>

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?weblista ction=summary>

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 - 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

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>

Shelter - Energy Assistance

4800 South Hocker
Kansas City, MO 64136
816-350-3134
816-350-3119
<http://wcmcaa.org/>

Shelter - Homeless Assistance

reStart offers a full range of services for homeless men and women. From emergency shelter to transitional living, permanent housing for individuals with special needs to assistance and support, reStart provides the tools to help the homeless transition into permanent housing.
918 East Ninth Street
Kansas City, Mo 64106
24-Hour Access Line to reStart Inc.
(816) 472-5664
<http://www.restartinc.org/programs/permanent-housing/>

Shelter - Housing Authority

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

Shelter - Low Income Housing

Find low income apartments in Missouri 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/MO.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/missouri>

Shelter - Transitional Housing

Hillcrest Transitional Housing offers homeless families, singles and youth a disciplined educational program within a caring, supportive environment. Unlike many organizations whose focus is one-time or emergency care, Hillcrest's primary objective is to move clients from homelessness to self-sufficiency within 90 days by addressing the total life situation of the homeless families they serve; longer term transitional housing options may be available to clients with excessive barriers to housing. Hillcrest also provides a transitional housing program for homeless teens and young adults, ages 16-20, who have an educational goal. This unique program offers housing and supportive services for up to 24 months.

Find the HUD office near you!
<http://portal.hud.gov/hudportal/HUD>

Shelter - Shelters

We provide an online directory of shelters in Missouri.
<https://www.shelterlist.com/state/missouri>

Shelter - Transitional Housing

This high-risk youth mentoring program offers intense, long-term mentoring for a select group of high-risk urban adolescents ages 11-18. Higher M-Pact also provides life and social skills training, spiritual development, education, job training, guidance counseling and recreational services. Our approach differs from the conventional Mentor v. Mentee relationship between adults and youth. We embrace a Mentor v. Mentor relationship that allows the youth to better communicate how the adults can assist them in meeting their needs through on-going individual and group interaction. As long as youth remain in the Kansas City Metropolitan area, they remain in the program.
Higher M-Pact
P.O. Box 11718, Kansas City, MO 64138
(816) 353-8103
info@highermpact.org
<http://www.highermpact.org/what-we-do/leaders-of-tomorrow>

In exchange for rent/utility-free housing, adults are required by written agreement to find full-time employment, obey program guidelines and attend weekly volunteer-taught classes in life skills, employment, community living and budgeting.
Kansas City North/Parkville Housing Site
5609 N. Northwood, 1,
Kansas City, MO 64151
Phone: (816) 587-9037 Fax: (816) 442-8022
<http://www.hillcresttransitionalhousing.org/>

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 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!

Accomplishments and Skills Worksheet

Use this worksheet as a spring board to organize your work history and personal interests for your resume. Include all successes in your life! You have valuable talent, skills and traits to share. Remember: there are no wrong answers.

Examples--

- Shipped an average of 40 packages per day for 4 years with fewer than 3% damage in shipping.
- Volunteered at the Humane Society every Tuesday evening for 2.5 years. Walked, bathed and groomed dogs.
- Organized a fund-raising event for Fair Shake, generating over \$8300. Organized silent auction donations, secured entertainment and food and assembled volunteers.
- Managed a household of four on \$900 per month.
- Restored a 1961 Volkswagen Beetle to original condition.
- Successfully planted, nurtured and harvested an annual garden (8 years running!) and canned, froze or dried the harvest to provide nearly half of our family's dietary requirements.

Occupational Titles

Job titles to start your brainstorming when considering job goals.

Accountant	Graphic Designer	Manufacturer
Assembler	Grounds Keeper	Operations Manager
Carpenter	Inspector	Painter
Cashier	Lab Technician	Programmer
Chef / Cook	Librarian	Salesperson
Clerk	Machine Operator	Secretary
Data Entry	Mail Carrier	Snow-maker
Director	Maintenance	Teacher
Editor	Massage Therapist	Tree Trimmer
Engineer	Manager	Veterinarian
Firefighter	Mason	Welder

Job Skills

The following is a short list of job skills. (There are literally thousands of job-specific skills.) You will have to research the job skills specific to your occupation

Accounting	Drill Press Operation	Payroll / Accounting
Advertising	Driving	Planning
Auditing	Editing	Public Speaking
Brake Alignments	Electronic Repair	Researching
Building Maintenance	Filing	Sign Language
Carpet Laying	Hammering	Scheduling
Cleaning	Interviewing	Soldering
Cooking	Keyboarding	Technical Writing
Correspondence	Management	Telemarketing
Counseling	Marketing	Typing
Customer Service	Mechanical Drafting	Welding
Detailing	Metal Fabrication	Writing

Self-Management Skills

Follow instructions
Get along well

Get things done
Honest

Punctual
Responsible

Personality traits

Articulate
Assertive
Assume responsibility
Communicative
Competitive
Creative
Decisive
Dependable
Detail-oriented
Diplomatic

Enthusiastic
Emotionally strong
Flexible
Friendly
Highly motivated
Integrity
Quick thinker
Self-motivated
Sense of direction
Sense of humor

Sensitive
Sincere
Sociable
Tactful
Tolerant
Tough
Trusting
Understanding
Willing to learn

Physical skills

Agile
Assembling
Balancing, juggling
Crafts
Counting
Drawing, painting
Driving (CDL?)
Endurance
Finishing, refinishing

Flexible
Grinding
Hammering
Keyboarding, Typing
Manual dexterity
Mechanical
Modeling, remodeling
Observing, inspecting
Operating machines

Precise
Set standards
Strong
Thorough
Restoring
Sandblasting
Sewing
Sorting
Weaving

People Skills

Caring
Comforting
Communicating
Conflict Management
Conflict Resolution
Counseling
Consulting
Developing Rapport
Diplomacy
Diversity

Empathy
Encouraging
Group Facilitating
Helping Others
Inspiring Trust
Inquiry
Instructing
Interviewing
Listening
Mediating

Mentoring
Motivating
Negotiating
Outgoing
Problem Solving
Respect
Responsive
Sensitive
Sympathy
Tolerance

Data Sorting Skills

Analyzing
Auditing
Averaging
Budgeting
Calculating, Computing
Checking for accuracy
Classifying
Comparing
Compiling

Cost Analysis
Counting
Detail-oriented
Evaluating
Examining
Financial or fiscal
Analysis
Financial management
Financial records

Following instructions
Investigating
Inventory
Interrelate
Logical
Organizing
Recording facts
Research
Surveying

Leadership Skills

Brainstorm
 Competitive
 Coordinating
 Decisive
 Delegate
 Direct others
 Evaluate
 Goal setter
 Influential
 Initiate new tasks

Integrity
 Judgment
 Manage, Direct Others
 Mediate Problems
 Motivate People
 Multitasking
 Negotiate Agreements
 Organization
 Planning
 Results-Oriented

Risk Taker
 Run Meetings
 Self-Confident
 Self-Directed
 Self-Motivated
 Sets an Example
 Solve Problems
 Strategic Planning
 Supervision
 Work Schedules

Artistic Skills

Artistic ideas
 Dance, Aerobic
 Designing
 Drawing, Painting
 Handicrafts
 Illustrating, Sketching

Imaginative
 Inventive
 Mechanical drawing
 Model-making
 Perform
 Photography

Play an instrument
 Rendering
 Singing
 Visualize shapes
 Visualizing
 Writer / Editor

Descriptive Words to Use in Your Resume

Able
 Accurate
 Active
 Adaptable
 Adept
 Administrative
 Advantageous
 Aggressive
 Alert
 Ambitious
 Analytical
 Articulate
 Assertive
 Astute
 Attentive
 Authoritative
 Bilingual
 Broad minded
 Calm
 Candid
 Capable
 Cheerful
 Committed
 Competent
 Comprehensive
 Confident
 Conscientious

Considerate
 Consistent
 Constructive
 Continuous
 Contributions
 Cooperative
 Creative
 Curious
 Decisive
 Dedicated
 Deliberate
 Dependable
 Detailed
 Detail-oriented
 Determined
 Diligent
 Diplomatic
 Disciplined
 Discreet
 Diversified
 Driven
 Dynamic
 Eager
 Easily
 Easygoing
 Economical
 Effective

Efficient
 Effortlessly
 Empathetic
 Energetic
 Enterprising
 Enthusiastic
 Excellent
 Exceptional
 Experienced
 Expert
 Expertly
 Extensive
 Fair
 Farsighted
 Fast learner
 Flexible
 Forceful
 Friendly
 Generalist
 Hard-working
 Honest
 Imaginative
 Increasingly
 Independent
 In-depth
 Initiative
 Innovative

Descriptive Words (Continued)

Insightful
 Instrumental
 Inventive
 Knowledgeable
 Leadership
 Logical
 Loyal
 Major
 Mature
 Meaningful
 Methodical
 Meticulous
 Motivated
 Multilingual
 Objective
 Open-minded
 Optimistic
 Orderly
 Organized
 Outstanding
 Patient
 Perceptive
 Persistent
 Personable
 Personally
 Persuasive
 Pertinent
 Pleasant
 Positive
 Practical

Precise
 Problem-solver
 Productive
 Professional
 Proficient
 Profitable
 Progressive
 Proven
 Punctual
 Qualified
 Quality conscious
 Quick learner
 Realistic
 Recent
 Reliable
 Repeatedly
 Resilient
 Resourceful
 Respectful
 Responsible
 Responsive
 Risk-taker
 Routinely
 Satisfactorily
 Scope
 Self-confident
 Self-controlled
 Self-reliant
 Self-starter
 Sharp

Significantly
 Sincere
 Skilled
 Skillful
 Solid
 Sound
 Specialized
 Specialist
 Stable
 Strategically
 Strong
 Substantial
 Successful
 Superior
 Systematic
 Tactful
 Talented
 Team player
 Technical
 Thorough
 Timely
 Uniform
 Universal
 Up-to-date
 Valuable
 Varied
 Versatile
 Vigorous
 Well-educated
 Well-rounded

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!