

REENTRY PACKET

Your Customized Guide to Support your Successful Transition



National Web-based Reentry Resource Center

www.fairshake.net

Table of Contents

Website

Reentry Packet Cover Page

General Support Pages

Attention Budget and Financial Budget (one document)
Free Books Programs (for incarcerated only)

Employment

Business Plan
Functional resume

Resource Directory

Employment

Job Application Example

Attention Budget Worksheet

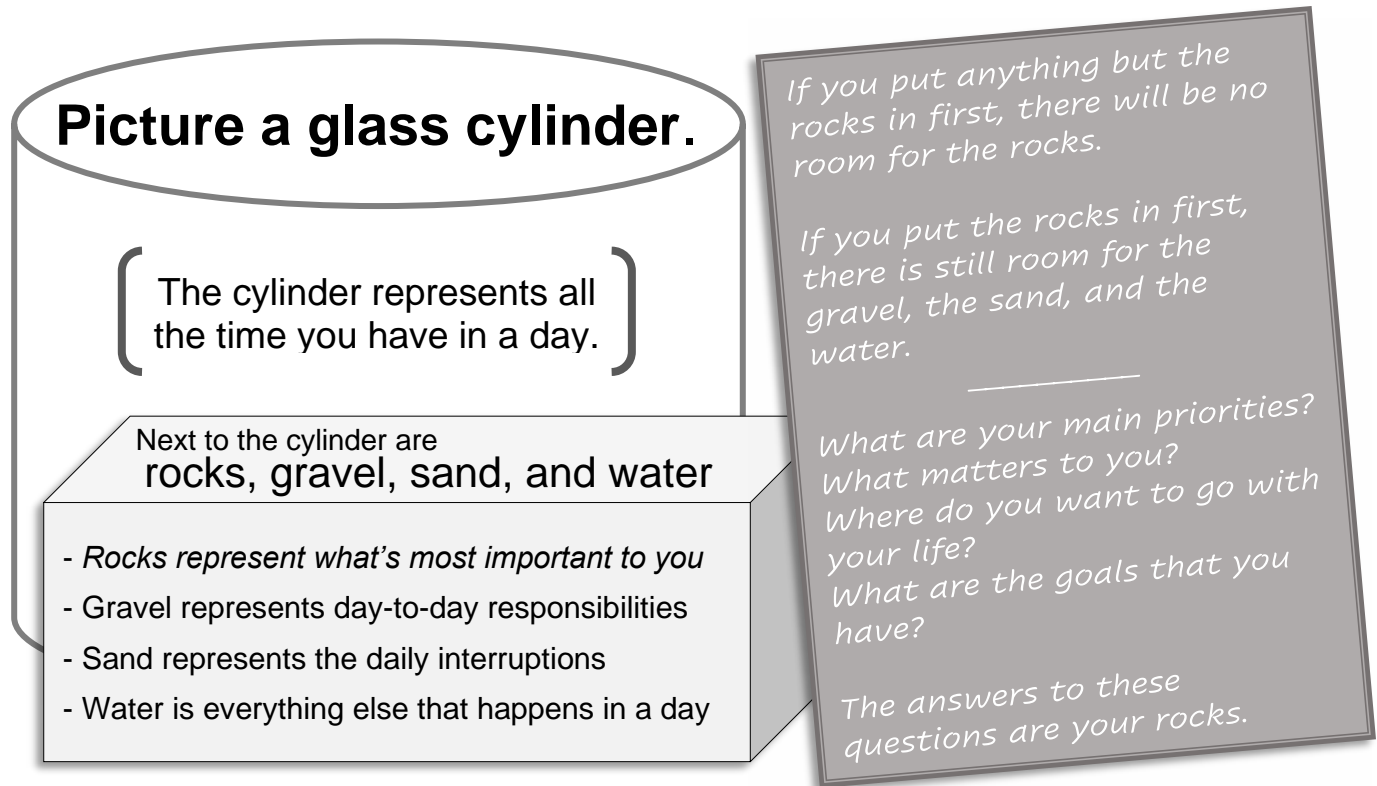
Time Invested in		Planned	Actual Time Spent
Daily	Work		
	Work		
	Travel time to and from everything		
	Other Travel...for errands, etc		
	Food		
	Shopping (perhaps certain days per week?)		
	Meals – cooking		
	Meals – cleaning up		
	Meals – away from home		
	Exercise		
	Walk, stretch		
	Aerobic – elevate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

MANAGE YOUR PRECIOUS TIME!

ATTENTION BUDGET Deeply connected to your financial budget!

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

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



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

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

All security experts agree: Trust no-one.

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

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

- Steven Covey

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

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

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

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

Financial Budget Worksheet

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

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

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

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

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

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

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

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

NATIONAL FINANCIAL RESOURCES

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



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

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

Financial Literacy



Money Smart for Adults

<https://www.fdic.gov/consumers/consumer/moneysmart/adult.html>

14 Money Smart for Adults Training Modules

Money Smart para Adultos

<https://www.fdic.gov/consumers/consumer/moneysmartsp/adult.html>

14 módulos de capacitación de Money Smart para Adultos

Financial Education for Adults

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

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



Benefits after Incarceration: What You Need To Know

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

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



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

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



FREE BOOKS PROGRAMS!

This list was created on 9/23/21. If you find that some of the programs are no longer available, would you please let me know? Thanks! ~ sue Fair Shake, PO Box 63, Westby, WI 54667

California

Pages and Time
PO Box #66583
Los Angeles, CA 90066
Serves: Libraries at
Wasco/Delano State Prisons
and Chino Women's Prison

Prison Library Project
586 West First Street
Claremont, CA 91711
Serves: All US states
Except: MA

Connecticut

Connecticut Prison Book
Connection
P.O. Box 946
Rocky Hill, CT 06067-0946
Serves all states

District of Columbia

DC Books to Prisons Project
PO Box 34190
Washington, DC 20043
Serves: state and federal
prisoners in 34 states, and
federal prisoners in Arizona.
With the exception of DC
residents in federal prisons,
Except: CT, FL, IL, MA, ME,
MI, NH, NJ, NY, OR, PA, RI,
VT, WA, or WI.

Florida

Open Books Prison Book
Project
1040 N. Guillemard St.
Pensacola, FL 32501
Serves: FL only

Illinois

Chicago Books to Women in
Prison c/o RFUMC
4511 N. Hermitage Ave.
Chicago, IL 60640

Serves: women and trans
people in the BOP and in these
state prisons in AZ, CA, FL, IL,
IN, KY, MS, OH

Haymarket Books
P.O. Box 180165
Chicago, IL 60618
Serves: entire US. The only
info they need is your full
mailing address and a sense of
what kind of books they are
interested in reading.

Liberation Library
@ In These Times
2040 N Milwaukee Ave
Chicago, IL 60647
Serves youth Illinois youth
prisons and select jails

Urbana-Champaign Books to
Prisoners Project
UC Books to Prisoners
Box 515 Urbana IL 61803
Serves: Illinois

Indiana

Midwest Pages to Prisoners
Project
PO Box 1324
Bloomington, IN 47402
Serves: AR, IA, IN, KS, MN,
MO, ND, NE, OK, and SD

Kentucky

Louisville Books to Prisoners
McQuixote Books & Coffee
Attn: Louisville Books to
Prisoners
1512 Portland Ave #1
Louisville, KY 40203
Serves: KY and VA

Louisiana

Louisiana Books 2 Prisoners
3157 Gentilly Blvd. #141
New Orleans, LA 70122
Serves: AL, AR, LA.

Massachusetts

Great Falls Books Through
Bars
PO Box 391
Greenfield, MA 01302
Services US, except MA

Prison Book Program
c/o Lucy Parsons Bookstore
1306 Hancock St, Suite 100
Quincy, MA 02169
Serves: All US states Except
CA, IL, MI, MD, NV, and TX

Minnesota

Women's Prison Book Project
3751 17th Ave S
Minneapolis, MN 55407
Serves: All US states
Except: CT, FL, IL, IN, MA, MI,
MS, OH, OR, and PA

Mississippi

Big House Books
PO Box 55586
Jackson, MS 39296
Serves: Mississippi only

Missouri

Missouri Prison Books
Program
438 N. Skinker Blvd
St. Louis, MO 63130
Serves: MO

New Jersey

Books Behind Bars
PO BOX 2611
Wildwood, New Jersey 08260
Serves: NJ only

New York

NYC Books Through Bars
c/o Bluestockings Bookstore
116 Suffolk Street
New York, NY 10002
Serves: All US states
Except: AL, FL, LA, MA, MI,
MS, NC, OH, and PA, NY.

North Carolina

Asheville Prison Books
Program
67 N. Lexington
Asheville, NC 28801
Serves: NC, SC

Prison Books Collective
PO Box 625
Carrboro, NC 27510
Serves: men in NC

Saxapahaw Prison Books
347 S Main St
Burlington, NC 27215
Serves: GA and NC

Tranzmission Prison Project
PO Box 1874
Asheville, NC 28802
Serves: LGBTQ nationwide

Ohio

Athens Books to Prisoners
30 1st Street
Athens, OH 45701
Serves OH

Oregon

Rogue Liberation Library
PO Box 524
Ashland, OR 97520
Serves: AZ, CA, CO, ID, MT,
NV, NM, OK, OR, TX, UT, WA,
WY and the BOP nationwide.

Pennsylvania

Book 'Em
PO BOX 71357
Pittsburgh PA 15213
Serves: PA only
Books Through Bars

4722 Baltimore Ave
Philadelphia, PA 19143
Serves: PA, NJ, NY, DE, MD,
VA, and WV

Rhode Island

Providence Books Through
Bars
42 Lenox Ave
Providence, RI 02907
Serves: All US states
Except: AL, AR, FL, IL, KY, LA,
MA, ME, MS, NY, NC, OH, PA,
SC, WA, WI

Tennessee

Tennessee Prison Books
Project
P.O. Box 22846
901 Broadway
Nashville, TN 80202
Serves: TN only

Texas

Inside Books
P.O. Box 301029
Austin, Texas 78702
Serves: TX only

Vermont

Vermont Books to Prisoners
PO Box 234
Plainfield, VT 05667
Serves: New England states

Virginia

Books Behind Bars
Friends of the Jefferson-
Madison Library
attn: Books Behind Bars
1500 Gordon Ave.
Charlottesville, VA 22903
Serves: VA only

Washington

Books to Prisoners
92 Pike St. Box A
Seattle, WA, 98101
Serves: US, except CA + MA

Lopez Books

P.O. Box 327
Lopez Island, WA 98261
Serves: WA and AK only

West Virginia

Appalachian Prison Book
Project
PO Box 601
Morgantown, WV 26507
Serves: KY, MD, OH, TN, VA,
WV

Wisconsin

LGBT Books to Prisoners
1202 Williamson St.
Madison, WI, WI 53703
Serves: LGBTQ prisoners in all
states Except TX

Wisconsin Books to Prisoners
c/o Social Justice Center
Incubator
1202 Williamson St #1
Madison, WI 53703
Serves: WI only

Free Magazine Subscriptions

The Sun Magazine
An award-winning, ad-free
magazine of interviews,
essays, fiction, poetry, and
photography. They offer free
subscriptions to incarcerated
individuals. To request a free
subscription, write to:

The Sun Customer Service
P.O. Box 323
Congers, NY 10920

The Militant
A socialist newsweekly.
Subscriptions for prisoners are:
\$6 for six months. Prisoners
without funds can get a free
six-month subscription upon
request. Write to:

The Militant
306 W. 37th St. 13th Floor
New York, NY 10018

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?

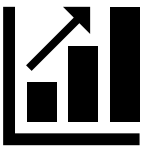
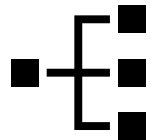
A business plan describes the strategy that the creators of an organization plan to follow as they build a new business...for instance, what steps will you take to start the business, and then what steps will you take to grow the business? The plan includes a description of the products or services that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



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*

Employment - Employment Services

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

25 Market Street, 6th Floor

Poughkeepsie NY, 12601

845-345-9845 - Phone

845-849-0621 - Fax

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

Employment - Job Training

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

25 Market Street, 6th Floor

Poughkeepsie NY, 12601

845-345-9845 - Phone

845-849-0621 - Fax

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

Employment - Workforce Development

NYS Department of Labor Building 12

W.A. Harriman Campus

Albany, NY 12226

(518) 457-9000

(888) 4-NYSDOL

(888-469-7365)

711 TTY/TTD

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

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

Food - Food Pantry

Find local pantries, soup kitchens, food shelves, food banks and other food help.

https://www.foodpantries.org/st/new_york

Free - Free Stuff

We are a grassroots and entirely nonprofit movement of people who are giving and getting stuff for free in their own Towns. It's all about reuse and keeping good stuff out of landfills.

Membership is free.

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

Health - Health Department

Statewide Resources and Services can be found on this website

<https://health.ny.gov/>

Reentry Resource - Multiple Resources Available

Our findhelp technology powers Americas leading social care network. Our network features more

Employment - Employment Services

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

Exodus Transitional Community

85 Cannon Street

Poughkeepsie, NY 12601

Phone: (845) 452-7620

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

Employment - Licensing Information

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

Family - Family Services

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

25 Market Street, 6th Floor

Poughkeepsie NY, 12601

845-345-9845 - Phone

845-849-0621 - Fax

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

Free - Free Phone

Assurance Wireless

P.O. Box 5040

Charleston, IL 61920-9907

1-888-321-5880

Assurance Wireless provides eligible consumers with free monthly data, unlimited texting, free monthly minutes plus a free Smartphone. Lifeline enrollment is available to individuals who qualify based on federal or state-specific eligibility criteria. Residents of homeless shelters, nursing homes and temporary addresses may also be eligible. <https://www.assurancewireless.com/lifeline-service/s/what-lifeline>

Health - Addiction Recovery

6 Henry Street

Beacon, NY, 12508

914-831-0400

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

Money - Finances/Budgeting

800.388.2227

Free Credit Counseling! Our mission is to help all Americans gain control over their finances. For over 60 years, NFCC and its member agencies have helped people just like you pay off debt and

than 300,000 free and reduced-cost programs in all 50 U.S. states, territories, and Puerto Rico, powering social care systems for hundreds of customers nationwide.
<https://www.findhelp.org/find-social-services/new-york>

Reentry Resource - Programs

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

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

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

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

Shelter - Shelters

We provide an online directory of shelters in New York.
https://www.shelterlist.com/state/new_york

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

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

Shelter - Low Income Housing

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

Shelter - Transitional Housing

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

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: _____