

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: **Garrett**

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Educate Yourself!

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

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

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

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

Traditional Education

Education Basics

Free support for learners through High School or GED

Higher Education

Free university level or professional development resources.

Non-Traditional

Life Skills

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

Employment Skills

Support from resume' building to professional development

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



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



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



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



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



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



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



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



List of CLEP Exams: Match with OpenCourseWare Classes!

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

Transition Tips

Reentry can be both exciting and frustrating! Our attitude toward release from prison is that it should be a simple matter of getting resettled, resuming routines, and reestablishing your relationships; but reality proves there is much more to it than that. Here is a list of tips to consider that can help you go through the transition process:

1. **Mentally prepare for the adjustment process.** Be prepared for anything... especially the most challenging things like rejection, depression, anger and disappointment. Also, be prepared for things to be NOT as you expect them to be.
2. **Give yourself permission to ease into the transition.** Allow yourself the space and time to acclimate to your new environment. Don't worry if it takes you a little while to get used to things again. You'll need time to reflect upon what is going on around you.
3. **Understand that the familiar will seem different.** You have changed; home has changed. You will see familiar people, places, and behaviors from new perspectives.
4. **Expect to do some 'cultural catching up'.** Clothes, trends, language, and more have changed!
5. **Reserve judgments.** Reserve all judgments of others, but especially negative judgments; just as you would like to have others reserve judgments of you. Resist the impulse to make snap decisions.
6. **Expect mood swings.** It is entirely possible for you to feel ecstatic one moment and completely defeated a short time later. It's okay; it is a part of the process.
7. **Allow sufficient time for reflection and self-analysis.** Your most valid and valuable analysis of an event is likely to take place after allowing time for reflection. Consider your core values and determine how you can live within them.
8. **Respond to inquiries thoughtfully and carefully.** Prepare to greet surprise questions with a calm, thoughtful approach. If you find yourself being overly defensive or aggressive, take a deep breath and relax.
9. **Seek support networks.** Don't isolate yourself! There are people who want to help you through your transition. You will find them if you look...
10. **Volunteer.** A great way to connect to community, build references and network with people and possibilities is to volunteer.

To prepare yourself for upcoming challenges, it is safe to expect the following:

- You will have to prove yourself (over and over and over).
- People will make many assumptions about who you are now.
- You will be different than when you left; your family and friends will be different, too!
- People will expect a lot from you.
- The way you'd hoped things would be will be different from the way they are.
- You will feel down or depressed after the initial return 'honeymoon' period. Please refer to our Culture Shock! page for further transition considerations.

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.



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

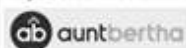
A FREE national resource service available by phone or internet to help folks in need find resources they seek. 24 hours a day, 7 days a week. They list resources for food, shelter, employment, education, housing, mental and physical health, specific services for veterans, special needs and reentry,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

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!

Click to play video



Housing

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

HUD regional locations

Two Part Reentry HUD Housing Request

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

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

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

HUD Programs

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

PREPARING FOR PAROLE?

You might want to consider the info in these

Parole Board Handbooks

Ohio Parole Board Handbook 2017

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

Tax FAQ's from the IRS

Get Right With Your Taxes

For Parents

It's important to stay connected!

Children of Incarcerated Parents - Bill of Rights

Children of Incarcerated Parents' Library

Biblioteca sobre niños de presos

Prison Parenting Programs - May 2016

Sesame Street: On Incarceration

Tips for Incarcerated Parents

Little Children, Big Challenges

Tips for Caregivers

Can you change your child support order?

State by State Guide Changing a Child Support Order

Improve Your Financial Outlook!

Check out the Money Management page!

Improve your Credit Score

Build a Budget Worksheet

InCharge Debt Solutions

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

You may be able to:

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

InCharge Debt Solutions

5750 Major Blvd, Suite 300

Orlando, FL 32819

Mental and Physical Health

Visit the Swellness Page!

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

Physical Health Page (just getting started)

Help Yourself Therapy.com

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

<http://helpyourselftherapy.com/topics/index.html>

Voting Rights

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://nccic.org/justicecenter.org/>

Introducing the **FREE Personal Web Page** and Member Card!

When a former felon arrives at an interview with a Fair Shake Member Card, employers and property managers can see that s/he has taken additional measures to demonstrate a commitment to successful reentry. The interviewer may then be able to see beyond the 'felon' stereotype to take a deeper look at the applicant through their Personal Web Page.

Personal Web Page benefits:

- ✓ Members differentiate themselves from other applicants!
- ✓ Members share information easily. No need to carry documents; they are stored in their account.
- ✓ Shows dedication to reentry success and provides a place to demonstrate interest in taking a proactive approach by sharing skills, character traits, and intentions.
- ✓ Employers and property managers can get to know members comfortably, reducing likelihood of auto-dismissal based on felony history.
- ✓ Fair Shake Member Card provides member information, url and password to the member's page.
- ✓ Member Web Page password is changeable! Access only given to current password holders.
- ✓ Fair Shake can verify references, even for volunteer work.



FairShake
REENTRY RESOURCE CENTER

Information on hiring or renting to a former felon
Employers page
Property Managers page

Alex Wikstrom
Print This Page

ABOUT ME
I have been working in kitchens my whole adult life. One year a family member gave me an old computer, once I started using it I found I was talented in it. About 10 years later and married I still learn new things about computers every day and enjoy them because they provide me with education, employment and the ability to contact my family in remote locations! I'm 28 and happily married to my beautiful wife Angela. We plan on having kids some day but for now just love having dogs!

MY DOCUMENTS
Resume.doc

HOBBIES
Hiking
Programming
Dog Training
Reading
Cooking

INTERESTS
Local History
Technology
Programming Languages
Speaking Languages
World Culture
Former Felon Reentry.

FAVORITE QUOTE
When you judge another, you do not define them, you define yourself.
Wayne Dyer

EMPLOYMENT
Work / Experience History

► **Tungsten Grill**
Grill Chef
2002-2004
My second kitchen. Hard work and being on time moved me from washing dishes, through food preparation and finally to grill chef.

► **Eben Pizza Grill**
Head Grill/Pizza Chef (Management Position)
2004-2005
Temporary work for me after I moved to another state. Hard work with good people, I changed that kitchen by raising the cleaning and prep standards.

PERSONAL REFERENCES

Sue Kastensen
Previous Employer
She is a reference to my computer skills and my work ethic. She can also vouch for my team work skills.

Brian Wikstrom
Father
My father is a good judge of my character. He knew me growing up, when I got into trouble and also the good space I'm in now. He can tell you I'm a changed man.

Skills

► **Restaurant/Cooking skills**
Grilling, Sauteing, Jullennening, Roasting, Bringing food to temp, Proper cooling, Managing ticket orders, Keeping inventory, Managing staff and their vacation/sick days.

► **Computer Skills**
Operating system support Windows 2000, xp, vista, 7. Driver management. Clerical/Networking software - Word processing, data management, backup software, virus software. Web Software/Coding - Html, css, javascript, php (LEARNING), mysql, server web-admin panel, vector imaging, photo imaging, and layered imaging.

Special Recognitions

► Employee of the month award - Received two, one for kitchen improvements and another for low sick day record at Eben Pizza.

Fair Shake supports employers and property managers directly through stakeholder pages that provide links to bonding programs, tax incentives, vouchers and more.

Member Card

FairShake
Supporting Successful Reentry

Fair Shake Member
Alex Wikstrom
Phone: 123-123-1234
alexwikstrom@fairshake.net

Personal Web Page
fairshake.net/member/?user=alexwikstrom
Password: free

For details about the Personal Web Page, please see other side

Questions from the Personal Web Page

Fair Shake members can create their own web page at www.fairshake.net! Membership is FREE for anyone who has spent time in prison or jail.

Personal Information

About Me
Interests
Hobbies
Favorite Quotation

Work/Experience - Add as many as you wish

Work Experience: can include employment (paid or not), work you volunteered to do in the prison, or anywhere you committed time and effort to something that includes service to others. Include the name of the organization, your position, time you worked with the organization and a description of the work you did while with them.

Skill Sets: include what you can do! Include types of skills and specific skills learned, for instance: if you want to work on a computer and you have the skills, list Computer Skills under type of skill and the programs you are familiar with in the specific skills section.

Special Recognition: use this section to list (efforts) where you have been recognized, such as Employee of the Month, Safety Certificate, Most Dedicated, etc. Share any public recognition you are proud of! Please include a description of the recognition.

Education - Add as many as you wish

Education: Includes traditional schools, non-traditional schools, workshops and other learning opportunities. Please list type of education, organization where you had the learning experience, time spent in program and also describe what you learned.

Training: this includes time spent learning a trade or skill from a knowledgeable person. Include type of training, time spent in learning, and describe what you learned.

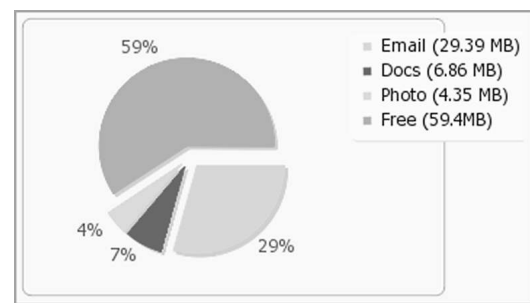
Photos and Documents

Greet visitors to your page with a smile! Share a photo of you spending time with your family or enjoying your favorite hobby. Adding photos to your Personal Web Page is perhaps the most personable aspect of the member area.

Fair Shake members receive 100 MB of storage in their free account. Members can upload as many photos or documents as they please, but the space is shared with email as well.

Data Manager

We have created this unique tool for you to manage your account. You can see what areas take up valuable space and consider removing unnecessary files or emails to make more room. We also teach image- and file-size reduction techniques in our tutorials for space conservation.



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

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

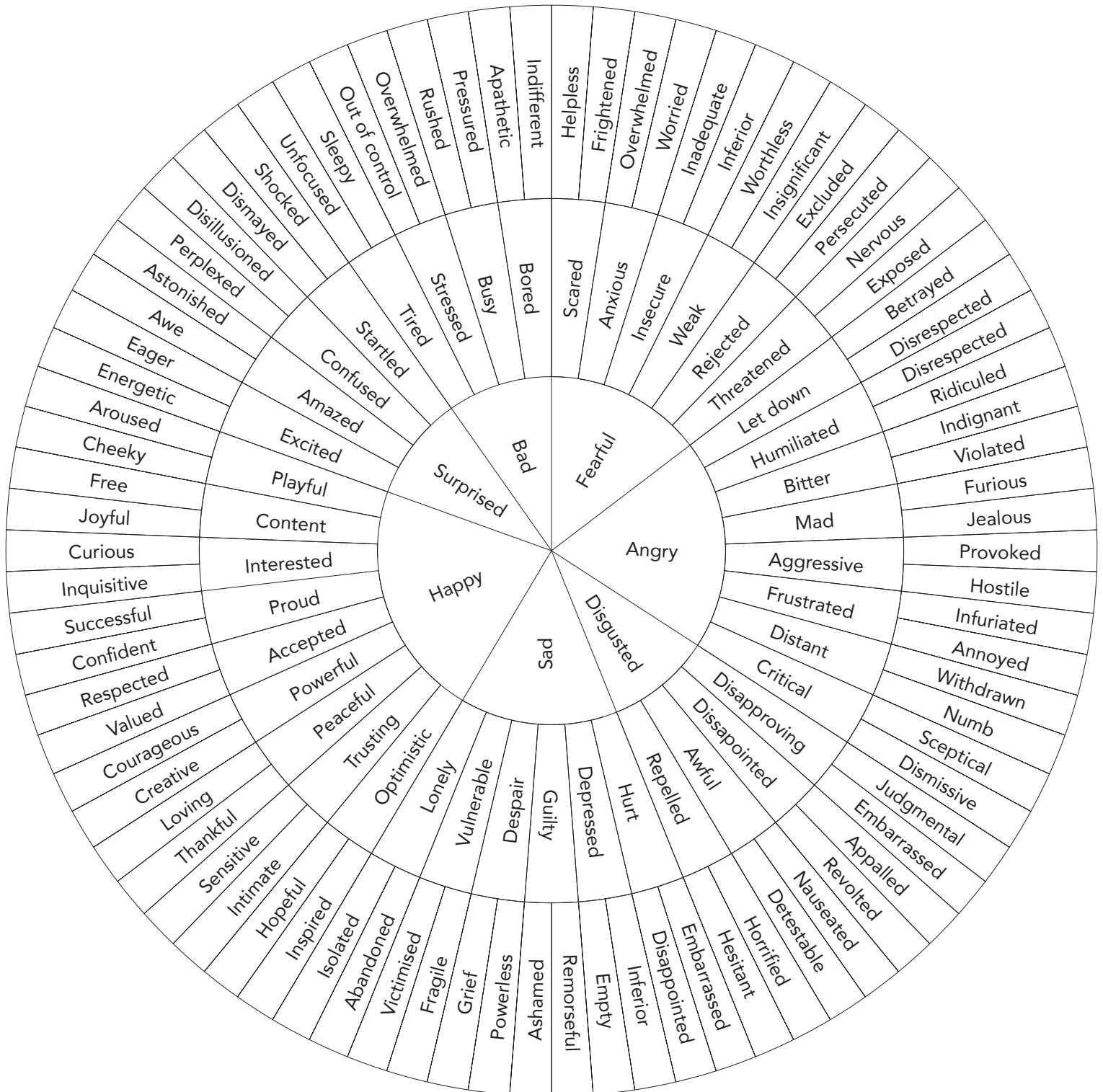
Relevant Education

(Relevant Degree / Diploma)

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

The Feelings Wheel

Created by Dr. Gloria Wilcox



Mental Health Recovery

Created by the:
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
(The text has been revised for greater self-determination.)

Mental health recovery is a journey of healing and transformation as we strive toward our full potential.

The 10 Fundamental Components of Recovery



Self-Direction: Lead, control and exercise your power of choice. Discover your path of recovery through autonomy and agency, and determine the resources that will support you to achieve a self-determined life. Define your life goals and design your unique path toward them!

Individualized and Person-Centered: There are multiple pathways to recovery based on your strengths and resiliencies; as well as your needs, preferences, experiences (including past trauma), and background.

Empowerment: Choose from a range of options. Discuss your needs, wants, desires, and aspirations! Gain control of your identity, destiny and influences and build your life.

Holistic: Recovery encompasses mind, body, spirit, and community. Recovery embraces all aspects of life, including housing, employment, and education. It also impacts spirituality, creativity, community participation, friendships and family relations.

Non-Linear: Recovery is not a step-by-step process. Instead, it is based on continual growth, occasional setbacks, and learning from experience. Recovery begins with awareness that positive change is possible and we learn even when we make mistakes. (Or especially when we make mistakes!)

Strengths-Based: Recovery “tools” include your resilience, talents, coping abilities, capacity and your inherent worth. YOU are important and valuable! By building on your strengths, you can engage in new roles, opportunities and trust-based relationships.

Peer Support: Sharing experiential knowledge, skills and social learning plays an invaluable role in recovery. People encourage each other and can feel a sense of belonging, support, value, and community.

Respect: Acceptance and appreciation are crucial to reinforce recovery. Self-acceptance, agency, and regaining belief in expanding your capacity and capabilities is particularly vital.

Responsibility: You know what works for you! Taking responsibility for your self-care strengthens your determination and agency. Progressing toward your goals may require great courage. Strive to understand and give meaning to your experiences as you identify coping strategies and healing processes. One day at a time, one moment at a time. Inch by inch. You can do it. (And only you can do it.)

Hope: Include essential and motivating messages of a better future in your day. Other people have been, and many are now, in the middle of difficult time. Hope can be fostered by friends, families, colleagues and even quotes from people who are no longer with us. Hope provides motivation to persevere!

Relationships – Proceed With Caution

The Mental Health Foundation defines relationships as ‘the way in which two or more people are connected, or the state of being connected’. Relationships include the intimate relationships we have with our partners, ties that we form with our parents, siblings and grandparents; and the bonds that we form socially with our friends, work colleagues, teachers, healthcare professionals and community.

If you don't trust people, people will not trust you. – Lao Tzu

You don't see things as they are. You see them as you are. – Talmud

More from the Mental Health Foundation:

Relationships are one of the most important aspects of our lives, yet we can often forget just how crucial our connections with other people are for our physical and mental health and wellbeing. People who are more socially connected to family, friends, or their community are happier, physically healthier and live longer, with fewer mental health problems than people who are less well connected.

It's not the number of friends you have, and it's not whether or not you're in a committed relationship; it's the quality of your close relationships that matters. Living in conflict or within a toxic relationship is more damaging than being alone. As a society and as individuals, we must invest in building and maintaining good relationships and tackling the barriers to forming them.

Having close, positive relationships can give us a purpose and sense of belonging. Loneliness and isolation remain the key predictors for poor psychological and physical health. Having a lack of good relationships and long-term feelings of loneliness have been shown by a range of studies to be associated with higher rates of mortality, poor physical health outcomes and lower life satisfaction. In seeking to combat loneliness and isolation, however, we need to be aware that poor-quality relationships can be toxic and worse for our mental health than being alone. Research shows that people in unhappy or negative relationships have significantly worse outcomes than those who are isolated or have no relationships.

Longer working hours, money problems and less time to spend with family have been reported as some of the most important stress factors for relationships. Having few close relationships has been linked to higher rates of depression and stress in older adults.

Engaging in community helps us feel connected, supported and gives us a sense of belonging. Involvement in local activities, such as volunteering or playing sports as part of a team, has been shown to improve mental health and wellbeing.

When it comes to keeping physically well, we recognize that exercise and eating well require commitment and dedication. We need to adopt a similar approach to building and maintaining good relationships! For many of us, our approach to building and maintaining relationships is passive – it is something we do subconsciously and without deliberate effort. We often overlook that it requires an investment of time to maintain good relationships.

Five things we can do to build our feelings of connection:

1. Put more time aside to connect with friends and family.
2. Try to be present in the moment and be there for your loved ones.
3. Actively listen to what others are saying and concentrate on their needs in that moment.
4. Share how you are feeling, honestly, and allow yourself to be listened to and supported.
5. Foster healthy relationships: being around positive people can increase our mental and our physical health!

Tips for building relationships and learning to trust:

- Be honest with yourself. If you are honest with yourself, you can be honest with other people
- Express your concerns
- Go slowly! Do not idealize the situation; consider the relationship clearly and thoughtfully
- Build trust step by step. Start trusting each other in small matters
- Trust is a perception of honesty; competence and value similarly are essential
- We creatively build our reality through social interaction using social structure as our guiding behavior
- Remember: The judgments we make about others depend not only on their behavior but on our interpretation of the social situation

Love and Relationships

Regardless of how old we are, if we can think, we have thought about love. We know the definition is very broad, but we often allow ourselves to be duped into thinking "love" means "romantic relationship". Love certainly includes romantic relationships, but it is really so much more.

Almost everyone wants:

- To feel valued / valuable.
- To love and feel loved.
- To feel safe.
- To make sense of our life.
- To share joys and sorrows with close friends or family.

Why do we lie?

- To look good. We choose to present an image of ourselves as attractive and desirable. We are afraid to share information that may make us look bad.
- To avoid unpleasantness. We conceal information that we believe may cause conflict. We go to great lengths to create false, superficial harmony. We get to know ourselves and each other better as we reveal and negotiate our differences.
- To avoid hurting feelings. We don't want to upset people by saying something that might hurt or make them angry.

Detecting lies can be difficult. Scrutinize three elements: voice, body language, and facial expression. Other possible signs of loss of trust: withholding information, mixed messages, refusing to negotiate.

Basic Sociological and Relationship Concepts

Uncertainty Reduction Theory:

Uncertainty is unpleasant and therefore motivational; people communicate to reduce it.

Strangers, upon meeting, go through certain steps and checkpoints in order to reduce uncertainty about each other and form an idea of whether one likes or dislikes the other. The contents of the exchanges are often demographic and transactional. Where are you from? Do you have any pets? Demographic information is obtained: sex, age, economic, or social status.

When the new acquaintances are ready to get to know each other better, they begin to explore the attitudes and beliefs of the other by asking questions about values, morals, and personal issues. They feel less constrained by rules and norms and tend to communicate more freely with each other. One factor which reduces uncertainty between communicators is the degree of similarity individuals perceive in each other (in background, attitudes, and appearance).

Three basic ways people seek information about another person:

- Passive – observation only, no contact
- Active – ask others about the person in question
- Interactive – communicate directly with the person

The primary determinant of individual behavior is the social situation in which that behavior occurs. Social roles, competition, or the mere presence of others can profoundly influence how we behave. We usually adapt our behavior to the demands of the social situation, and in ambiguous situations we take our cues from the behavior of others.

Terms

Social Construction of Reality: Refers to the process by which individuals build reality through social interaction. While statuses and roles structure our lives, we shape our patterns of interaction with others. People build reality from the surrounding culture. Therefore, perceptions of reality vary both within a single society and among societies the world over.

Social Norms: “Unwritten rules.” Adjustment to a group typically involves discovering its social norms. Two ways: Noticing uniformities and observing negative consequences.

Social Reality: Subjective interpretations of other people and of our relationships. Social Reality determines whom we find attractive, whom we find threatening, whom we seek out and whom we avoid. The judgments we make about others depend not only on their behavior but on our interpretations of the social situation.

Principle of Proximity: Frequent contact best predicts our closest relationships.

Self-Disclosure: Sends signals of trust. “Here is a piece of information that I want you to know about me, and I trust you not to hurt me with it.”

Nonverbal Communication: This concept refers to communication using, not speech, but body movements, gestures, and facial expressions. Types of body language – smiles, eye contact, and hand movements. Most nonverbal communication is culture-specific. Three ways in which emotional life differs cross-culturally include: (1) what triggers an emotion, (2) how people display emotions according to the norms of culture, and (3) how people cope with emotions.

Similarity: People usually find it more rewarding to strike up a friendship with someone who shares their attitudes, interests, values, and experiences. If we have just discovered that we share tastes in music, politics, and attitudes toward education, we will probably hit it off because we have, in effect, exchanged compliments that reward each other for our tastes and attitudes. Most people find marriage partners of the same age, race, social status, attitudes, and values.

Terms Continued...

Expectancy-Value Theory: People usually decide whether to pursue a relationship by weighing the value they see in another person against their expectation of success in the relationship (Will the other person be attracted to me?). People with low opinions of themselves tend to establish relationships with people who share their views, that is, with people who devalue them. On the other hand, individuals who appear to be extremely competent can be intimidating; we fear they will reject our approaches. When highly competent individuals commit minor blunders, however, we like them better.

Cognitive Dissonance Theory: Mental adjustments that account for people who voluntarily undergo unpleasant experiences. When people's cognitions and actions are in conflict (dissonance) they often reduce the conflict by changing their thinking (cognition) to fit their behavior. This explains why smokers rationalize their habit.

Becoming an Ex: This experience is common to most people in modern society. Unlike individuals in earlier cultures who usually spent their entire lives in one career, one marriage, one religion, or one geographic locality; people living in today's world tend to move in and out of many roles in the course of a lifetime. It's hard to shake former roles, however, so the 'ex' must repeatedly demonstrate the behaviors of the new roles they are in.

Cooperation can change people: Working with diverse people we learn all people are just people, not objects to be hated and/or loved for their perceived and distant media or culture-derived social value. We share a small country and a small planet! We are mutually interdependent on each other. Whether we recognize this or not, we have a working relationship based on shared goals.

Power of the Situation: Can have a strong influence! What happens when you put good people in an evil place? Check out this simulation study of the psychology of imprisonment, called the Stanford Prison Experiment, conducted in 1971:
<http://www.prisonexp.org/>

Discrimination: A negative behavior, an action taken against an individual as a result of her or his group membership.

The source of discrimination and prejudice that is perhaps the most pervasive is an unthinking tendency to maintain conditions the way they are:

- Even when those conditions involve unfair assumptions prejudices and customs. If similarity breeds liking, then dissimilarity can breed disdain.
- Find commonalities! Social distance can make it easier to treat members of an 'out-group' with contempt.

Fundamental Attribution Error: We tend to attribute other peoples actions and misfortunes to their personal traits rather than to situational forces. This helps explain why we often hear attribution of laziness or low intelligence to people who aren't wildly financially successful.

For ourselves, however, we attribute our success to internal factors, such as motivation, talent or skill. We attribute our failures to external factors beyond our control, called a self-serving bias; probably rooted in the need for self-esteem due to social pressures to excel.

Prejudice: A negative attitude toward an individual based solely on his or her membership in a particular group. Prejudiced attitudes serve as filters that influence the way others are perceived and treated. Discrimination is a negative behavior, an action taken against an individual as a result of her or his group membership.

Advocacy - Justice Involved Organizations

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

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

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

Citizenship - Consumer Services

212 N Lake Ave,
Crandon, WI 54520
Phone: (715) 478-3871

To enable and assist individuals with limited income to attain the skills, motivation, and opportunities necessary for them to become self-sufficient and independent.

<http://www.newcap.org/services/by-county/forest>

Citizenship - Legal Assistance

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

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

Employment - Employment Services

Wausau Office
1720 Merrill Ave. Suite 100
Wausau, WI 54401
Phone: (715) 298-4087
Fax: (715) 298-4088

Innovative Services started in 2004 in the Green Bay, Wisconsin area with the mission and vision to give those with developmental disabilities the best quality of life in the community. Innovative Services has continued to grow throughout the state of Wisconsin, with regional administrative offices in Green Bay, Appleton, Steven's Point and La Crosse. Although the organization started out working primarily with individuals with developmental disabilities, we don't have a rigid approach and have expanded our supports to people of all ages with varying needs.

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

Employment - Employment Services

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

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

Employment - Staffing Agency

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

Advocacy - Justice Involved Organizations

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

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

Citizenship - Legal Assistance

Mailing Address:
State Bar of Wisconsin
P.O. Box 7158
Madison, WI 53707-7158
1-800-362-9082

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

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

Employment - Employment Services

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

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

Employment - Employment Services

(888) 258-9966

A Comprehensive Job Center serving the entire state of Wisconsin!

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

Employment - Staffing Agency

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

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

Family - Child Support

The Wisconsin Child Support Program helps parents get court orders for financial and medical support for their children. It also enforces those orders when needed, and makes sure that all money collected is paid out correctly.

Visit their website to find the office closest to you.

<http://dcf.wisconsin.gov/bcs/>

Family - Family Support

On any given day, an estimated 2.7 million children in America have at least one parent in prison or jail.

NRCCFI is the oldest and largest organization in the U.S. focused on children and families of the incarcerated and programs that serve them. Disseminating accurate and relevant information

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

Family - Department of Human Services

Learn about the health and nutrition public assistance programs that are available in Wisconsin, including BadgerCare Plus, Medicaid and FoodShare.

<https://www.dhs.wisconsin.gov/>

Family - Family Support

The Department of Children and Families (DCF) provides or oversees county administration of programs to assist children and families.

<https://dcf.wisconsin.gov/>

Family - Parenting

Find out about child care support, early care and education, youth services and other state programs available to support healthy families.

<http://dcf.wisconsin.gov/>

Family - Parenting

1-855-427-2736

Weekdays: 10:00 am pst to 7:00 pm pst

The National Parent Helpline is here for you and is open to parents and caregivers of children and youth of all ages. They offer Resources, a Helpline and Printable Materials!

<https://www.nationalparenthelpline.org/find-support>

Health - Free/Sliding Scale Clinic

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

<https://nafcclinics.org/>

Health - Free/Sliding Scale Clinic with Dental

Wisconsin free and charitable clinics provide primary care, dental care, behavioral health, women's health, health education, pharmaceuticals and support services to people who are uninsured and economically disadvantaged. Not all clinics offer all services and not all clinics are members of the Wisconsin Association of Free and Charitable Clinics. Clinics are independent, nonprofit organizations and set their own eligibility requirements.

<https://www.wafcclinics.org/find-a-clinic.html>

Health - Free/Sliding Scale Dental Clinic

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

https://www.usdentalservice.com/?gclid=EAlaIqobChMIyaH1p9_k9gIVWZcAAB0Irg1FEAEYASAAEgK7c_vD_BwE

Health - Narcotics Anonymous

Guiding the development of family strengthening policy and practice

Training, preparing, and inspiring those working in the field

Including the families in defining the issues and designing solutions

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

Family - Parenting

Call us at 855-427-2736 - English and Spanish 8 am - 8 pm Pacific Standard Time

We offer free emotional support through innovative, evidence-based programs proven to strengthen the empowerment journey of parents, children, youth, and communities.

Parents Anonymous is now a Free Evidence-Based family strengthening program for Parents or anyone in a parenting role, and Children and Youth, to address personal, psychological, peer, mental health, or substance abuse concerns.

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

Family - Parenting

PO Box 1407

Madison, WI 53701

608-285-2314

Kids Forward works to help every child, every family, and every community thrive.

<https://kidsforward.org/>

Free - Free Stuff

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

Membership is free.

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

Health - Free/Sliding Scale Clinic

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

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

Health - Free/Sliding Scale Clinic with Dental

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

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

Health - Health Department

Many services and resources can be found on the website.

<https://www.dhs.wisconsin.gov/prevention-healthy-living.htm>

Health - Narcotics Anonymous

Find meetings near you.

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

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

Health - Reduced Cost Medication

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

Money - 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

Call 211
Text 898211
Search by clicking on the link.
When you need help and don't know where to turn, 211 is your one-stop connection to the local services you need, like utility assistance, housing, food, elder care, crisis intervention, alcohol and other drug recovery and much more.
<https://211wisconsin.communityos.org/guided-search>

Reentry Resource - Multiple Resources Available

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

Reentry Resource - Multiple Resources Available

Office Location: 540 South 3rd Avenue
Mailing Address: P.O. Box 2186
Wausau, WI 54402-2186
Phone: 715.849.3311
Toll Free: 888.212.HELP (888.212.4357)
Catholic Charities works with individuals, families and communities to help them meet their needs, address their issues, eliminate oppression, and build a just and compassionate society. We offer a

Money - Finances/Budgeting

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

Money - Finances/Budgeting

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

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/wisconsin>

Reentry Resource - Multiple Resources Available

Scroll down the page to find your state. Titles in the left column will lead you to resources available nationwide.
If you scroll down the page to find your state name, you can click on that for statewide resources.

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

Reentry Resource - Multiple Resources Available

The Open Door
319 4th Street Suite 2
Wausau, WI 54403
715-848-4044
The Open Door is organized to provide charitable and educational services to meet the immediate needs of individuals who are incarcerated and/or who have been released from jail or prison.
https://unitedwaymc.galaxydigital.com/agency/detail/?agency_id=30586

Shelter - Transitional Housing

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

Special Considerations - Disability Support

1502 West Broadway Suite 201, Madison, WI 53713. 608-267-0214.
Disability Rights Wisconsin is a private non-profit

variety of services to all who come to our door!
<https://cclse.org/wausau/>

Shelter - Transitional Housing

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

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

Special Considerations - Disability Support

Government agencies and disability rights organizations in Wisconsin.

https://www.olmsteadrights.org/self-helptools/advocacy-resources/item.6980-Wisconsin_Disability_Resources_and_Advocacy_Organizations

organization that protects the rights of people with disabilities statewide. Our mission is to advance the dignity, equality, and self-determination of people with disabilities. The Resource Center offers information for the following areas: Abuse and Neglect, Advance Directives, Assistive Technology, Barriers to Accessibility, Children with Disabilities, Client Rights, Community Integration, Criminal Justice, Discrimination, Domestic Violence And Sexual Assault, Employment, Family Care and IRIS Resources, Housing, Long-Term Care, Mental Health, Patient and Institution Rights, Public Benefits, Seclusion and Restraint, Self-Determination / Guardianship, Service Animals, Special Education, Supported Decision-Making, Transportation, Victim Advocacy, Voting.

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

Interview Tips

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

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

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

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



www.fairshake.net

PO Box 63 Westby, WI 54667 608-634-6363

Fair Shake Employer Support

All of this information and much more can be found at <https://www.fairshake.net/employers>

Although tremendous responsibility is on the shoulders of those transitioning from prison to society, their success is made possible only when the entire community is involved.

Employers have the opportunity to help create one of the first and most stable bridges to reentry success. Fair Shake supports an employer's desire to understand formerly incarcerated applicants by offering tools and information to help you make informed, careful hiring decisions.

Fair Shake has also created tools for our members to more fully demonstrate their character than may be available on a standard job application through our free "office in the clouds", which includes a Personal Web Page.

The FAIR SHAKE PERSONAL WEB PAGE (PWP): What you learn about these applicants

Building a Fair Shake personal web page is not an easy feat! Formerly incarcerated people who create this page demonstrate many things to you:

- **HONESTY:** They are open, honest and direct by letting you know s/he has been incarcerated. As you may well imagine, this takes an enormous amount of courage. We know that honesty is imperative to building trust. Is honesty something you are looking for in your employees?
- **SELF-MOTIVATION:** Creating this page demonstrates the applicant's perseverance, tenacity, and desire to succeed. S/he had no coercion in building this page; there was no class for it nor did anyone recommend they do this. They built the page of their own volition.
- **TECH-SKILLS:** A variety of computer skills were required to create the Personal Web Page including: scanning, storage, typing, and understanding 'cloud' technology; to name a few.
- **HUMANNESS:** In addition to the above, the applicant offers information here that describes more than skills and experiences; you learn who they are and what they bring to your organization. This information is very important in building company culture, but is not requested on standard job applications.

Why hire a formerly incarcerated person?

- To keep your options open for hiring the best possible candidate!
- Many formerly incarcerated people have received extensive training
- Many formerly incarcerated people are motivated to work
- Many formerly incarcerated people have a job coach or advisor
- Support is available for training and reducing risk

Fidelity Bonding Program

The **Fidelity Bonding Program** offers six months of free bonding support to businesses across the country to lower their risk when hiring applicants who have been incarcerated.

Federal Fidelity Bonding Program: <http://bonds4jobs.com>

Bonding can:

- Reduce your risk when you hire formerly incarcerated people
- Provide six months of FREE insurance against employee theft
- Be obtained quickly and easily by just a phone call to confirm your hire

To bond a formerly incarcerated new hire today **call toll-free: 877-US2-JOBS (877-872-5627)**

Work Opportunity Tax Credit (WOTC)

The WOTC is a special tax credit available for hiring former felons (and others) and must occur within one year of their release date. The WOTC is available to any size business from small organizations to national corporations. The credit is also available for any type of job. The work can be full-time, part-time, temporary, or seasonal.

Facts about the WOTC tax credit:

- Employers can save as much as \$2,400 in taxes
- Applies to the first year of employment
- The new employee must work 120 hours for the employer to begin to receive credit

Exceptions:

- Not for independent contractor work
- Not for a business owned by a close relative

To find out more: <http://www.doleta.gov/business/incentives/opptax/wotcEmployers.cfm>

Or call: 1-800-829-4933

Employee Training Support

Your business may be eligible for a state or federal training grant (or other funding). To find out what you may qualify for, check with your Workforce Investment Board, Small Business Development Center, or economic development agency.

- Workforce Investment Board: <http://www.servicelocator.org/contactspartners.asp>
- Small Business Development Center: <https://www.sba.gov/tools/local-assistance>
- Economic Development Agency: <https://www.sba.gov/content/economic-development-agencies>

Ban the Box:

Are you ready to remove the box that says 'Have you ever been convicted of a felony?' from your job application forms? If so, we can help! <https://www.fairshake.net/ban-the-box/>

On our page you will find:

- Best Practices and Model Policies
- Fair Chance Fact Sheet
- Community Hiring Model
- Which states, cities and counties *Ban the Box*
- Learn from dedicated states like Minnesota who have Banned the Box for both public- and private-sector jobs. They freely share information for you to do this, too.

Favorite Verbs For Your Resume

Originally "Our Favorite Resume Verbs" by Wendy Enelow

Accelerate	Collaborate	Differentiate	Expand
Accentuate	Collect	Diminish	Expedite
Accomplish	Command	Direct	Experiment
Accommodate	Commercialize	Discern	Explode
Achieve	Communicate	Discover	Explore
Acquire	Compare	Dispense	Export
Adapt	Compel	Display	Facilitate
Address	Compile	Distinguish	Finalize
Advance	Complete	Distribute	Finance
Advise	Compute	Diversify	Forge
Advocate	Conceive	Divert	Form
Align	Conceptualize	Document	Formalize
Alter	Conclude	Dominate	Formulate
Analyze	Conduct	Double	Foster
Anchor	Conserve	Draft	Found
Apply	Consolidate	Drive	Gain
Appoint	Construct	Earn	Generate
Appreciate	Consult	Edit	Govern
Architect	Continue	Educate	Graduate
Arrange	Contract	Effect	Guide
Articulate	Control	Elect	Halt
Ascertain	Convert	Elevate	Handle
Assemble	Convey	Eliminate	Head
Assess	Coordinate	Emphasize	Hire
Assist	Correct	Empower	Honor
Augment	Counsel	Enact	Hypothesize
Author	Craft	Encourage	Identify
Authorize	Create	Endeavor	Illustrate
Balance	Critique	Endorse	Imagine
Believe	Crystallize	Endure	Implement
Brainstorm	Curtail	Energize	Import
Brief	Cut	Enforce	Improve
Budget	Decipher	Engineer	Improvise
Build	Decrease	Enhance	Increase
Calculate	Define	Enlist	Influence
Capitalize	Delegate	Enliven	Inform
Capture	Deliver	Ensure	Initiate
Catalog	Demonstrate	Equalize	Innovate
Centralize	Deploy	Eradicate	Inspect
Champion	Derive	Establish	Inspire
Change	Design	Estimate	Install
Chart	Detail	Evaluate	Instruct
Clarify	Detect	Examine	Integrate
Classify	Determine	Exceed	Intensify
Close	Develop	Execute	Interpret
Coach	Devise	Exhibit	Interview

These verbs have been generously provided by Wendy Enelow and Louise Kursmark
Founders of The Resume Writing Academy www.resumewritingacademy.com

Favorite Verbs For Your Resume

Originally "Our Favorite Resume Verbs" by Wendy Enelow

Introduce	Organize	Recapture	Solve
Invent	Orient	Receive	Spark
Inventory	Originate	Recognize	Speak
Investigate	Outsource	Recommend	Spearhead
Judge	Overcome	Reconcile	Specify
Justify	Overhaul	Record	Standardize
Launch	Oversee	Recruit	Steer
Lead	Participate	Recycle	Stimulate
Lecture	Partner	Redesign	Strategize
Leverage	Perceive	Reduce	Streamline
License	Perfect	Regain	Strengthen
Listen	Perform	Regulate	Structure
Locate	Persuade	Rehabilitate	Study
Lower	Pilot	Reinforce	Substantiate
Maintain	Pinpoint	Rejuvenate	Succeed
Manage	Pioneer	Remedy	Suggest
Manipulate	Plan	Render	Summarize
Manufacture	Position	Renegotiate	Supervise
Map	Predict	Renew	Supplement
Market	Prepare	Renovate	Supply
Master	Prescribe	Reorganize	Support
Mastermind	Present	Report	Surpass
Maximize	Preside	Represent	Synthesize
Measure	Process	Research	Target
Mediate	Procure	Resolve	Teach
Mentor	Produce	Respond	Terminate
Merge	Program	Restore	Test
Minimize	Progress	Restructure	Thwart
Model	Project	Retain	Train
Moderate	Promote	Retrieve	Transcribe
Modify	Propel	Reuse	Transfer
Monitor	Propose	Review	Transform
Motivate	Prospect	Revise	Transition
Navigate	Prove	Revitalize	Translate
Negotiate	Provide	Satisfy	Trim
Network	Publicize	Schedule	Troubleshoot
Nominate	Purchase	Secure	Unify
Normalize	Purify	Select	Unite
Obfuscate	Qualify	Separate	Update
Obliterate	Quantify	Serve	Upgrade
Observe	Question	Service	Utilize
Obtain	Raise	Shepherd	Verbalize
Offer	Rate	Simplify	Verify
Operate	Ratify	Slash	Win
Optimize	Realign	Sold	Work
Orchestrate	Rebuild	Solidify	Write

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
Assembler
Carpenter
Cashier
Chef / Cook
Clerk
Data Entry
Director
Editor
Engineer
Firefighter

Graphic Designer
Grounds Keeper
Inspector
Lab Technician
Librarian
Machine Operator
Mail Carrier
Maintenance
Massage Therapist
Manager
Mason

Manufacturer
Operations Manager
Painter
Programmer
Salesperson
Secretary
Snow-maker
Teacher
Tree Trimmer
Veterinarian
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
Advertising
Auditing
Brake Alignments
Building Maintenance
Carpet Laying
Cleaning
Cooking
Correspondence
Counseling
Customer Service
Detailing

Drill Press Operation
Driving
Editing
Electronic Repair
Filing
Hammering
Interviewing
Keyboarding
Management
Marketing
Mechanical Drafting
Metal Fabrication

Payroll / Accounting
Planning
Public Speaking
Researching
Sign Language
Scheduling
Soldering
Technical Writing
Telemarketing
Typing
Welding
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

Thank You Letter

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

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

January 20, 2012

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

Dear Mr. Wikstrom:

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

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

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

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

Thank you again for your time and consideration.

I'm looking forward to hearing from you.

Sincerely,

Signature Here

Sue Kastensen

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