

The Passaic County Smart Book



A Resource Guide For Going Home

“Your Re-Entry Compass”

Drafted 2010 (revised)

by:

The New Jersey Department of Corrections
Office of Transitional Services

Quick Reference: Useful Numbers and Hotlines

American Friends Service Committee Prisoner's Resource Center	1-973-643-2205
CDC National STD and AIDS Hotlines	
Spanish:	1-800-344-7432
English:	1-800-227-8922
Addictions Hotline of NJ	1-800-238-2333
Alcoholics Anonymous	1-800-245-1377
Division of Disability Services (DDS)	1-888-285-3036
Division of Youth & Family Services	1-800-792-8610
Hyacinth AIDS Foundation	1-800-433-0254
Legal Services of New Jersey	
Toll-free Hotline, Mon.– Fri.	1-888-576-5529
NJ Motor Vehicle Commission	
Driver's License Suspension Hotline	1-609-292-7500
Main Information	1-888-486-3339 or 1-609-292-6500
NJ Transit	
For routes, schedules, & fares 6am to Midnight, daily	1-800-772-2222
Narcotics Anonymous of NJ	1-800-992-0401
National Suicide Crisis Hotline	1-800-784-2433
New Jersey AIDS STD Hotline (Beth Israel)	1-800-624-2377
2-1-1 First Call For Help	2-1-1
Se habla español or toll free	1-800-331-7272
Passaic County One Stop	1-973-340-3400
Social Security Office	1-800-772-1213
Service Empowering Rape Victims (SERV)	1-856-964-SERV
Statewide Domestic Violence Hotline (Womanspace, Inc.)	
Bilingual and TTY accessible	1-800-572-7233

The Passaic County Smart Book

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First Things First: How to Use this Book

The purpose of this book is to help you get ready to leave prison and return home, and to help you find the things you need to get back on your feet once you're there. It is specifically focused on what you'll need to know during the first weeks and months that you're back, which can be a hard time of adjustment. This book will not answer all of the questions you will face in preparing for and adjusting to being back in the community, but it can help you get started. It will also tell you where to go to get more information.

Unless a fee or charge is listed, all of the services and resources listed here are free. However, please note that the fees and charges listed in this guide are subject to change

Each section of this book gives you some general tips and things you need to know, provides addresses, phone numbers and other information about different programs and resources in Passaic County. Things that you can do to get a head start before you are released are highlighted. Getting started early, before you get out, may be one of the best things you can do for yourself to make your first days home easier. In the back of this book, you will find a "Game Plan" for the first few weeks, a chart to help you plan ahead. We have also provided space where you can write down other useful phone numbers and appointments.

You won't find here every service or organization in Passaic County, but, again, this book should give you a place to start. The organizations that are listed can help refer you to other places in the area that can be of help to you. For more listings, and for up-to-date information about office hours and changes in policies, you can go to the website designed to help former prisoners in Passaic County, www.njsuccess.org, when you get to this site, click on the Northern New Jersey tab. You can also contact the folks who provided the resources listed in this book, Workforce Investment Board of Passaic County at our website www.wibpc.org.

GETTING FREE ACCESS TO THE INTERNET

All of the public libraries listed on page 33 should be able to provide you with free internet access.

Getting Started: I.D. and Other Documents

In order to get a job, apply for public benefits (such as general assistance, food stamps or Medicaid) or other programs, get job training or apply for an apartment, you will need to have as many identification documents in hand as possible. While many people lose these documents when they are incarcerated, the good news is that you can begin to collect them again before you are released, by mail or with the help of your social worker. Below is a list of different documents and how to get them.

Helpful tip: Save any envelopes from bills or official mail. You might need these to prove your address.



A. Social Security Card

You can obtain a replacement card if you have a Social Security number (even if you don't remember what it is.) You can get a new card by mail from prison, or can get it after you are released by going to the social security office.

PRE-RELEASE: The New Jersey Department of Corrections has an agreement in place with the Social Security Administration that allows inmates in the release process to apply for a replacement Social Security Card. This service is offered through the Social Services Department of the correctional facility. The application and card are free. Once approved the card is sent to your correctional facility and will be issued to you upon your release from custody. For more information contact the Social Services Department at your correctional facility.

POST-RELEASE: You can also get the application by phone or by mail, or by walking into the Passaic County Social Security Offices at 935 Allwood Rd. in Clifton 07013 or 200 Federal Plaza in Paterson 07505. The form SS-5 can also be downloaded from the Social Security website www.ssa.gov/replace_sscard.html. You can fill it out there and show proof of identification. **Prison release papers count as proof of identification.**



B. Birth certificate

The office of Vital Statistics in the New Jersey Department of Health and Senior Services has all the New Jersey birth, marriage, and death records. The fee is **\$25.00**. However, depending upon where you were born in Passaic County, you may be able to apply for a birth certificate for a lesser fee.

New Jersey Department of Health and Senior Services

Bureau of Vital Statistics and Registration

P.O. Box 370

Trenton, NJ 08625-0370

You can go directly to the Bureau of Vital Statistics on the first floor of the Health and Agriculture Building in Trenton, on the corner of Warren and Market Street. In-person counter service is available from 8:30 to 4:00 and you can usually get the certificate on the same day.

Contact information for the NJ Bureau of Vital Statistics and Registration:

1-609-292-4087

1-866-649-8726 (toll-free nationwide)

FYI: You are able to apply for a birth certificate while you are still in custody and have six months left prior to release. Please see your social worker to do so.

You can also obtain a birth certificate from Vital Statistics, City Hall, 155 Market Street, Paterson 973-321-1277 or the office of Vital Statistics in the town/ city of your birth. The following are a list of Vital Statistics Registrars in Passaic County. If you were born in one of the towns listed, you can apply for your birth certificate using the information listed below.

Bloomington Borough

101 Hamburg Turnpike

Bloomington, NJ 07403

Phone: (973) 838-0778

Fee: [Call for fee](#)

Clifton City

City Hall

900 Clifton Avenue

Clifton, NJ 07013

Phone: (973) 470-5824 x5825

Fee: \$10

Haledon Borough

510 Belmont Avenue

Haledon, NJ 07508

Phone: (973) 595-7766

Fee: \$15

Hawthorne Borough

Municipal Building

445 Lafayette Avenue

Hawthorne, NJ 07506

Phone: (973) 427-4011

Fee: \$5

Little Falls Township
Municipal Building
225 Main Street
Little Falls, NJ 07424
Phone: (973) 256-0170
Fee: \$8

North Haledon Borough
Municipal Building
103 Overlook Avenue
North Haledon, NJ 07508
Phone: (973) 427-7793
Fee: \$5

Passaic City
City Hall
330 Passaic Street
Passaic, NJ 07055
Phone: (973) 365-5602
Fee: \$10

Paterson City
Department of Health
176 Broadway
Paterson, NJ 07505
Phone: (973) 321-1277
Fee: \$15

Pompton Lakes Borough
25 Lenox Avenue
Pompton Lakes, NJ 07442
Phone: (973) 835-0143 x228
Fax: (973) 839-8132
Fee: \$5

Prospect Park Borough
106 Brown Avenue
Prospect Park, NJ 07508
Phone: (973) 790-7902 x516
Fee: \$15

Ringwood Borough
Borough Hall
60 Margaret King Avenue
Ringwood, NJ 07456
Phone: (973) 962-7079
Fee: \$10

Totowa Borough
537 Totowa Road
Totowa, NJ 07512
Phone: (973) 956-1000
Fee: \$10

Wanaque Borough
Municipal Building
579 Ringwood Avenue
Wanaque, NJ 07465
Phone: (973) 839-3000 Ext 7122
Fee: \$5

Wayne Township
Wayne Health Department
475 Valley Road
Wayne, NJ 07470
Phone: (973) 694-1800 Ext 3243
Fee: \$5

West Milford Township
Town Hall
1480 Union Valley Road
West Milford, NJ 07480
Phone: (973) 728-2720
Fee: Call for fee

Woodland Park Borough
Municipal Building
5 Brophy Lane
West Paterson, NJ 07424
Phone: (973) 345-8106 or 8100
Fee: \$10

The Office of Vital Statistics in the New Jersey Dept. of Health and Senior Services has all New Jersey birth, marriage, and death records. The fee is **\$25**. For more information, there is also a website: www.state.nj.us/health/vital/

C. County I.D.

You can obtain a county identification card by going to the Passaic County Sheriff's Department located at 11 Sheriff's Plaza, Paterson, NJ 07505. They may be contacted by phone at 973-881-4600. You will need your original birth certificate, original social security card, and three proofs of your home address that have been mailed out to you within the last 60 days. The Sheriff's Department is available for county identification Wednesdays and Thursdays from 9am-3pm. You must show proof of residence in Passaic County (so you can only do this after you are released), proof of age, and provide a social security number.



D. Driver's License

Once you are released from prison, you can go to the Motor Vehicle Commission (MVC) to get a new driver's license, replace a lost one, or renew a card that has expired. If you believe that your license has been suspended, you should confirm this and figure out what you need to do to get it back. If you were convicted of any kind of drug offense, your license has been suspended.

Prior to your release, you can get a copy of your driver's license record, which is called an "abstract." Please contact your social worker if you are interested in obtaining an abstract. **The fee for an abstract is \$15.00**

Upon your release, you can go to the MVC offices in Passaic County (listed below) or a Regional Service Center to request a driver's abstract. If you have internet access, you can also request an abstract online at WWW.STATE.NJ.US/MVC. You will still have to pay **\$15.00**. If your license was suspended for six months or more because of a drug conviction, the period of the suspension will begin from the time of your release. Other kinds of suspension, such as failure to pay parking tickets, insurance surcharges, or child support, will last until you have paid the fine or worked out a payment plan. For questions about suspension, call the suspension hotline: **609-292-7500**.

Restoration Fees, Tickets, and Surcharges: If you found out that your license has been suspended, you will have to pay a restoration fee of **\$100.00** in order to have your license reinstated. This does not include any additional fines or surcharges you are required to pay. This fee can be paid at your local MVC Offices in Passaic County or a Regional Service Center (see below). If you have internet access, this fee can be paid online at WWW.STATE.NJ.US/MVC. You can pay your surcharges and parking tickets on this website as well.

MVC LOCATIONS IN PASSAIC COUNTY

Paterson
125 Broadway-Suite 201
Paterson, NJ 07505

Wayne
481 Route 46 West
Wayne, New Jersey 07470

Agency, Driver Testing Closed on Mondays

Tuesday, Thursday 8:00 a.m. - 7:30 p.m.

Wednesday, Friday 8:00 a.m. - 4:30 p.m. Saturday 8:00 a.m. - 1:00 p.m.

Inspection

Wayne NJ 07470

Mondays 8:00 a.m. - 7:00 p.m.

Tuesday - Friday 8:00 a.m. - 4:30 p.m.

Saturday 7:00 a.m. - 12:00 p.m.

Road Testing

Tuesday - Friday 8:00 a.m. - 4:30 p.m.

To replace a lost or stolen license, you will have to bring identification to the MVC and pay an **\$11.00 fee**. The MVC now has very specific kinds of I.D. that are required under the new "Six Point" system:

***Please use this guide to prepare yourself for your trip to MVC.
Make sure you have the six points of identification necessary to obtain your drivers license or non drivers I.D.***

SIX POINT SYSTEM OF IDENTIFICATION

Primary Documents:

(4 Points)

- Birth Certificate or Certified Copy from one of the 50 states.
- U.S. Dept. of State Birth Certificate
- US Passport-Current or Expired less than 3 years
- Current US Passport card
- Current NJ Digital Drivers License
- Valid Active Duty US Military Photo ID Card
- US Adoption papers
- Certificate of Naturalization
- Certificate of Citizenship

Secondary Documents:

(3 Points)

- Civil Marriage/Domestic partnership/ Civil Union Certificate: Issued by the Municipality or State
- Order of Decree of Divorce
- Court Order for Legal Name Change: Signed by a judge or county clerk
- US Military Photo/Retiree Card

(2 Points)

- U.S. Military Discharge Papers (DD214)

(1 Point)

- Current/ Expired (Less than 1 year) Non-Digital NJ Photo Drivers License
- Social Security Card
- Bank statement or record
- ATM Card w/ pre-printed name and applicant signature
- NJ Public Assistance Card w/ Photo
- High School Diploma/GED/ College Diploma
- Veterans Affairs-Universal Access Photo ID Card

You can get a brochure on this new "Six Point" system from the MVC offices listed above or from the Motor Vehicle Commission website, www.state.nj.us/mvc. If your license has expired, you will have to go with your six points of I.D. to the MVC to fill out a renewal application. You may have to take the written test again. License renewal costs **\$24.00**.

E. Non-driver's State I.D.

New Jersey provides state photo identification card for non-drivers. **You can get this kind of official state I.D. even if your driver's license is currently suspended**, so this may be a good option for you if it looks like it will take you a long time to get your license back. You will still need to bring the kinds of identification documents described above, under the new "Six Point" system. **Duplicate driver licenses cost \$11.**

F. Certificates of Naturalization or Citizenship

You will need this for employment if you are not a citizen. In general, if you need to replace lost forms, you can contact the US Citizenship & Immigration Service or Application Support Centers to find out about identification and fingerprint verifications. There is a fee to process an application for replacement documents. The National Customer Service Hotline is 800-375-5283.

CITIZENSHIP LOCATIONS

Immigration & American Citizenship Association

651 Main Ave.
Passaic, NJ 07055
973-472-4648

US Citizenship & Immigration Service

Peter Rodino, Jr. Federal Building
970 Broad St.
Newark, NJ 07102

Application Support Center

24 Commerce Ave.
Newark, NJ 07102

Application Support Center

116 Kansas St., Main Floor
Hackensack, NJ 07601

G. Alien Registration Card ("Green Card")

To replace a missing Green Card, you must go to the US Citizenship & Immigration Service Office (see above), bring identification, and fill out a I-90 form or you can go to the website and download the forms at www.uscis.gov. It costs \$260 for processing. If you have any questions or concerns about your status as a result of your

criminal conviction, call Legal Services of New Jersey (at 1-888-576-5529) before going to immigration.

H. Military Discharge Papers

FYI: You may have the opportunity to meet with the Veterans Administration (VA) liaison from the Veteran's Administration during your incarceration. The VA liaison can assist you in requesting a copy of your DD214 (discharge papers) by completing the SF-180 form. Please notify your institution's **P.R.E.P.A.R.E** social worker for assistance with your requests and to obtain information on your veteran status. You can also obtain the SF-180 by writing the Veteran Benefit Administration in NJ or the NPRC, which is the main record depository.

Veterans Benefit Administration in New Jersey

20 Washington Pl., 3rd Floor
Newark, NJ 07102

Main records depository

NPRC, 9700 Page Ave
St. Louis, MO 63132-5100

Passaic County Veterans Affairs

100 Hamilton Plaza, 6th Floor
Paterson, NJ 07505
973-977-4050/4051/4556
Fax: 973-977-4464

Upon your release, you can also visit the following website to request military records; www.vetrecs.archives.gov. Once on the website, follow the on screen instructions for requesting personnel records. You will be asked to print out a signature page which can either be mailed or faxed. Upon receiving the form, the records will be mailed directly to you.



I. Passport

Although a passport may not seem like an important thing to have at this point, it can serve as an easier form of widely accepted identification. The passport has a fee. If you're interested in obtaining one after your release Please go to the following places:

Passaic County Clerk's Office

401 Grand Street 1st floor, Paterson
973-225-3632 ext.306

Paterson Main Post Office

194 Ward St.
973-977-4621

Little Falls Main Post Office

229 Main Street
973-256-0784

Clifton Main Post office

1114 Main Ave.
973-249-7527

Philadelphia Passport Agency

U.S. Custom House
200 Chestnut St., Room 103
Philadelphia, Pennsylvania
877-487-2778

(only serves customers who are traveling or submitting their passports for foreign visas within 14 days).

You will need to bring: an original or certified with a raised seal and file date issued by Vital Statistics, a naturalization certificate, or a previous U.S. passport; photocopies aren't accepted. You will also need to furnish a social security number, and bring I.D., such as a valid driver's license, government identification or previous passport issued after your 16th birthday. The expired passport should not be more than 15 years old. However, if you do not have those forms of I.D., you can bring with you an identifying witness who has known you for at least 2 years and has a valid driver's license. In addition to this witness, you'll have to bring 3 other forms of I.D. You must bring 2 copies of a 2 X 2 face front photo. The cost from the clerk's office or any of the post offices is \$97 for a first time adult and \$67 for a renewal.

**J. High School Diploma/GED Certificate/High School Equivalency Degree (HSED)/Vocational School Certificates**

It is very important to have records of any degrees, school completion certificates or work-related licenses that you may have. This will help you get a job, and can also provide additional identification if you need it. Before you are released, you can write to the school or agency that gave you your degree or certificate. Each of these will have separate procedures. You should also get copies of certificates for programs or classes completed while in prison.

You can also request a GED transcript or diploma verification from the New Jersey Department of Education, if you got your GED/diploma in New Jersey, and not at a correctional facility, local district high school, or local adult high school. You will have to fill out a GED Information Request Form, which you can get sent to you by calling the GED information line at 609-777-1050 and requesting that it be sent to you; picking up the form at a local testing center (which you can do after you are released); by downloading the form from the website:

<http://www.state.nj.us/njded/students/ged/ged7.htm>; or by writing to: GED Testing Program, Bureau of Adult Education and Family Literacy, New Jersey Department of Education, PO Box 500, Trenton, NJ 08625.

Once you have filled out the form, send it to the above address with a **money order for \$5**. They do not accept personal checks.

K. Prison Release Papers

Make sure you hold on to your prison release papers. These can serve as identification in some circumstances.

First Steps After Release: Where Do I Go to Find...

The first days after you get out can be the toughest. This section will give you information to help you get on your feet: places to go for food, shelter, clothing, money, and other emergency needs. While every agency in Passaic County isn't listed, we've listed places to help you get started, places that will work with people coming out of prison. Here are some pointers for the first days out:

BE PREPARED: Put all your paperwork and identification in one place, a folder or an envelope, and have it with you, so you can answer questions that people ask.

KEEP RECORDS: Write down the full names and phone numbers of people that you've talked to, and when you spoke to them. Keep copies of any money orders or receipts for things you've paid for and any letters you've gotten from government agencies, the courts, or organizations that are helping you.

BE PATIENT: You are probably going to have to wait in a lot of lines for things, and be put on hold by telephone operators. You will meet a lot of workers who are trying to help a lot of people, not just you. Expect to wait. Expect that you may be sent to different offices and workers to get something taken care of. Try to be patient and be polite — it will help.

Below you'll find the names, addresses, phone numbers and descriptions of agencies and services that can help you. It is a good idea to call first to check that their hours of operation haven't changed:

See following pages for list of resources for after your release.

A. First Stops

The agencies below provide either a range of services and/or can refer you to other places, depending on what you need.

FIRST-STOP AGENCIES

2-1-1/First Call for Help

Dial 211

800-331-7272 (Homeless Hotline)

Hours: Mon - Fri 8:30am - 4:30pm

Emergencies and homeless calls are 24 hours/day 211 provide 24 hour comprehensive human service information and referral for residents of Passaic County. 211 can help access information as well as locate services/programs to connect residents to the resources that are available to them in the community. 211 is equipped for TTY callers and has language line to connect to 140 different languages.



B. Shelter

These are some of the places providing temporary places to stay.

Men Only

Good Shepherd Mission

336 Broadway, Paterson

973-742-9244

Hours: 8:00 a.m. - 5:00 p.m.

Referrals only

Sunday-Saturday

The Place of Promise: Permanent Supportive Housing Program

64 Clinton Street-Paterson, NJ

973-720-9127

General Hours: 8:00 a.m. - 8:00 p.m.

St. Paul's Shelter

449-456 Van Houten Street, Paterson

973-278-7900

Eva's Sheltering Program

389 Main Street, Paterson

973-247-0143

Hours: 24/7

Women & Children

Passaic County Women's Center

P.O Box 244, Paterson

973-881-1450

24/7 hotline

Mother's Vineyard

33 Holsman Street, Paterson, NJ
973-720-9127

General Hours: 8:00 a.m. - 8:00 p.m.

Strengthen Our Sisters

198 Lincoln Ave.

West Milford, NJ

973-728-2506

Hours: Monday, Tuesday, Thursday, & Saturday

9:00 a.m. - 5:00 p.m.

Wednesday & Friday 9:00 a.m. - 8:00 p.m.;

Sunday 10:00 a.m. - 4:00 p.m.



C. Food

There are three ways to get help with food:

1. Public benefits to help purchase food
2. Food pantries that provide groceries
3. Soup kitchens that provide hot or prepared food.

***Food stamps and other public benefits are discussed under "Money" and food pantries and soup kitchens are below.

Food Pantries

Center for Food Action

21 Church Street, Elmwood Park

201-703-9857

Hours: Monday, Wednesday & Friday 9:30 a.m. - 2:00 p.m.

CUMAC/Echo

223 Ellison Street, Paterson

973-742-5518

Hours: Monday - Friday 8:00 a.m. - 2:30 p.m.;

Wednesday 8:00 a.m. - 6:30 p.m.

During Summer July/August closed on Fridays

Catholic Family and Community Services

24 De Grasses Street, Paterson

973-279-7100

Hours: Tuesday - Friday 9:00 a.m. - 11:00 a.m.

by appointment only.

Center for Food Action

12 Morris Road, Ringwood

973-962-9001

Hours: Tuesday & Thursday 10:00 a.m. - 2:00 p.m.

Concerned Parents for Head Start

87-99 Clinton Street, Paterson
973-754-7417
Hours: Monday - Friday 9:00 a.m. - 4:30 p.m.

Creech Community Food Pantry

221 Hamilton Avenue, Paterson
201-757-7516
Hours: Tuesdays & Wednesdays 10:00 a.m. -
12:00 p.m. Reopen at 5:00 p.m. - 7:00 p.m.

Deliverance Holy Tabernacle Food Pantry

2 Barnet Place, Paterson
973-595-1624
Hours: Monday - Friday 8:00 a.m. - 6:00 p.m.
Every 2nd & 4th Saturday of each month: 11:00a.m. - 3:00 p.m.
Persons must bring ID, proof of income, address, and children.

Father English Food Pantry (The People's Choice)

435 Main Street, Paterson
973-881-0127
Email: carlitocolumbia@yahoo.com
Hours: Monday - Friday 8:00 a.m. - 11:00 a.m.

God's Holiness & Righteousness Church

55 17th Avenue, Paterson
973-278-8365
Once a Month: 10:00 a.m. - 6:00 p.m. & 9:00a.m. - 2:00 p.m.
Call for Date of the Month

Hispanic Multi-Purpose Center

911 East 23rd Street, Paterson
973-684-3320
Fax: 973-684-7422
Hours: Monday, Wednesday & Thursday 1:00p.m. - 3:00 p.m.

Love of Jesus Food Pantry

385 Broadway, Paterson
Hours: Wednesday 10:00 a.m. - 12:00 p.m.

Madison Avenue Cross Roads Food Pantry

498 Madison, Paterson
973-278-5627
Hours: Monday - Friday 10:00 a.m. - 12:00 p.m.
Proof of income & address, ID & all documents must be current.

New Christian Missionary Baptist Food Pantry

16-18 Bridge Street, Paterson, NJ
973-279-4118
Every 2nd Saturday of each month: 9:30 a.m. - 11:30 a.m.

Madison Park Epworth

66 Bloomfield, Paterson, NJ
973-279-9446
Fridays 9:00 a.m. - 11:30 a.m.

New Hope Community Food Pantry

331 North 11th Street, Prospect Park, NJ
973-942-4059
Every 2nd & 4th Saturday of each month: 9:00a.m. - 12:00 p.m.

St. Mary's Church Food Pantry

22 Lakeside Avenue, Pompton Lakes
973-831-4442
Hours: Monday - Friday 8:30 a.m. - 4:00 p.m.

St. Peter's Haven Food Pantry

390 Clifton Ave., Clifton
973-546-3406
Hours: Monday, Tuesday, Thursday & Saturday 9 a.m. - 11:30 a.m.

Salvation Army

550 Main Street, Passaic
973-779-1155
Hours: Monday & Friday 8:30 a.m. - 10:00 a.m.
Referrals only with proof of income & address,
ID & all requirements must be current.

True Witness Church of Jesus Christ

234 Godwin Street, Paterson, NJ
973-333-5054 or 973-569-3417
Hours: Every 2nd & 4th Saturday of each month 9 a.m. - 1:30 p.m.

United Passaic Food Pantry-First

Presbyterian Church

112 Washington Place, Passaic, NJ
973-472-2478
Hours: Tuesday & Thursday 9:30 a.m. - 2:30p.m.

William Chapel AME Zion Church

133 Myrtle Avenue, Passaic
973-472-3256
Must have a referral from Father English
Hours: Monday & Wednesday 11:00 a.m. - 1:00p.m.

Soup Kitchens

Coffee Pot Ministry-St. Phillip's

9 North 1st Street, Paterson, NJ
973-720-9127
Breakfast: 9:00 a.m. - 10:00 a.m.;
Lunch: 11:30a.m. - 1:30 p.m.;
Dinner: 5:00 p.m. - 6:30 p.m.

Eva's Kitchen

393 Main St., Paterson, NJ
973-279-0783
Hours: Sunday - Saturday 11:30 a.m. Serving 12:00 p.m.

Salvation Army

550 Main Street, Passaic, NJ
973-779-1155
Hours: Monday - Friday 11:00 a.m. - 12:00 p.m.

Emergency Food

CUMAC Food Pantry

223 Ellison St., Paterson
973-742-5518
Hours: Monday - Friday 8:30 a.m. - 2:00 p.m.

Emergency Food, Coalition of Passaic County

435 Main Street, Paterson
973-881-0415
Hours: Monday - Friday 8:00 a.m. - 11:00 a.m.



D. Clothing

The following places provide free or low-cost clothing.

Salvation Army Thrift Shop

31 Van Houten Street, Paterson
973-742-1126 Ext. 201
Hours: Monday - Saturday 9:00 a.m. - 5:30p.m.

St. John Episcopal Thrift Shop

215 Lafayette Avenue, Paterson
973-779-0966
Hours: Tuesday & Saturday 11:00 a.m. - 4:00p.m.

Red White & Blue Thrift Shop

765 River St., Paterson
973-278-6021
Hours: Monday- Saturday 8:00 a.m. - 5:00 p.m.

What U Got Good Thrift Shop

85 Passaic St., Garfield
973-777-7933



E. Showers and Laundry

The following places provide free showers and laundry facilities.

Well of Hope CDC Drop-in Center

207 Martin Luther King Jr. Way, Paterson

973-523-0700

Hours: Monday - Wednesday 8:30 a.m. - 4:00p.m.

Thursday 4:00 p.m. - 6:30 p.m. & Friday 8:30a.m. - 4:00 p.m.

People who drop in are eligible for showers, laundry, refreshments, referrals, Intensive Case Management Services, comprehensive risk counseling, therapeutic, support, health education groups.



F. Transportation

Meadowlink Transportation Counseling Center

Located at 52 Church Street, 1st floor, Paterson, New Jersey 07505 or you can call 1-888-447-2435. Eligible candidates can receive free bus passes (TANF & GA only), bus tickets (TANF & GA only), transit schedules, emergency ride home, car & vanpool assistance, shuttle to work, and transportation to job fairs.

There is no general program to provide assistance paying for transportation. Though NJ Transit no longer will accept release papers in substitute for bus tickets; many correctional facilities offer one-way tickets home. Some of the programs listed in this book will provide bus passes or bus cards to help you participate in the program. If you need that help, make sure you ask. For specific bus line information contact NJ Transit: <http://www.njtransit.com> or 800-772-2222. If you click on the “trip planner” section you can find out routes. If you are going to drive places, remember that you must have a valid driver’s license, and you must have insurance for any vehicle that you are driving. New Jersey now has a “Dollar-A-Day Car Insurance Program” for low-income individuals who receive Medicaid and who want to insure a car registered in their name. It costs \$360 per year if you pay all at once and \$365 if you pay in installments. You cannot get this insurance if your license or registration has been revoked or suspended. For information, contact <http://www.state.nj.us/dobi/dollaradayqna.htm> or 1-800-652-2471.

Transportation For The Disabled 1-800-955-2321 Call between 8:30 a.m. and 5:00 p.m. Monday- Friday. NJ Transit’s Access Link paratransit service is comparable to the local bus service. This service is specifically for people whose disability prevents them from using the local fixed route bus service. You must call to be interviewed in person to determine your eligibility



G. Money

Once you get out, you will need a source of income, at least temporarily, until you can find a job. (see under “Finding a Job” for information about looking for work). The DOC does not provide any “gate money,” except for any money you may have in your inmate account. If it is possible to save any money before you get out; you should try to do so. Parole can give up to \$300 in emergency funds, based on need, but it’s at their discretion — ask your parole officer. You may be able to get some kind of public assistance (“welfare”), but not everyone qualifies. Here are the basics of what you’ll need to know about getting benefits.

General Assistance (WFNJ-GA) And Temporary Assistance For Needy Families (WFNJ-TANF) provide cash benefits, GA for single people and TANF for people who have their children with them. Both programs will require you to work or be actively looking for work and both have a five-year lifetime time limit. Work First New Jersey also has an Emergency Assistance program that you may qualify for if you are homeless or at risk of becoming homeless: it can pay for things like food, clothing and transportation costs look for housing, but also temporary rental or mortgage payment assistance and utility payments. You can contact your social worker for more information.

WFNJ-GA and WFNJ-TANF Application Sites

Passaic County Board of Social Services

80 Hamilton St., Paterson
973-881-0100
Monday - Friday 8:30 a.m. - 4:30 p.m.

Passaic County Board of Social Services

114 Prospect St., Passaic
973-881-0100
Monday - Friday 8:30 a.m. - 4:30 p.m.

Passaic County Board of Social Services

200 Wanaque Ave., Pompton Lakes
973-881-0100
Monday - Friday 8:30 a.m. - 4:30 p.m.

Food Stamps

80 Hamilton St., Paterson
973-881-2500
Hours: Monday - Friday 8:30 a.m. - 4:30 p.m.

Social Security (SSI, Medicare, Medicaid)

935 Allwood Rd. 3rd Fl., Clifton
1-800-772-1213
Hours: Monday - Friday 8:30 a.m. - 4:30 p.m.

NOTE: If you were convicted of an offense involving distribution or sale of drugs after August 22, 1996, you cannot receive cash benefits under GA or TANF. If you were convicted of an offense after that date that only involved possession of drugs, you may be able to get benefits if you completed or are enrolled in a licensed drug treatment program, or completed a program in prison and are drug free (you will have to submit to drug testing). If you apply for welfare and the case worker asks about your criminal background, you should answer truthfully and to the best of your knowledge. If you lie, you may be found "ineligible" and could also be prosecuted.

Food Stamps provide a monthly sum to buy food. You apply at the same place you apply for cash benefits. If you were convicted after August 22, 1996 of a drug distribution or sales offense, you may still be able to get Food Stamps if you have completed or are enrolled in a licensed drug treatment program, or completed a program in prison and are drug free (you will be tested). Same goes for possession offenses



F: Veterans Benefits:

If you were receiving veteran's benefits, either for disability or a pension, and you were incarcerated for more than 60 days, you will have to get reinstated after you are released. If you were not receiving benefits and you are a veteran, you may be eligible for benefits or for other programs and services, including health care. You can contact the **P.R.E.P.A.R.E** social worker in your institution located in the social services department for assistance. You can also contact the Veteran's Administration for questions about benefits at 800-827-1000; the health benefit number is 877-222-VETS. The 24 hour veterans mental health hotline is **1-866-VETS-NJ4U**.

The VA Benefit Administration is located at
20 Washington Pl., 3rd Floor
Newark
973-645-1441 (regional office).



Visit this local VA office to reinstate benefits or apply for new programs and services.

The following are some websites that can assist you in looking for information about veteran services:

Federal Veterans Information: www.va.gov

Info for NJ Veterans: www.vetsinfo.com

New Jersey Dept of Veterans Affairs: www.state.nj.us/military

New Jersey Veterans Guide:
www.state.nj.us/military/veterans/njguide

VA Home Loans: www.homeloans.va.gov

Veterans Counseling Service Center:
www.va.gov/rcs/newjersey/html

Be aware that the VA takes considerable time to make decisions. On average, it can take 273 days to process a new application for benefits.

OTHER BENEFIT PROGRAMS: You may be eligible for other cash benefits, including Supplemental Security Income (SSI) disability benefits (if you are seriously disabled and cannot work) call 1-800-772-1213 and the Women's, Infants, Children (WIC) program, which gives food vouchers to low-income parents. You can inquire about WIC at the city and county welfare offices.



Taking Care of Yourself: Getting Support

Coming home and readjusting to living on the outside can be tough, and there are places where you can get some support from people who have been through it already and know how the game is played. They can help you get back on your feet. Below are a few places to start. In addition, there are Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) support group meetings all over Passaic County. To find a meeting near you, call 866-920-1212 (for AA) or 800-992-0401 (for NA). For other self-help group resources, call the New Jersey Self Help Clearinghouse at 800-367-6274.

Taking Care of Yourself: Health Care Resources

It is very important that you pay attention to your health during the period after you are released, and that you make sure you have a plan to get any prescriptions that you need filled and see a doctor if you have health conditions that need care. Also, stress and changes in routine can make much health conditions worse. Below, you'll

find information on paying for health care and clinics and other resources in Passaic County.

A. Health Care Benefits: Am I eligible?

In New Jersey, the **Medicaid** program provides health care benefits for some low-income people. If you gain custody of children under 18 when you are released, you may qualify if you are single, or if the main breadwinner in the household is unemployed, or isn't learning enough to support the family. Otherwise, if you are single, you will only qualify for Medicaid if you are low-income and are aged (meaning over 65), blind or so disabled that you are unable to work. If you are disabled and are applying for SSI, you will also be screened for Medicaid at that time. If you qualify for General Assistance benefits, you will get some very basic health care benefits through Medicaid ("Plan G"). **Medicaid is a separate program from GA or TANF, so you don't have to be receiving those benefits to qualify for Medicaid.** For questions about Medicaid eligibility, you can call 1-800-356-1561. To apply for Medicaid in Passaic County go to the Passaic County Board of Social Services at 80 Hamilton Street in Paterson 973-881-0100 or 973-881-1075.

If you are a veteran, you may be eligible for health care benefits through the **Veteran's Administration**, which provides a "Medical Benefits Package" for enrolled veterans. You can call 877-222-VETS for more information about eligibility and applying for benefits.

If you are HIV+ or have AIDS, you may also be eligible for the **AIDS Drug Distribution Program (ADDP)**, which provides help paying for AIDS medication for people who don't have other ways of paying. **You can apply for this program before you are released.** Contact the **Aids Drug Distribution Program** at 609-588-7038 or toll free 877-613-4533, Mon-Fri 9am-5pm to apply.

Easter Seals New Jersey provides information, referrals and loans of medical equipment (including wheelchairs) to people in need. For information call 732-257-6662.

B. General Health Care Providers

Even if you do not have Medicaid or other health insurance or benefits, Passaic County has clinics that provide primary health care at low cost, sliding scale or for free. They are listed below. Most hospitals have charity care and you should ask about this if you go to a hospital emergency room for treatment.

PASSAIC COUNTY COMMUNITY HEALTH CENTERS

Paterson Community Health Center

227 Broadway, Paterson
(973) 278-2600

Hours: Mon, Tues, Wed 9am-5pm; Thurs 9am-8pm

Paterson Health Community Center

32 Clinton Street, Paterson
(973)790-6594

Hours: Mon, Wed, Thurs, 9am-5pm;
Tues & Fri 9am-8pm; Sat. 9am-3pm

Paterson Community Clinic

355 21st Avenue, Paterson
(973) 523-9090

Hours: Monday, Wednesday, Friday 12pm-5pm
Tuesday & Thursday 10am-3pm

**Medical Center at Willowbrook an Affiliate of Saint Joseph's
Hospital Medical Center**

57th Willowbrook Blvd. Ste 1, Wayne
(973) 754-4000

Hours: Mon- Fri 8am-4:30pm

Family Health Center

21 Market Street, Paterson
(973) 754-4200

Hours: Mon-Fri 8:30am-4:30pm

Community Family Health and Wellness

909 Ringwood Avenue, Haskell
(973) 831-6700

Hours: Monday 10am-4pm, Wednesday 12pm-8pm, Thursday 2pm-
7pm, Friday 10am-5pm, Saturday 9am-2pm

Clifmed Medical Center

385 Lakeview Avenue, Clifton
(973)772-1004

All of these centers accept Medicaid and some insurance plans, but also provide services on a sliding scale basis, additional fees for x-rays and lab work; Primary and preventive care. Staff there can help you apply for Medicaid or other benefits if you may be eligible.

PASSAIC COUNTY DEPT OF HEALTH and HUMAN SERVICES

176 Broadway, Paterson

STD's Mon, Tues, Thurs, Fri 10:30am; **FIRST COME FIRST SERVE**

HIV/AIDS Testing Mon-Fri 8:30am-3pm

Tuberculosis Mon 8:30am-5:30pm

Tues-Fri 8:30am-3:30pm

Hours: Mon-Fri 8:30am-4:30pm

PLANNED PARENTHOOD OF NORTHERN NJ

171 Market Street, Paterson, NJ
973-345-3883
Hours: Monday – Tuesday 8:30am-5pm
Wednesday- Friday 8:30am-4pm; Saturday 8:30am-1pm
575 Main Street
Hackensack, NJ 07601
(201) 489-1140
Monday – Thursday: 9 a.m. - 9 p.m.
Friday: 9 a.m. - 5 p.m.
Saturday: 9 a.m. - 4 p.m.
Sunday: Closed

Provides gynecological exams, pregnancy testing/counseling, prenatal care, STD testing/counseling, teen programs, emergency contraception, family planning and male programs. Sliding scale fees based on income and family size, Medicaid and most insurance is accepted.

C. Services for People with HIV/AIDS

In addition to the clinics listed above, a number of places in Passaic County offer care and support services specifically for people with HIV and AIDS.

Buddies of New Jersey, Inc.

149 Hudson St., Hackensack
Hours: Mon.-Fri. 9am-5pm
Services include food, psycho-social support, transportation, substance abuse counseling, clinical case management, case-management phase-out, and HOPWA (tenant based housing assistance, project based housing facility, emergency housing assistance, short-term rental, mortgage assistance, utilities assistance, supportive services)

Capeco Resource Center

100 Hamilton Plaza, Paterson
973-742-6742
Hours: Mon-Fri 8:30am-5pm
Offers information about resources and services that are available in the community to people with HIV or AIDS.

Catholic Charities

24 Degrasse St., Paterson
973-279-7100
Hours: Monday- Friday 8:30am-4:30pm
Referral to medical and social services.

Hackensack University Medical Center

20 Prospect Ave., Suite 507, Hackensack
201-996-2693 or 201-498-0266
Services outpatient medical care (lab diagnostic specialist), drug distribution

Hyacinth AIDS Foundation

100 Hamilton Plaza Suite 421, Paterson
973-278-7636 or call the state’s hotline 800-433-0254.
Hours: Mon-Fri 9am-5pm
Services include case management, support groups, buddy services and treatment advocacy.

NJ AIDS/STD Hotline

1-800-624-2377 – 24 hours/day
The hotline gives referrals, general information, counseling, testing locations and treatment information.

Paterson Counseling Center

319-321 Main St., Paterson
973-523-8316 or 973-523-2248
Hours: Monday, Thursday-Friday 6am-4pm
Tuesday 6am-7pm, Wednesday 6am-5:30pm
Saturday-Sunday 6am-9:30pm-medication only. Services substance abuse, clinical case management, case management-Phase-out, mental health therapy, outpatient medical care.

Ryan White Title I Services

125 Ellison St., 1st fl. Paterson
973-321-1242 ext.2286
Hours: Monday-Friday 8:30-4:30pm

D. Services for People With Tuberculosis and Hepatitis C

In addition to the general medical care facilities listed above, there are a few services especially for people with tuberculosis and hepatitis C.

Tuberculosis Control Programs:

Clifton Health Department

900 Clifton Ave., Clifton
Hours: 1st & 3rd Monday 6:00 p.m. - 7:15 p.m. 1st & 3rd
Wednesday 1:00 p.m. - 3:00 p.m.
Provides free testing, treatment, and medical supervision of suspected or diagnosed cases of tuberculosis and also conducts educational programs.

E. Dental Care

Most of the locations listed below don’t provide free care, but do have a sliding scale for those without insurance. Waiting lists can be long.

Paterson Community Health Center



32 Clinton St, Paterson
976-790-6594
Hours: Monday, Wednesday, Thursday, 9am-5pm;
Tuesday & Friday 9am-8pm; Sat. 9am-3pm
Sliding fee scale, based on income and federal guidelines, all major insurance is accepted.

Dental Directions

139 Haledon Avenue, Haledon
973-790-4747

Hours: Monday-Friday 8am-4:30pm
Sliding fee scale, based on income and federal guidelines, all major insurance is accepted.

Access Dental

1300 Main Avenue, Clifton
973) 340-9000

Hours: Monday-Friday 8am-4:30pm
Sliding fee scale, based on income and federal guidelines, all major insurance is accepted.

Affordable Dental Family Care

547 Union Blvd., Totowa
973-942-3233

Hours: Monday & Tuesday 9am-6pm, Wednesday 9am-2pm,
Saturday (call for time)

Belmont Dental Associates

476 Belmont Ave., Haledon
973-790-4494

Hours: Monday 1pm-6pm;
Tuesday & Wednesday 9am-5pm;
Thursday 10am-6pm

F. Substance Abuse Resources

Getting clean and staying clean if you've got a problem with alcohol or drugs will be a major task for you if you want to stay out of trouble. Many of the health clinics, support centers and other resources listed in this guide can help refer you to treatment that most fit your needs. Listed below are some of Passaic County's treatment resources and each of these will also help with referrals if they can't treat you there. If you want treatment, you should also ask your parole officer for help. Beds in treatment facilities are hard to come by, and they can help get you in. Also, you can call the Addictions Hotline of NJ at 800-238-2333 or Passaic County Office of Addiction Services, 401 Grand Street, Paterson, NJ 07505; Monday-Friday 8:30am-4:30pm.

Detoxification Locations:

Straight & Narrow

508 Straight St., Paterson, NJ
973- 345-6000

Hours: Must call in and leave your information, someone will contact you. Contact the program for more information.
Services include hospital based detoxification, intensive outpatient, outpatient detoxification, residential short term and partial hospitalization.



Paterson Counseling Center Inc.

319 Main St., Paterson, Paterson, NJ
973- 523-8316 x722

Hours: Monday, Thursday-Friday 6am-4pm
Tuesday 6am-7pm, Wednesday 6am-5:30pm
Saturday-Sunday 6am- 9:30pm-medication only

This program offers outpatient methadone maintenance and methadone detoxification.

Outpatient and Residential Treatment Centers:

Addictions Hotline of New Jersey

PO Box 1004, Williamstown
800-238-2333

Hours: 24 hours/day

Provides NJ residents with information about the types of detox, evaluation, treatment, professional and support groups available to drug and alcohol abusers or addicts who wish to stop their use of chemical substances.

National Clearinghouse for Drug and Alcohol Information

800-729-6686

Hours: 24 hours/day

The nation's one-stop resource for substance abuse prevention and treatment information.

Challenge Programs

175 Market St., Paterson
973-345-9100

Men, Women, Adolescents, MICA

Call for hours

Damon House, Inc.

175 Market St., Paterson
973-279-5563

Men, Women

Call for hours

Eva's Village

393 Main St., Paterson
973-523-6220

Men, Women

Call for hours

Hispanic Info. Center

186 Gregory Ave., Passaic
973-779-8110

Men, Women, Hispanic

Call for hours

New Bridge, Inc.

105 Hamburg Turnpike, Pompton Lakes
973-831-0613
Men, Women, Adolescents, MICA
Call for hours

New Life Recovery

1810 Macopin Rd., West Milford
973-728-7788
Men, Women, Adolescents
Call for hours

Northeast Life Skills

121 Howe Ave., Passaic
973-777-2962
Men, Women
Call for hours

Options Counseling Center

175 Market St., Suite 309, Paterson
973-345-1883
Men, Women, Adolescents, MICA
Call for hours

Paterson Counseling Center

319 Main St., Paterson
973-523-8316
Men, Women
Call for hours

SERV/Clifton

777 Bloomfield, Clifton
800-987-7378
Call for hours

St. Joseph's Hospital (Harbor House)

703 Main St., Paterson
Men, Women, MICA
Call for hours

Straight & Narrow

508 Straight St., Paterson
973-345-6000
Call for hours

G. Mental Health Services/Individual Counseling

While the medical care and drug treatment facilities listed above may be able to assist you with medication for mental health issues, and some counseling as well, there are also places to go to get counseling and therapy and other mental health services. Some of these services require Medicaid or other insurance, but some will also have sliding scale payments.

Christian Counseling Center

352 Clifton Ave., Clifton
973-365-2125

Clifton Behavioral Health Care

777 Bloomfield Ave., Clifton
973-594-0125

Division of Mental Health

50 State St., Paterson
973-977-4397

Mental Health Association in Passaic County

404 Clifton Ave., Clifton
973-478-4444

www.MHAPC.com

National Mental Health Association

1-800-969-6642

Provides high quality, low cost individual, couple, family and group counseling services to all individuals requesting treatment. Fees are on a sliding scale.

New Bridges Services

105 Hamburg Turnpike, Pompton Lakes
973-831-0613
Call for Hours.

Mental Health Cares

24 Hour Hotline
1-866-202-4357

Seton Comprehensive Treatment Center of St. Mary's

530 Main Ave., Passaic
973-470-3056

*Must set an appointment.

St. Joseph's Hospital Mental Health Clinic

56 Hamilton St., Paterson
973-754-4750

*Must set an appointment.

Wayne Counseling and Family Service Center

1022 Hamburg Turnpike, Wayne
973-694-1234

Services include substance abuse assessment, as well as individual, marital and family therapy.
Call for hours.

H. Free/Low Cost Eyeglasses/Eye care



Clifton Eye Care

403 Clifton Ave., Clifton

973-772-2223

Call for hours

This site offers low cost visions screening services.

Associated Eye Physicians

1033 Clifton Ave., Clifton

973-472-6405

Hours: Monday Wednesday & Friday 9am-5pm;

Tuesday & Thursday 9am-8pm

Provides comprehensive, high quality, low cost eye and vision care services to the underserved population.

Medical Eyeglass Center II

1211 Hamburg Turnpike, Wayne

973-696-0998

Call for hours

Provides comprehensive, high quality, low cost eye and vision care services to the underserved population.

Gold Optical

136 Market St., Paterson

973-278-5300

Call for hours

Provides comprehensive, high quality, low cost eye and vision care services to the underserved population.



Finding a Job:

Employment Assistance and Training Programs

Getting a job is usually one of the most important things people need to do when they get out of prison. You need money coming in to support yourself and help your family and you want to get on with your life and do something productive. Not everyone can get to work right away — sometimes things like getting drug treatment, dealing with your housing, health or family situation may come first. For most people, though, finding work is the first step to getting back on your feet. It will be very challenging to get a job once you have been in prison, but it is not impossible, and you need to be persistent and patient. Below are some pointers on job searching, and information about resources that can help you find a job or get training for the job you want.

A. Things to Know Before You Start Your Job Search

BE PREPARED: Have all your documents in order (I.D., school diplomas and training certificates). If you do not have a resume, make sure you have a list of any work experiences you've had, and schools and training programs you've completed, with names and addresses, so you can fill out applications. Figure out who your references will be and have their information handy: a former employer, a pastor or priest, a teacher or coach, somebody who knows you and can speak well of you.

PRESENTATION MATTERS: Look as neat, clean and organized as possible, no matter what the job is. Be polite and respectful, even when people are not polite and respectful to you, and many won't be. Making the person you want to help you or hire you mad won't get you the job you want.



TALKING ABOUT YOUR CRIMINAL RECORD:

If you are asked about your criminal record, you should not lie. If you do, and you are later found out, you'll probably be fired for the lying, even if the record wasn't going to be a problem. It is easy for employers to perform criminal background checks, and many do.

Before you apply for a job, think about what you will say when you are asked about your criminal background: you can be up front, but still stress what your strengths are, what you have to offer, what you have learned from your experience. Practice with a friend. While it is important to be honest, you should only answer the interview or application questions that you are asked. If you are asked, for example, about any felony convictions during the past 7 years, you don't have to volunteer information about misdemeanors, arrests that did not lead to convictions, or convictions from more than seven years ago. But, if you are going to have to work around appointments with your parole officer, or other requirements of parole, keep in mind that you will have to work this out with your employer, which means telling him or her that you are on parole, even if you are not asked.

IT'S A JOB FOR RIGHT NOW...IT'S NOT THE REST OF YOUR LIFE

When you are first starting out, especially if you've been out of the job market for a while, or have never had a job, you need to build a work history, and, of course, you need to make some money. Take whatever job you can get for now — it doesn't have to be the exact job you want, or what you eventually want to be doing. Do this job well —even if it's not a great job — and it can help you get a better one in the future. A year of good job performance will make your criminal record matter less.

B. Help with Job Search and Job Training

The following are good places to start in looking for a job.

ACP Construction Trades Apprenticeship Program

866-876-4527 or 866-TRN4JBS



Passaic County One-Stop

52 Church St., Paterson

973-340-3400 ext.7200

877-995-2600 (info line)

Hours: Mon-Fri 8:30am-4:30pm

The one-stop is a series of workshops designed to meet the needs of today's job seekers. Workshops are presented on Self Management Skills, Labor Market Information, Effective Job Search, Marketing/Resume and interviewing.

(CASA) Passaic Community Action for Social Affairs, Inc.

284 Passaic St., Passaic

973-773-4100

Hours: Monday-Friday 8:30am-4:30pm

The Division of Vocational Rehabilitation

370 Broadway 3rd floor Room 305, Paterson

973-977-4285(voice) or 973-253-1474 (TTY)

Greater Paterson OIC

52 Church St., Paterson

973-881-0540

Hours: Monday-Friday 9am-5pm

Paterson Adult & Continuing Education Center

151 Ellison St., Paterson

973-881-6017

Hours: Monday-Friday 8:30am-4:30pm

Hispanic Multi-Purpose Service Center

911 East 23rd, Paterson

973-684-3320

Hours: Monday-Friday 8:30am-4:30pm

C. Legal Restrictions on Employment and Protections Against Discrimination

If you are interested in getting a job and building a career in a particular area, you should make sure that it isn't one that is forbidden to someone with the kind of criminal conviction that you have on your record. There are about 22 categories of jobs in New Jersey that exclude people with convictions (which conviction it is varies by job). These include: aircraft/airport employees; paid public school employees, school bus drivers and school crossing guards; bank employees; bartenders and waiters in establishments where liquor is served; housing authority and municipal police and parking

enforcement officers; New Jersey Turnpike Authority employees; liquor retail, wholesale, manufacturing or distributing employees; paid firefighters; child care center employees; community residences for individuals with developmental disabilities. A much larger number of jobs require that you disclose your criminal record, and that employers perform background checks; some of these, however, also require that employers consider evidence of rehabilitation. These include most jobs in the health care and counseling fields (including drug and alcohol counseling) and social workers.

If you are going to begin training in a particular field, make sure you find out from the training course whether there are any restrictions that will keep you from getting a job.

PROTECTIONS FOR LICENSED OCCUPATIONS:

If you are not absolutely barred from a position because of your conviction, New Jersey law says that you cannot be denied a professional license simply because of your conviction unless the crime for which you were convicted relates to the occupation you want to enter. If the licensing board or agency wants to deny you a license because the crime is related to the occupation, they have to explain, in writing, that they have considered certain factors like the seriousness of the crime, the circumstances of the crime, the date and your age when convicted, whether the crime was an isolated or repeated event, social conditions, and evidence of rehabilitation. You can ask your parole officer about applying for "certificate of rehabilitation," which can be used in your license application.

D. Benefits for Employers Who Hire People With Criminal Records

As you look for a job you can tell employers that the federal government has programs to support employers who hire people coming out of prison.

WORK OPPORTUNITY TAX CREDIT

An employer who hires people with criminal records is eligible to receive a Work Opportunity Tax Credit, a small rebate on their federal taxes. For more information you or the employer can call 1-800-792-8881 or 609-292-8112, or go to the internet at http://www.state.nj.us/njbiz/s_wotc.shtml.

FEDERAL BONDING PROGRAM

The Federal Bonding program provides bonding or "insurance coverage" for employers who hire individuals with criminal histories who are otherwise qualified but cannot get jobs due to their backgrounds. You can get information about this program for the New Jersey Department of Labor, Workforce Division or One-stop Career Center, 370 Broadway, Paterson, NJ 07501.



E. Opening a Checking or Savings Account

After you've gotten a source of income, you may want to open a checking or savings account. A checking account is a great idea because many jobs provide direct deposit, and your check is automatically deposited into your account on payday. Using checks to pay for your bills is also cheaper than using money orders. To open a checking account you usually need a picture I.D. (driver's license or non-driver state I.D.), proof of address, birth certificate, and a social security card. You can also request a debit card with your account, which you can use just like a credit card (as long as you have the money in your account already). You can get a debit card for either a checking account, or a savings account, but with a savings account you can earn interest on the money you've saved. Fees for these accounts will vary depending on the type of account and bank. Many banks now offer free checking.



F. Public Libraries

Your local public library can be a good resource for your job search. Public computers provide internet access (and help using the computer), job and course listings, and other local directories. Libraries also often carry the government forms mentioned in this guide, and librarians can help you find other information that you need.

Libraries

Paterson Free Public Library-First Ward

56 N Main St., Paterson

973-357-3021

Hours: Monday, Tuesday, and Thursday 10:00a.m. - 6:00 p.m.

Wednesday 12:00 p.m. - 8:00 p.m.; Saturday 9:00 a.m. - 5:00 p.m.

Danforth Paterson Main Library

250 Broadway, Paterson

Paterson, NJ 07501

Tel: 973-321-1223 Fax: 973-321-1205

Hours: Monday - Thursday 9:00 a.m. - 8:00p.m.

Friday and Saturday 9:00 a.m. - 5:00 p.m.;

Sunday 1:00 p.m. to 5:00 p.m.

Except December 24, December 31, and Easter.

Southside

930 Main St., Paterson, NJ 07503

973-357-3020

Monday 12:00 p.m. - 8:00 p.m.; Tuesday -Friday 9:00 a.m. - 5:00p.m.

Call for Saturday visits

Alfred Baumann Free Public Library

7 Brophy Lane, Woodland Park, NJ
973-345-8120
Hours: Monday-Thursday 10:00 a.m. - 9:00p.m.;
Friday 10:00 a.m. - 5:00 p.m.;
Saturday 10:00 a.m. - 3:00 p.m.; & Sunday
12:00 p.m. - 3:00 p.m.

City of Paterson

405 Union Ave., Paterson
973-357-3022
Monday, Wednesday - Friday 9:00 a.m. - 5:00p.m.
Tuesday 12:00 p.m. - 8:00 p.m.

Paterson Museum

2 Market St
973-321-1260
Hour: Tuesday - Friday 10:00 a.m. - 4:00 p.m.
Saturday & Sunday 12:30 p.m. - 4:30 p.m.

Clifton Main Public Library

292 Piaget Avenue, Clifton, NJ
973-772-5500
Hours: Monday - Thursday 10:00 a.m. - 8:45p.m.
Friday 10:00 a.m. - 5:45 p.m. & Saturday 10:00a.m. - 4:45 p.m.

Allwood Branch Clifton Public Library

44 Lyall Road, Clifton
973-471-0555
Hours: Monday, Tuesday, & Wednesday 10:00a.m. - 8:45 p.m.
Thursday & Friday 10:00 a.m. - 5:45 p.m.
During summer closed on Saturdays
Saturdays (Sept-June) 10:00 a.m. - 5:00 p.m.

Dwight D. Eisenhower Library

537 Totowa Rd., Totowa
973-790-3265
Hours: Monday, Wednesday & Thursday 10:00a.m. - 8:00 p.m.
Tuesday & Friday 12:00 p.m. - 5:00 p.m.;
Saturday 10:00 a.m. - 3:00 p.m.

Haledon Public Library

404 Morrissee Ave., Haledon
973-790-3808
Hours: Monday, Tuesday & Friday 9:00 a.m. -
5:00 p.m.
Wednesday 9:00 a.m. - 6:00 p.m.; Thursday 12:00 p.m.-8:00 p.m.
Saturday 10:00 a.m. - 2:00 p.m.

Lambert Castle

3 Valley Road, Paterson
973-247-0085

Hours: Wednesday - Friday 1:00 p.m. - 4:00p.m.;
2nd & 4th Saturday & Sunday of every month 1:00 p.m. - 4:00 p.m.

Little Falls Free Public Library

8 Warren Street, Little Falls, NJ
973-256-2784

Hours: Monday - Thursday 10:00 a.m. - 9:00p.m.;
Friday 10:00 a.m. - 5:00 p.m.; Saturday 10:00a.m. - 3:00 p.m.

Louis Bay 2nd Library

345 Lafayette Ave., Hawthorne
973-427-5745

Hours: Monday - Thursday 9:00 a.m. - 9:00p.m.; Friday 9:00 a.m.

**Reconnecting with Family**

As you prepare to come home, you may be thinking about reuniting with family members, including those you may not have seen for a long time. You may be excited to see your kids, your spouse, your parents, and others who are part of your family, and they may be glad to see you home, but your return can be stressful for you and for them. All kinds of issues can come up, and you may need some help solving some of the problems that arise. This section provides some information and resources to help solve these issues.

A. Family Counseling Resources

The following places can provide support, marital and family counseling and parenting classes to help you reunite with your family.

Eastside High School

150 Park Ave., Paterson
973-569-0018

Catholic Charities

24 Degrasse Street, Paterson
973-279-7100

Hours: Monday-Friday 8:30am-4:30pm

Catholic Family & Community Services Adoption & Counseling Services

476 17th Ave., Paterson
973-523-9595

Hours: Monday-Friday 8:30am-4:30pm

Center for Family Services - Wayne

1022 Hamburg Turnpike, Wayne
973-694-1234

Hours: Monday & Friday 10am-3pm
Tuesday-Thursday 10am-9pm

Offers substance abuse assessment, parenting education, individual, marital and family therapy, psychiatric evaluation, life skills education, support groups as well as in-home therapy for the elderly and disabled.

Christian Counseling Center

352 Clifton Ave, Clifton
973-365-2125

Hours: Mon-Fri 9am-5pm

Offers a wide range of counseling services and programs; offers individual, group and family counseling for all ages. Services include alcohol and drug addictions testing, attention deficit disorder, marriage counseling, eating disorders, smoking cessation, parent support and education groups, mental health and psychological testing, depression, grief and loss, stress and loneliness.

Capital Support Services

150 Passaic Ave., Passaic
973-779-0011

Hours: Monday-Friday 9am-6pm
Individual and family social services.

Passaic Pal

40 4th St., Passaic
973-777-7811

YMCA

45 Drive, Passaic
973-777-0123
Hours: Monday-Friday 12:30pm-6pm



B. Child Custody and Visitation

Establishing visitation and gaining custody of your children once you are released is not an overnight procedure. If you had custody of your kids at the time you were incarcerated, and no family was able to take care of them, they may have been placed in foster care. If this is the case, and you do not know your child’s case manager’s name or number, contact the Division of Youth and Family Services (DYFS), at 973-742-0063 or 800-531-1091. You will have to make an appointment with the case manager for an interview. They may not be willing to give you information over the phone. You’ll be asked a series of questions in order to assess when and if you will be given visitation rights, so that you may reestablish your relationship with the child and hopefully gain custody again. This is just a quick overview of what to do and what you can expect.

- Call DYFS and ask to speak to your child's case manager. For example "Hi, my name is _____. I have recently been released from prison. My child _____ has been under foster care while I have been incarcerated. I would like to speak to the case manager so that I can make an appointment with him or her." Make an appointment.
- Make sure to make it to the appointment on time, and call if you are running late or need to reschedule. Bring paper and pencil to write down any information the case manager gives you. This is your chance to ask questions so take advantage of it!!
- Be prepared to talk about your criminal background, and any problems that you may have such as alcohol or drugs. The case manager can ask you if you have a place to live and other personal questions in order to assess whether you are eligible to establish visitation with your child. If you can, ask a friend or relative to help you practice answering these kinds of questions. Make sure to pay attention to what the case manager says and ask about anything that you do not understand. The impression you make in the interview is important. If you feel yourself getting angry, ask for a cup of water, and take an extra breath to cool down. Answer questions honestly, even about things like substance abuse, because the case manager may be able to assist with getting into treatment or with other help you may need.

The best way to help your child is to help yourself first.

- Make sure you leave the office with any or all documents that the case manager gave you regarding your child, and remember to ask for a business card from the case manager, in case you have questions later on.

If you were convicted of any violent or sexual offenses against children, you may be unable to live with or regain custody of your children.

C. Getting and Paying Child Support

Whether you have custody of your children on your own when you get out, and need help from an absent ("noncustodial") parent, or you do not have custody of kids who need your support, child support payments will be an important part of your life after you are released. Some basic information is included below, as well as other places to go to get more information. Child support, custody and visitation issues are very complicated, and if you can get **a lawyer, you should**. Contact the Legal Services of New Jersey hotline, from 9:00 am - 4:30 pm, at 888-576-5529, or the Passaic County Bar Association Lawyer Referral Service at 973-345-4585. You can also contact Passaic County Legal Services, at 100 Hamilton St, 2nd floor, Paterson, 973-345-4585. From prison, you can also contact the Prisoner's Self Help Legal Clinic, P.O. Box 768, Newark, NJ 07101.

GETTING AND ENFORCING A CHILD SUPPORT ORDER

If you have custody of your children, and want financial support from the non-custodial parent, you can apply for child support at the Superior Court of NJ Family Division, Hall of Justice, 63 Hamilton Ave., Paterson, 973-247-8700. There is a onetime \$6 fee. You can also call 1-877-NJKIDS1 for more information about this. If you are receiving public assistance, there is no fee, and Work First New Jersey/TANF can help with the application, locating the absent parent, and paternity testing, but you will also not get most of the money paid in support while you are receiving public assistance, because it will go to pay back the state for what has been paid to you. Child Support Services of the Probation Division is located at the 100 Hamilton Street, 2nd Floor, Paterson which helps enforce child support orders. The phone number there is 973-247-8632.

PAYING CHILD SUPPORT

If you have kids that you did not have custody of before you went to prison, there may be a child support order requiring you to pay a certain amount every month for their support. Even if you did not go to court — if, for example, the parent with custody filed for the order while you were incarcerated — the court can still order you to pay child support. The amount you pay in child support is tied to your income, and if the court does not know your income, they will assume you are working 40 hours a week at minimum wage. Child support payments are usually taken out of your paycheck. If you have not paid at all or missed payments, you will owe “arrears.” Unless you got a modification of your child support order when you went into prison (see below), the amount of arrears that you owe will have continued to grow while you were inside. When you come out, and get a job, they can begin to take out not just the monthly amount you owe for child support, but more money to pay back the arrears (up to 65% of your pay in total). They may also suspend your driver’s license only if there is a warrant. If the warrant is cleared the client must pay \$100 restoration fee to DMV unless waived by court order. Here are some things you can do:

PRE-RELEASE: Before you are released, you can seek a modification of a child support order, based on your change in circumstances (incarceration). You would be asking the court to reduce the amount you owe, so that arrears do not continue to build up while you are in prison. This process can be done without a lawyer but it is complicated, because you have to fill out and send the appropriate papers to court, the other parent or his or her lawyer, and to the Probation Division. The forms you need and the instructions may be available in your prison law library and at the state judiciary website, www.judiciary.state.nj.us/prose/infmpjm.pdf.

POST-RELEASE: You can find out how much you owe, and whether there is an existing child support order by going to the Family Division at the Hall of Justice, 63-65 Hamilton Street, 1st floor, Paterson 07505. If you have not been paying child support, you should be aware that there may be a warrant issued for your arrest;

this may have been addressed at the time you were being released, but you should still call before you go there: 973-247-8459. Tell them who you are, that you have just been released from prison and want to find out about how to pay your child support, and ask if there is a warrant.

For more information on Child Support, please visit their website at <http://www.njchildsupport.org/Home.asp>

D. Domestic Violence Resources

The following places provide counseling, support and shelter or referrals to shelter in domestic violence situations. You can also call the 24 hour hotline from the New Jersey Coalition for Battered Women: 1-800-572-SAFE.

Passaic County Women's Center Domestic Violence Program



P.O Box 244

Paterson, NJ 07513

973-881-1450 (hotline)

Offers domestic violence crisis intervention, group and individual counseling for victims and their children. It also provides emergency shelter, food, clothing, court assistance accompaniment and case management services.

Strengthen our Sisters Outreach

198 Lincoln Ave., West Milford

973-728-7835

Hours: Monday, Tuesday, Thursday & Saturday 9am-5pm;

Wednesday & Friday 9am-8pm; Sunday 10am-4pm

Project S.A.R.A.H

199 Scoles Ave., Clifton

973-777-7638

Hours: Monday & Tuesday 9am-9pm;

Wednesday 9am-8pm; Thursday 9am-7pm &

Friday 9am-1pm



Getting More Education

Although getting more education may not be part of your short term plans, it certainly should be something to think about for the future, especially if you do not have a high school diploma or a GED. Your chances of getting a job that pays a living wage, and of moving forward in a career will improve with more education, and not having the high school diploma or GED will simply lock you out from a lot of opportunities.

A. GED Classes

The places in Passaic County below offer classes to help you prepare for the GED exam. Call for exact times and procedures. Many locations offer classes at low cost or no cost.

GED LOCATIONS

American Training Center Inc.

625 Main Avenue, Passaic
973-471-9058
Hours: Monday- Friday 8am-8:30pm

Clifton Adult Evening School

333 Colfax Avenue, Clifton
973-470-2438
Hours: Monday & Thursday 6pm-10pm

Clifton Memorial Library

292 Piaget Avenue, Clifton
973-772-5500
Hours: Saturday 10:30am-12pm

Passaic County Community College

1 College Blvd., Paterson
973-470-5230
Hours: Monday-Saturday 7am-10:00pm
Cost varies

Passaic County One-Stop

52 Church St., Paterson
973-340-3400
Hours: Monday-Friday 8:30am-4:30pm
Services 18+ years old free.

St. Luke's CDC

139-145 Carroll St., Paterson
973-345-4309
Hours: Monday-Friday 8:30am-4:30pm
Services GA recipients.

Community Action for Social Affairs (CASA)

284 Passaic Street, Passaic
973-773-4100
Hours: Monday- Friday 8:30am-4:30pm

Paterson Free Public Library: Community Learning Center

250 Broadway, Paterson
973-321-1223
16+years old
Hours: Monday-Friday 9:30am-3pm

St. Paul’s CDC

451 Van Houten St., Paterson
973-278-7900
Hours: Monday- Friday 9am-3pm or by appointment only

The Oasis-A Haven for Women & Children

320 Main St., Paterson
973-881-8307
Women and children in need in Paterson area.
Hours: Monday- Friday 9:30am-3pm

Totowa Public Library

537 Totowa Rd., Totowa
973-790-3265
Hours: Vary call for information

Wayne Adult School

1003 Hamburg turnpike, Wayne
973-633-3124/973-633-302
Hours: Vary call for information



B. Higher Education

If you already have a high school diploma or a GED certificate, you may want to move forward and get your associate’s degree, bachelor’s degree or graduate degree. Below are phone numbers for Passaic County.

LOCAL AREA COLLEGES

Passaic County Community College, Paterson

1 College Blvd., Paterson
973-684-6868

Passaic County Community College, Haskell

500 Union Ave., Haskell
973-248-3000

Montclair State University, Montclair

1 Normal Ave., Montclair
973-655-4000

William Paterson University, Wayne

15 Borzotta Blvd., Wayne
973-595-2000

Fairleigh Dickinson University, Teaneck

1000 River Road, Teaneck
201-692-2000

Felician College

262 South Main St., Lodi
201-559-6000

Felician College

223 Montross Ave., Rutherford
201-559-6000

CAN I GET FINANCIAL AID?

To pay for this, you will probably try to get some financial aid. If you are applying for any federal financial aid programs after release (such as Pell Grants, Perkins Loans, Federal Family Education Loans, etc.), you are not restricted unless you have a drug-related offense. For possession offenses, a first offense means one year of ineligibility (after your conviction), a second offense, two years, and third offense means you are “indefinitely” ineligible, which to the government means permanently ineligible. For a sales or distribution crime, a first offense has two years of ineligibility, a second offense makes it permanent. Private financial aid or loan programs may not have any restrictions.

Other Things You Need to Know

A. Getting Legal Assistance

To get assistance with civil (not criminal) cases, you can contact the toll free hotline for **Legal Services of New Jersey (LSNJ)**, which provides information and referrals, **888-576-5529**. You can also contact Passaic County Legal Services, at 175 Market St, Paterson, 07505**973-345-7171**. From prison, you can also contact the **Prisoner’s Self Help Legal Clinic**, P.O. Box 768, Newark, NJ 07101.

B. Checking and Correcting Your Criminal Record (“rap sheet”)

Since employers, landlords and others will be performing criminal background checks and getting copies of your criminal record, it is important that you know what is on it, and that it is accurate. You should also be prepared to answer any questions about your background. You will have to go into your local police station and make an appointment to be fingerprinted on a State Applicant Fingerprint Card (SBI19). On that card you will have to include your full name, social security number, date of birth and purpose for the record check. You then mail the card, with a cover letter listing the

purpose of the request, the name of the person whose records are being requested, and the address where the records should be sent, to:

State Section of Identification
Records and Identification Bureau
New Jersey State Police
P.O. Box 7068
West Trenton, NJ 08628
1-609-882-2000 ext 6425
1-609-530-4856 fax

You must include a \$30 money order or cashier's check, certified check, or business check made payable to: DIVISION OF STATE POLICE-SBI. No personal checks are accepted.

C. Expungement: Cleaning Up Your Criminal Record

You may have heard about expungement as one way to clean up your criminal record as you get some distance from your old arrests and convictions. Unfortunately, expungement is fairly limited in New Jersey. You can expunge any arrest that did not lead to a conviction at any point. You can expunge "disorderly persons offenses," which are low level offenses in New Jersey, after 5 years, and most municipal ordinance offenses after 2 years. Convictions for "indictable offenses" (felonies), can be expunged 10 years from the date of conviction, payment of any fine, satisfactory completion of probation or parole or release from incarceration, but whichever is latest. The most serious of these offenses, such as murder, kidnapping, aggravated sexual assault, robbery, arson, perjury and distribution, sale or possession with intent to distribute of controlled dangerous substances (drugs), **can never be expunged**. Expungement is a broader remedy for offenses committed as a juvenile. Legal Services of New Jersey has published a guide to cleaning up your record through expungement. To get a copy of the book, which costs **\$15**, call 1-888-576-5529, or go to the LSNJ website, where you can download it for free at: <http://www.lsnj.org/english/crime/municipalcourt/clearingyourrecord.cfm>.

How to File for an Order to Expunge Your Criminal Record

Step 1: Locate your records

In order to prepare your expungement petition and prove your eligibility, you will need to get the following information:

- a) The date of your arrest.
- b) The statute(s) and the offense(s) for which you were arrested or convicted. (Note that if the offenses were reduced from the original charges, these will be different.)
- c) The original indictment, accusation, state grand jury summons, warrant, or complaint/docket number. Include all, if more than one.
- d) The date of the disposition, which could be the date of the conviction, date of not guilty verdict or date of dismissal.
- e) The specific punishment or other disposition.

Step 2: Request for State Police Records

- a) Form A is the state Police record (rap sheet) will reflect any arrests, charges and dispositions.
- b) The state will only have a record sheet if you were fingerprinted when you were arrested. If you were not fingerprinted, and only a complaint was signed against you when you were arrested, you will still have a record of your arrest to expunge at the police department, but you will not have a record within the Division of the State Police, State Bureau of Investigation.

Step 3: Complete these Forms

- a) Form B is the Petition for Expungement-states that you are not requesting an Expungement Order and states why you qualify. You must then file the petition in the county where you were arrested. If you were arrested in more than one county, contact the Criminal Case Management Office in either county and ask whether they will allow you to file expungement of your entire record in that county.
- b) Next you must complete the verification page and sign it in the presence of a notary as this page must bear a notary seal.
- c) Form C is the Order for Hearing-this is used by the judge to schedule a hearing. The Superior Court judge assigned to your case will usually schedule a hearing between 35 and 60 days after he or she gets your petition.
- d) Form D which is the Expungement Order is the official document that will be signed by the judge if your petition for Expungement is granted.

Step 4: File & Serve the Forms

- a) Make three copies of your notarized Petition for Expungement (Form B), Order for Hearing (Form C), and proposed Expungement Order (Form D)
- b) Form E is a Cover letter that describes to the county Criminal Case Management Office the contents of your package and the purpose of the enclosed forms. Fill in the blanks on the Cover letter (form E) and attach the cover letter to the originals and the two photocopies that you are filing (Keep one copy of each for your records). Include two large self-addressed envelopes with the appropriate postage stamped on each envelope. Mail this package to the Criminal Case Management Office in the county where the arrest and/or prosecution occurred. A list of the county offices where these forms should be mailed, along with telephone numbers, appears at the end of this guide. There is a filing fee of \$52.50. Most offices do not accept personal checks, so you should include a money order or certified check made out to the state of N.J Treasurer.

Step 5: Distributing the Filed Copies

- a) One copy of the Petition for Expungement, Order for Hearing, and the proposed final order (Expungement Order) will be mailed back to marked "Filed" and assigned a "Docket Number." The Order for Hearing will also state the time and date for your hearing.
- b) Immediately after receiving the filed copies from the court, make at least seven (7) copies of the Petition for Expungement, Order for Hearing, and the proposal final order (Expungement Order).
- c) Mail one copy of each, immediately, via certified mail, return receipt requested, to each of the following government agencies that were involved with your case(s):
 - 1) The attorney General
 - 2) The Superintendent of State Police, Expungement Unit
 - 3) The County Prosecutor
 - 4) The Magistrate or the court clerk of the municipal court if a municipal court heard the matter
 - 5) The Chief of Police or other head of the police department where the offense was committed or the arrest was made.
 - 6) The chief law enforcement officer of any other law enforcement agency of this state that participated in the arrest.
 - 7) The Warden of any institution in which you were incarcerated.
 - 8) For State Grand Jury Cases: Division of Criminal Justice
Attention: Records and Identification; 25 Market Street;
P.O. Box 085; Trenton, NJ 08625
 - 9) If your case involved a conditional discharge (CD) or pretrial intervention (PTI), the county probation department should also be served.
 - 10) You may use the cover letter (Form F) when mailing the copies to these agencies. Fill in the blanks on the Cover letter (Form F) and attach the Cover letter to each set of copies. You should mail the copies of these forms right away, as the statute mandates service or mailing within five (5) days from the date of order. Mail them at the post office, by certified mail, return receipt requested.
 - 11) Form G is the proof of Notice-after you received the certified mail return receipt cards back from the post office, contact the New Jersey Criminal Case Management Office, and ask the clerk whether the court requires that the proof of mailing be submitted at or prior to the hearing. If proof is required to be produced at the hearing, make sure that you bring the green certified mail return receipt cards and the Proof of Notice (Form G) to court with you on the day of the hearing.

Step 6: Go to the Hearing

- a) Arrive at the hearing 15 minutes early. (All counties do not require an appearance. If an appearance is required, you must mail the green return receipt cards to the place you filed your petition, at least one week before the scheduled hearing.) Take your copies of the filed Petition for Expungement, the Expungement Order, and the green return receipt cards to the hearing (unless you previously filed them with the court).
- b) When you arrive to court tell the county clerk that you are there. If there are any officers that object to the expungement, they will tell the judge the reason. The judge may ask you some questions and will decide whether to grant or deny you an expungement. If there is no opposition the judge will, in most cases, grant your expungement.
- c) If no law enforcement officers object to the expungement, the court may grant the order without a hearing. If this happens, you will receive a signed and filed Expungement Order in the mail. (It's always a good practice to call the court the day before the hearing to confirm that it is still on the court's calendar.)

Step 7: Distribute Your Finalized Expungement Order

- a) IMMEDIATELY after you receive a copy of the Expungement Order signed by the judge and stamped "Filed" by the court, mail one copy of the Expungement Order, by certified mail, return receipt requested, to each of the following.
 - 1) The Attorney General
 - 2) The Superintendent of State Police, Expungement Unit
 - 3) The Magistrate or the court clerk of the municipal court if the matter was heard by a municipal court
 - 4) The Chief of Police or other head of the police department where the offense was committed or the arrest was made
 - 5) The chief law enforcement officer of any other law enforcement agency of this state that participated in the arrest
 - 6) The Records Division of any institution in which you were incarcerated
 - 7) The identification Bureau in the county where the arrest was made or where you were incarcerated (see the list of County Identification Bureaus)
 - 8) The Warden of any institution in which you were incarcerated.
 - 9) For State Grand Jury cases: Division of Criminal Justice; Attention: Records and Identification; 25 Market Street ; P.O. Box 085 Trenton, N.J 08625. As a final reminder, make sure that you have completely followed all of the steps required in this guide. This is very important because even though you may be eligible, if you have missed any of the required steps, your Petition for Expungement may be denied. In that case, you will have to start over.

Contacts needed for Expungement Process County Prosecutors

Passaic County
Administration Building
401 Grand street
Paterson, N.J 07505
973-881-4800
FAX: 973-225-0155

County Identification Bureau

Passaic County Sheriff
Criminal Identification Bureau
11 Sheriff's Plaza
Paterson, N.J 07501

Criminal Case Management

Superior Court
Criminal Division, 2nd Floor
77 Hamilton Street
Paterson, N.J
973-247-8402
Filing Fee: \$52.50
Payee: State N.J. Treasurer

D. Checking and Correcting Your Credit Record

While New Jersey allows employers to look at your criminal record, many employers — and others like landlords and mortgage companies — will use a credit report instead of or in addition to the state's records. Credit records are maintained by private companies and generally have information about your debts, your history of paying bills and other financial matters, but may also have information about your criminal record. That information may not be correct, and the law does offer you some protections. For example, if an employer uses a credit record to deny you a job, they have to tell you this, and give you the name, address and phone number of the agency that provided the report, and the agency must give you a copy of that information on your request. They cannot charge you money for that request if the employer used the report to deny you a job. If the records of the credit agency contain incorrect information, they must investigate and correct inaccurate information. You can get ahead of the curve by getting a copy of your credit record and making sure there isn't any incorrect information on it. New Jersey residents are allowed one free credit report each year. Three companies that provide this service are:

EQUIFAX INFORMATION SERVICES, LLC:

Write to them at P.O. Box 740241, Atlanta, GA, 30374, or call 800-685-1111. By mail, be sure to include your full name, current address, Social Security number, and most recent former address for file-matching purposes. You can also visit their website:

www.equifax.com

TRANSUNION PERSONAL CREDIT REPORT:

PO Box 1000, Chester PA 19022
Call 800-888-4213 or www.transunion.com

EXPERIAN:

PO Box 2002, Allen, TX 75013
Call 800-397-3742.

E. Voting Rights

New Jersey law does not allow you to vote while you are in prison, or while you are on probation or parole for an indictable offense (disorderly persons offenses don't disqualify you). **Once** you have completed your parole or probation term, you may register to vote. Make sure that you are registered in the county in which you reside. Applications for registration can be obtained from the Division of Elections, the Commissioners of Registration office in the County where you live or from your Municipal Clerk. Registration forms are also available in various State agencies and at Motor Vehicle Commission offices and can be obtained while transacting agency business. If you are not sure, you can visit http://www.state.nj.us/lps/elections/vote_doe.html. You will be able to download a voter's registration form and mail it in. This site also explains who can register to vote and where you can register.

F. Registration of Sexual Offenders (Megan's Law)

Sex offenders are required to register with the police under Megan's Law. Offenses include: aggravated sexual assault; sexual assault; aggravated criminal sexual contact; endangering the welfare of a child by engaging in sexual conduct which would impair or debauch the morals of the child; luring or enticing and, if the victim were a minor and the offender not a parent, kidnapping; criminal restraint and false imprisonment and promoting prostitution of a child under 18. You will be registered prior to release, but must re-register your home address at least 10 days prior to any move with the law enforcement agency with which you were registered when released. You will also need to verify your address annually or every 90 days if you are a repetitive and compulsive offender.

The Game Plan

Your first weeks out after leaving prison can be overwhelming. This section is set up to help you get organized and keep yourself on track towards your goals. First, think about what those goals are; what do you want or need to get done in your first week out? In your first month out? Where do you want to be in six months? There are lots of things that other people need you to do — your parole officer, for example, and your family — but you also need to think about what you expect from yourself.

Places to stay

Appointments to make? Doctors? Job help? Employers? Applying for Benefits?

People I need to see or call:

Who? _____
Who? _____
Who? _____

NOTES:

Your First Weeks Out

Here is a basic calendar to use to plan your first days out of prison. Below it, there are some questions to ask yourself about what you plan to do. You can mark appointments and tasks on the calendar, and write in dates.

<u>SUN</u>	<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THURS</u>	<u>FRI</u>	<u>SAT</u>
<u>SUN</u>	<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THURS</u>	<u>FRI</u>	<u>SAT</u>
<u>SUN</u>	<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THURS</u>	<u>FRI</u>	<u>SAT</u>
<u>SUN</u>	<u>MON</u>	<u>TUES</u>	<u>WED</u>	<u>THURS</u>	<u>FRI</u>	<u>SAT</u>

For how long? _____
For how long? _____
For how long? _____

When? _____

When? _____

When? _____

Where/phone number?

Where/phone number?

Where/phone number?

Other things I need to do (get I.D., get prescriptions, go to a support group, etc.):

I.D. Checklist

<u>Documents</u>	Have?	Need?
Social Security Card	_____	_____
Birth Certificate	_____	_____
County I.D.	_____	_____
Driver's License	_____	_____
Non-driver's I.D.	_____	_____
Certificate of Naturalization	_____	_____
Green Card	_____	_____
Military Discharge Papers	_____	_____
Passport	_____	_____
High School Diploma Or GED Certificate	_____	_____
Prison Release Papers	_____	_____

My Contacts

Important Names and Phone Numbers

Parole Officer: _____

Parole Number: _____

Parole Office: _____

Address: _____

Notes: _____

Smart Book Topics



**Getting Started:
I.D. and Other Documents**



**First Steps After Release:
Where Do I Go to Find...**



**Taking Care of Yourself:
Getting Support**



**Taking Care of Yourself:
Health Care Resources**



**Finding a Job:
Employment Assistance
and Training Programs**



Reconnecting With Family



Getting More Education



Other Things You Need to Know



The Game Plan