

REENTRY WORKBOOK

A GUIDE
TO YOUR
REENTRY JOURNEY

THIS WORKBOOK BELONGS TO:



CREATED BY THE OPPORTUNITY NETWORK
www.oppnetwork.org

WORKBOOK OVERVIEW

OBJECTIVE

A criminal record is often a barrier to the most important aspects in life: housing, employment, health care, education, and even getting basic forms of identification.

This workbook is designed with you in mind. Each part of this workbook includes a critical piece of the reentry process. As you move through your reentry journey, use this workbook to guide you!

What is reentry? Reentry is the transition from jail, prison, or other supervised facility, back into the community. Reentry begins the moment you enter into one of these locations.

PARTNERS

This workbook is a combination of various reentry workbooks that are used by justice-involved individuals across the United States.

To find more information on services in your region, visit KentuckyReentry.org, Oppnetwork.org, your local Probation and Parole office, or a social service agency near you.

This workbook would not be possible without support from the Kentucky Office of Drug Control Policy, the Kentucky Department of Corrections Division of Reentry Services, and Goodwill Industries of Kentucky.



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HOW TO USE THIS WORKBOOK



Welcome to Your Reentry Workbook!

As you sit down to make your reentry plan, keep in mind that some details will change to accommodate your particular reentry timeline, but the general structure is more or less the same for any person in reentry.

You first need to take an inventory of any challenges you may face when you return to the community. Dealing with these issues now will help make them less overwhelming when they occur.

Your reentry plan, and the work you do to complete the different areas of this book, will help you identify what your needs will be for your successful reentry into the community.

You can write, draw, or doodle in this workbook! Answer the questions and fill out each section as you progress through the workbook.

Once completed, this workbook will be an important tool on your journey toward a successful reentry!

1

INTRODUCTION TO REENTRY PLANNING

What is reentry?

Reentry is the transition from jail, prison, or other supervised facility, back into the community. It also means preparing for everyday, real-life issues, such as obtaining identification documents, securing housing, finding employment, organizing finances, succeeding while on probation/parole, signing up for health care, and reuniting with family members.

Reentry starts on your first day in a facility and everything you do during your time in that facility should be focused on increasing your knowledge and abilities for your transition back into society.

What tips can help me build a strong reentry plan?

Each person's reentry journey is different and each reentry plan will look different. Remember to advocate for your specific needs and reach out to someone if you have needs that are not addressed in this workbook.

Start planning for reentry issues early on!

- ✓ Take notes and write things down. You should take note of helpful information, resources, and contacts. This workbook will provide resources and note-taking sections for you.
- ✓ Think about and plan for your immediate needs. While you figure out short-term needs, also keep your long-term goals in mind and stay motivated.
- ✓ Remember: it is okay to share your concerns and feelings with people who care about you. Surround yourself with people who are a source of positivity, encouragement, and motivation!
- ✓ Have a plan to avoid risky situations and remember to be aware of any physical or emotional challenges that may arise.

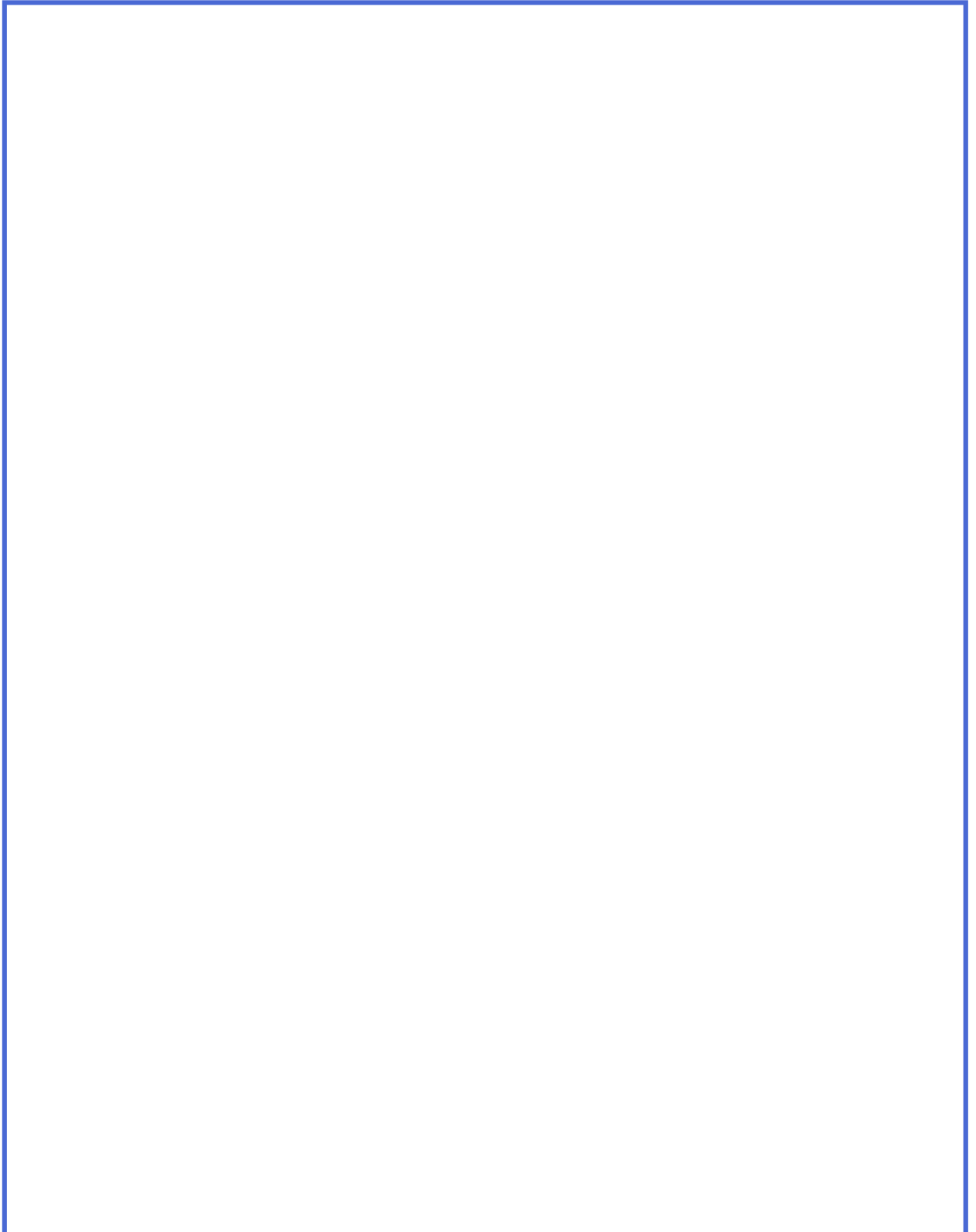


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SELF-REFLECTION

Use this section to reflect on your goals. What are your goals? What are your biggest concerns? What are you most committed to in your reentry planning? What impact does your reentry plan have on yourself and others?

Using the space below, write and/or illustrate what successful reentry means to you.



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Use the space below to answer the following questions. These are prompts to start or continue awareness of your thoughts, feelings, and actions toward your reentry process.

What are your biggest goals for reentry?

What are some of your concerns?

What are you most committed to in your reentry planning?

What impact does your reentry plan have on yourself and others?

3

IDENTIFICATION

Identification documents provide proof of who you are. These documents play a very important role in our daily lives. They are needed to apply for jobs, to obtain housing, to secure a driver's license, to obtain health care and benefits, to register to vote, and to open a bank account. If you have been incarcerated for a long period, your documents may have been lost or become expired. Because these documents are so crucial to reentry, you should start gathering these documents as soon as possible.

Here are some examples of important identification documents that you may already have or may need to obtain:



Driver's License/Identification Card

Driver's licenses and ID cards are the most common forms of identification and can be easily used to verify your identity.



Social Security Card

A Social Security card is a document that includes a nine digit number. This number is unique to you and is used for a wide range of purposes.



Birth Certificate

A birth certificate is a document that records the birth of a person. This document serves as proof of a person's age, citizenship status, and identity.



Other Documents

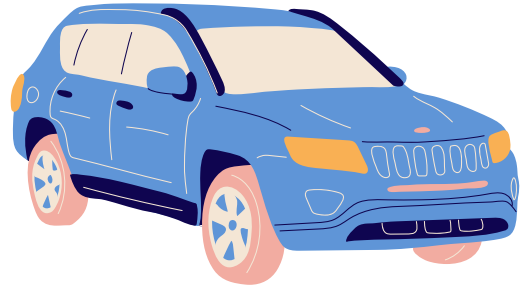
Other important identification documents include, but are not limited to: passports, probation/parole orders, military ID's, student ID's, marriage certificates/divorce decrees, rental agreements, and mail with your name/address listed on it.

Requirements for obtaining a driver's permit/license:

- An individual must be at least 16 years of age to apply for a permit/license.
- All new applicants must complete the required written, vision, and skills tests before obtaining a permit/license.

What is needed to apply for a driver's license?

- Your birth certificate
- Your Social Security card
- Proof of your Kentucky residency

**What if my driver's license is expired?**

- A Kentucky driver's license is valid for four years.
- If the license is expired for more than one year, a vision and written test will be required.
- If the license is expired for more than five years, the driver will be considered a "new driver."
- The renewal fee for a class D license is \$20.00

What if my driver's license was suspended?

A \$40.00 reinstatement/re-licensing fee may be required if your license was suspended.

What if I lost my driver's license?

Lost driver's licenses can be replaced by visiting your local Driver Licensing Regional Office.

Where Do I Go to Get a Driver's License/ID?

While some Kentucky counties will still allow you to obtain a license or ID at your local Circuit Court Clerk's Office, other counties, such as Jefferson and Fayette, have transitioned to Driver Licensing Regional Offices. You can visit any of these regional offices to obtain a driver's license or ID.

For assistance locating a regional office near you, contact the Kentucky Department of Transportation at 502-564-1257 or online at www.drive.ky.gov

Requirements for Obtaining an ID Card:

- An ID card may be obtained for a person age 15 and over.
- A birth certificate, Social Security card (photocopies not accepted), and proof of residency are all required.
- The cost of a standard ID at a Driver Licensing Regional Office is \$11.50.

What if I already have an ID, but it's expired?

If you already have an ID, check the expiration date listed on the card. If it's expired, you'll need to renew it. This can be done in-person at your local Driver Licensing Regional Office, via mail, or online at www.dlrenewal.ky.gov/

What if I lost my ID?

Lost driver's licenses can be replaced by visiting your local Driver Licensing Regional Office.

Name and Address Changes

If your name or address has recently changed, you will need to provide legal proof of the changes (i.e., marriage licenses, court orders, divorce decrees).

**Social Security Card**

In order to request a Social Security Card or to replace a lost card, you will need to complete a SS-5 form. This form is free and can be obtained online at www.ssa.gov or by visiting your local Social Security Administration office. If you are applying for an original card or a replacement card, you will need to prove your age, identity, and citizenship status. If you have never received a Social Security number, you will need to apply in person at your local Social Security Administration office.

Birth Certificate

In Kentucky, birth certificates can be obtained by doing one of the following:

- Visiting the Office of Vital Statistics located at 275 East Main Street in Frankfort.
- Contacting VitalChek by phone at 1-800-241-8322.
- Visiting the VitalChek website at www.vitalchek.com

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TRANSPORTATION

Transportation will be a crucial need during your reentry process. Attending job interviews, seeing your Probation/Parole Officer, and addressing personal needs will require safe and reliable transportation. Below are some transportation options for you to consider:

Cars

If you own or are driving a vehicle, you should have the title, registration, and proof of insurance inside the car at all times.



What's a vehicle title?

A title is a legal document establishing a person or business as the legal owner of a vehicle or vessel. When a vehicle or vessel is sold from one citizen or business to another in Kentucky, the title must be transferred to the new owner within 15 days.

What does registration mean?

The purpose of motor vehicle registration is to establish a link between a vehicle and an owner or user of the vehicle.

Why do I need car insurance?

An owner may not operate a vehicle in Kentucky until insurance has been obtained! An owner who fails to maintain insurance on their vehicle shall have their vehicle registration revoked according to statute. In addition, the vehicle owner, as well as the vehicle driver, are subject to a fine of between \$500.00 and \$1,000.00, up to 90 days in jail, or both.

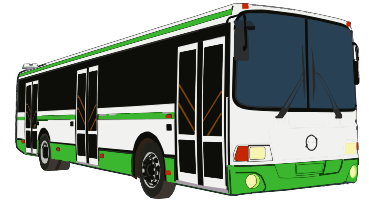
For more information on titles, registration, and more, contact the Kentucky Department of Transportation at 502-564-1257 or online at www.drive.ky.gov/Motor-Vehicle-Licensing

Wear Your Seatbelt!

Kentucky law mandates that drivers and all passengers inside a car wear their seat belts! Additionally, any children inside a car should be secured using a child restraint seat or booster seat.



Public transportation such as buses, are a convenient and inexpensive way to get around your area. Buses typically run on fixed routes and require a fare to ride on them. Areas such as Louisville, Lexington, and Northern Kentucky have their own public transportation systems. Check with your local government to find out what public transportation systems are available to you.



Bicycles

In Kentucky, bikes are considered vehicles and that means cyclists have the same rights and the same responsibilities as motor vehicle drivers.

This means that cyclists must follow the same laws as drivers, including obeying all traffic signs, signals, and lane markings.

Bicycles are to keep to the right when riding with other vehicles unless riding under the following circumstances:

- Getting ready for a left turn.
- Passing a slower vehicle.
- If the road is too narrow to share, riders can ride far to the left to prevent other vehicles from attempting to pass in the same lane (and thus driving unsafely around others).
- To avoid conflict with right turning vehicles.
- If it is needed to create enough safe distance to the right (usually because of debris).
- If the rider is on a one-way street with two or more traffic lanes.

Kentucky also has laws pertaining to the use of exclusive bike paths. If there is a lane that has been marked for the exclusive use of bikes, then riders are to use that lane. There are only a few exceptions to this:

- The bike is traveling at the speed limit (which is unlikely!).
- If the rider is going to perform a left turn.
- If the rider is passing a slower vehicle.
- If it's necessary to avoid hazards on the road or to avoid the door zone of a car.
- If the cyclist is coming up on a driveway or intersection where cars are allowed to turn right from a lane to the left of the bike lane.



ALWAYS REMEMBER TO WEAR A HELMET!





Uber and Lyft are examples of ridesharing services that, via websites and mobile apps, match passengers with drivers of vehicles for hire.

In order to use these services, you will need to install the Uber or Lyft app on your phone and follow the instructions. In order to use these apps you will need a debit or credit card. Once installed, you will input the address of where you need to go and look for a vehicle with either "Uber" or "Lyft" in the windshield to pick you up.

Lyft is available in the following Kentucky cities:

- Bardstown
- Bowling Green
- Elizabethtown
- Lexington
- Louisville



Uber is available in the following Kentucky cities:

- Bowling Green
- Lexington
- Louisville



Uber and Lyft are expanding into new cities and towns every day. Check their websites or the app to see if they are in your area.

Taxis

Taxis are available in most major cities and towns in Kentucky. Taxi fares change based on how far you need to go and charge by the mile. To find a taxi company near you, refer to a phone book or conduct an internet search for "taxi near me".



Make sure that whatever transportation you choose is safe and reliable!



HOUSING

Housing is one of the most important parts of your reentry plan. Your initial address may be different from where you end up staying 60-120 days post-release. It is important to have short-term and long-term options.

Whether you are planning on living with family, looking for transitional or short-term housing, or seeking a long-term option, you should:

- Start planning early;
- Consider multiple options (think creatively and stay as flexible as possible); and
- Know your legal rights so you can respond appropriately if those rights are violated.

Where do I start?

The best way to start approaching the area of housing is to be informed of the options you have. One of the leading reasons for people being denied public or private housing is providing false information on the application. Many landlords will run a background check, so it is best to be honest on your application!



Make sure you are living at the same address that your Probation/Parole Officer has on file for you. Do not change this address without first consulting your officer!



Housing Plan

A few things to consider when thinking about where you will stay next:

- Is this location in compliance with my probation/parole plan?
- Do I have access to resources that will help make my reentry journey successful?
- Do I have a plan for creating healthy relationships and boundaries with my friends, family, and community?



- ✓ **Find a safe and stable place to live...**
A place that keeps you away from negative influences and gives you privacy to deal with the challenges of returning to the community.
- ✓ **Know the environments and behaviors that lead to trouble...**
Know your risk factors and then manage them in smart ways. Think hard before deciding to move back to your old neighborhood. Is it safe? Will you be successful there?
- ✓ **Have a back-up plan...**
Be prepared in case your original housing plan falls through. If possible, make a list of several housing options.
- ✓ **Living with family can be stressful...**
Understand what is expected of you before living with family. Don't put yourself in a bad situation.
- ✓ **Consider access to places you will visit frequently...**
Check to see how close your potential home is to locations you will need to visit regularly (ex: your job, your Probation & Parole office, grocery, bank, etc.).

Understand Your Rights



The Fair Housing Act was introduced as a component of the Civil Rights Act of 1968. The act provides equal opportunity to all who buy, sell, rent, finance or insure housing. The act protects each individual's basic right to choose where to live and ensures equal treatment after obtaining housing.

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Creating a Housing Plan

My short-term housing plan:

I will live at:

I can live here for _____ months.

If you will be living with family or friends, have you checked to make sure that their lease allows you to live there?

- Do they know that Probation and Parole has the right to enter the residence and conduct searches inside the residence?
- Will you have to undergo a background check to live there?

Feel free to write details below:

If this short-term or transitional housing plan falls through, my back-up plan is:

My long-term housing plan:

My long-term/permanent housing plan (meaning my housing plan after living in a shelter, halfway house, or treatment facility) includes: _____

Check the box of any situation(s) that applies to you:

- I need to find a place that will allow me to live with my children.
- I need LGBTQ (Lesbian, Gay, Bisexual, Transgender, Questioning)-safe housing.
- I have no-contact orders that affect where I can live.
- I have disabilities that I need my housing to accommodate, including:

Housing Options I Am Interested In:

People I can ask to help me with my housing plan include:
(This can be family, friends, professionals, and/or loved ones)



1st Choice:

Address: _____

Rent: _____

Security Deposit: _____

Heat/Gas: _____

Electric: _____

Garbage/Recycling: _____

Water: _____

Renters Insurance: _____

Maintenance: _____

Internet: _____

TOTAL COST: _____

2nd Choice:

Address: _____

Rent: _____

Security Deposit: _____

Heat/Gas: _____

Electric: _____

Garbage/Recycling: _____

Water: _____

Renters Insurance: _____

Maintenance: _____

Internet: _____

TOTAL COST: _____

3rd Choice:

Address: _____

Rent: _____

Security Deposit: _____

Heat/Gas: _____

Electric: _____

Garbage/Recycling: _____

Water: _____

Renters Insurance: _____

Maintenance: _____

Internet: _____

TOTAL COST: _____

4th Choice:

Address: _____

Rent: _____

Security Deposit: _____

Heat/Gas: _____

Electric: _____

Garbage/Recycling: _____

Water: _____

Renters Insurance: _____

Maintenance: _____

Internet: _____

TOTAL COST: _____

FINANCES



You may have heard the term “financial literacy” before. This means the ability to understand and use various financial skills, including personal financial management, budgeting, and investing.

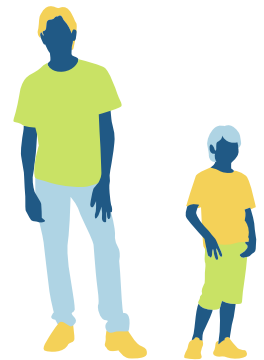
The main focus of financial literacy is to build the skills you need to manage money and learn to choose the financial products and services that work best for you.

When you’re financially literate you’re both informed and skilled. You know where to get help with financial challenges and can access and choose financial products and services that meet your needs.

This sense of empowerment builds confidence, helping you effectively use your financial knowledge, skills, and resources to reach your goals.

What are the emotions behind money?

When people talk about money, it’s not just about the numbers. They’re also discussing what money means to them. Attitudes and behaviors surrounding money are wrapped up in feelings of security, failure, family, love, and status. It’s important to reflect on your emotional reactions to money.



Instead of looking at the basic numbers, consider questions about how you feel when you’re discussing finances and spending.

For example:

- What does money mean to you?
- What is your first memory of money?
- What is the most difficult thing about money for you and your family?






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Monthly Budget

Use this monthly budget to see how much you make and spend.

1. List your income
2. List your expenses
3. Subtract your total spending from total income to build your budget.

Month of _____

Type of income	Amount gained
 Job	_____
 Government program	_____
 Disability benefits	_____
 Financial Support	_____
 Other income	_____
Total income this month	_____

Type of spending	Amount spent
 Housing (rent or mortgage)	_____
 Utilities (gas, water, electricity, sewage)	_____
 Groceries and other supplies	_____
 Health Expenses	_____
 Transportation	_____
 Education + Childcare	_____
 Cell Phone	_____
 Internet + Cable	_____
 Debt payments	_____
 Other spending	_____
Total spending this month	_____

Build your budget





_____	-	_____	=	_____
Total income this month		Total spending this month		

If your income is more than your expenses, you have money left to save or spend. If your expenses are more than your income, look at your budget to find expenses to cut.

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Prioritizing Bills and Managing Cash Flow

Read through the items that apply to you and write down the monthly amount of each bill. It's okay to estimate if this amount changes from month-to-month. If you can't pay all your bills at once, think about the order you pay them in. Weigh the risks of not paying each one, or not paying them in full, then number them in the order you want to pay them, based on priority.

		AMOUNT	PRIORITIZE YOUR BILLS	CONSIDER...
Things I need for a job 	Transportation to get to work (car payment, gas, bus fare)			If you miss a car payment, you may have to pay a late fee. You risk possible repossession of your car, a negative entry on your credit record.
	Equipment for work and/or uniform/work clothes			
	Food			If your car is repossessed, you might have trouble getting to work and risk losing your job.
	Childcare			
	Other			
Insurance I need to pay 	Car Insurance			Not having insurance may mean you can't drive your car and it puts your assets, including your health and your family's health, at risk.
	Health Insurance			
	Renters/Home Insurance			
	Other			
Things I need for housing 	Rent/Mortgage			If you're late with rent, you may have to pay a late fee and you risk possible eviction.
	Gas, Heat, Electric			
	Water, Garbage, Recycling, Sewer			If you don't pay your utility bills, they may get cut off. Utility companies may charge fees to get reconnected.
	Internet + Other Utilities			
Obligations I have to pay 	Court-ordered fines and fees			If you don't pay court-ordered obligations, you may face legal consequences.
	Loans (student, payday)			
	Child Support			
	Credit Cards			
	Other			

EMPLOYMENT

Employment provides financial security for you and your family and for many, a strong sense of purpose and the ability to give back to society. It is important to make a plan for employment and long-term career goals early on. It's also important to know your rights, prepare for obstacles, and have a back-up plan.

Think about it!

- Did you have a history of regular employment prior to being justice-involved?
- If so, what was that job? Did you enjoy that work?
- Did you have a positive relationship with your previous employer?
- Do any of the jobs you are interested in have restrictions based on your criminal record?
- What are your long-term career interests and do they require any specific occupational licenses, education, training, or other requirements?

Notes

Documents Needed for Employment

You will need an ID or a driver's license, along with your Social Security card. These are required to fill out new hire paperwork.

Background Checks

Employers will run a background check depending on the type of job you are applying for. Be aware of any criminal history you have and your rights surrounding employment. Certain employers cannot hire people with a criminal background. Other employers may have more flexible policies. It is appropriate to ask what those policies are or check their website before applying. If you are nervous about this process, reach out to someone in your life who has navigated this process before or research local mentoring programs in your area. If asked about your criminal record, it's best to be honest!

Your Rights if an Employer Runs a Background Check

Assuming you did not apply for a job for which the employer is legally required to disqualify you based on your conviction, keep the following questions in mind if you feel you may have been denied a job because of your criminal record.

If the answer to one of the below questions is "yes," the employer may have violated your legal rights:

- Did the employer ask about an old arrest that never led to a conviction? Did the employer ask about a conviction that was dismissed, expunged, or sealed?
- Did the employer ask about your criminal record before giving you a conditional job offer?
- In the job notice or application, did the employer mention a complete ban on all people with criminal records (ex: "felons need not apply")?
- Does it seem like the employer gave your criminal history more consideration than it otherwise would based on your race, color, religion, sex, or national origin?

Challenging Illegal Employment Discrimination:

If you believe that an employer has violated your rights, it is very important that you gather all of your job application materials and any other evidence that supports your claim. Information that can be helpful may include job postings, application materials, employer policies, or handbooks that say the employer will not hire people with certain criminal records. If the employer tells you anything verbally, write those statements down as close as you can remember them.

Did You Know?



The Kentucky Chamber publishes a weekly Fair Chance Hiring Report listing employers who hire individuals with a criminal background. You can access this list by visiting www.kychamber.com

Job Objective Worksheet

Information in this section will help you when filling out employment applications, putting together a resume, interviewing, and keeping a job. The questions below can help you determine what your resume objective statement should be, what type of employment you are seeking, what you can offer the company, and what your goals are for that job.

List courses you have taken in school, vocational school, and/or college.

Which subjects did you enjoy and do well in?

What qualifications and/or skills do you possess?

List any previous work and/or training you had while incarcerated.

Make a list of references for your resume.

Building a Resume

You can create a resume by listing past education, work experience, training, languages spoken other than English (if relevant), technology skills (such as Microsoft Office or Excel), and professional references. Make sure you ask permission from individuals before listing them as references. The references you list should be able to speak to your work ethic and your ability to perform certain job duties.

Resume Template:

FIRST NAME LAST NAME

Address | Phone

Email

Briefly state your career objectives or summarize what makes you stand out. Use language from the job description as keywords.

EXPERIENCE

DATES FROM - TO

JOB TITLE, COMPANY

- Describe your responsibilities and achievements in terms of impact and results
- Use examples, but keep it short.

DATES FROM - TO

JOB TITLE, COMPANY

- Describe your responsibilities and achievements in terms of impact and results
- Use examples, but keep it short.

EDUCATION

MONTH/YEAR

DEGREE TITLE, SCHOOL

SKILLS

- List your strengths relevant for the job you're applying for.
- List a few of your skills.

ACTIVITIES

Use this section to highlight your relevant passions, activities, and how you like to give back to the community. It's good to also include any leadership and volunteer experiences here.

Get organized by thinking about the following questions:

List three job search strategies you have used in the past.

1. _____

2. _____

3. _____

Which of these were most successful for you? Why?

What were the disadvantages of job search strategies you have used in the past?

How will you answer any interview questions regarding your conviction?

How do you plan to “dress for success?”

What are some of the “do’s” and “don’ts” when it comes to your personal appearance while job seeking?

Do’s: _____

Dont’s: _____

Employment Ready Checklist:

- Create a professional email address.**
Preferred style:
FirstName.LastName@.....or FirstNameLastName@....if those are taken, add one or two numbers to make it unique.
- Participate in a reentry program or a workforce development/job readiness program.**
A workforce development program helps individuals (including people who are formerly incarcerated) prepare to enter the job market, search for employment, learn job interviewing skills, write resumes, learn networking techniques, learn job-related technical skills, and find mentorship and support.
- Learn basic computer skills to fill out job applications online.**
Most job applications require you to apply online and some will have you take a brief skills assessment.
- Practice answering “mock” interview questions.**
- Create a resume**
Your resume should be up-to-date with professional and volunteer experiences, skills, and a list of references. Reach out to a local Goodwill Industries employment center, social service provider, or a workforce center for resume assistance.
- Plan how you will get to and from work.**
- Arrange for childcare, if applicable.**

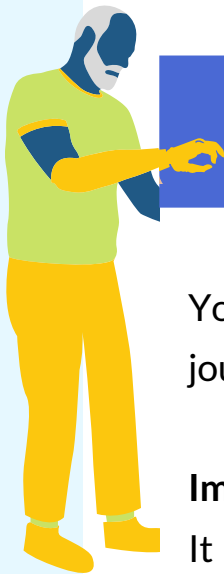
Workforce development (“job-readiness”) programs vary by county. To find one in your area, visit the America’s Job Center website at americasjobcenter.gov or careeronestop.org. There are also nonprofit workforce development organizations that support people in reentry.



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EDUCATION & TRAINING

Did you receive, or are you receiving, any vocational training while incarcerated? Are you interested in furthering your education or vocational training? Are you currently required to attend special rehabilitative programs during typical work hours?



KNOW YOUR EDUCATION RIGHTS!

Your Probation/Parole Officer, and/or others involved in your reentry journey, should be supportive of your efforts to further your education.

Impact of a Criminal Record on Federal Financial Aid:

It is a common myth that people with felony records can't get financial aid.

Even if you are on probation or parole, your criminal record doesn't prevent you from applying for federal financial aid unless one of the following applies to you:

- If you were convicted of a felony drug offense while you were receiving financial aid in the past, your conviction may affect your financial aid eligibility, but this is not a permanent ban.
- If you were sent to involuntary civil commitment after prison due to a conviction for a sex offense, you cannot receive Federal Pell Grants. However, you may still be eligible for other types of federal financial aid. Federal and state financial aid are available to many applicants on probation or parole and some forms of financial aid are available to people who are incarcerated.

Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) is a program offered by the Kentucky Department for Community Based Services (DCBS).

All SNAP recipients ages 16 -59 are eligible to participate.



SNAP E&T may be for you if:

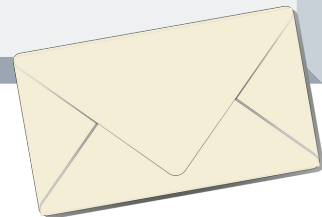
- You need help meeting a SNAP work requirement.
- You want to get your GED or take college courses.
- You want training in a new field or trade such as welding or plumbing.
- You want budgeting and financial training.
- You're having a hard time finding a job because of your criminal record.
- You want to find a job and don't know where to start.
- You want advice on your current job or career.



SNAP recipients who participate in SNAP E&T work one-on-one with a SNAP E&T coach to discuss options and work toward personal goals. Assistance up to \$25 per month *may* be available to help with appointments, classes, or work. You also may qualify for child care assistance.

Contact your local DCBS office or call toll free (855) 306-8959 to apply for SNAP, SNAP E&T, or childcare assistance.

When completing your SNAP application, ask about SNAP E&T. If your SNAP application is approved and you sign up for SNAP E&T, you will receive a letter notifying you when to meet with your local SNAP E&T provider.



Make sure you are using an address where you can regularly check and receive mail.

Selective Service Registration

All men, between the ages of 18 and 25, who live in the United States, must register for the Selective Service before their 26th birthday. If you can't show proof of registration, you may be denied participation in federally-funded programs or financial aid, unless you can meet an exception.

If you were prevented from registering because you were incarcerated between your 18th and 26th birthdays, you may be able to get a Status Information Letter that exempts you from the registration requirement. Learn more at www.sss.gov/Registration/Status-Information-Letter

Disability Accommodations

If you have a disability, you have a legal right to additional learning support in school. Accommodations often include things such as extra time to take tests, using a calculator, help with reading or writing, and receiving notes from other students.

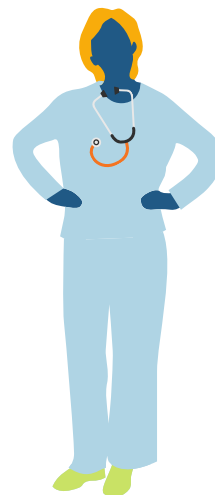
There are many paths you can choose to further your education. Which one is right for you?



High School Diploma
or GED



Trade School



Certificate Program



College/ University

Whichever path you choose, there are educators waiting to help you open doors to new opportunities!

UNDERSTANDING & CLEANING UP YOUR CRIMINAL RECORD

Restoration of Civil Rights

Once you complete your term of supervision, you can apply for restoration of your civil rights at any Probation and Parole Office. There is not a fee to file for restoration of your civil rights. Once your rights have been restored, you can vote and hold public office.

Voting Rights

You may apply to restore your rights after your sentence has expired and you were discharged from probation or parole. You cannot have pending charges on your record or be under indictment. You do not need to have an expungement first in order to request to have your rights restored.

**Have questions about your application? Call this hotline:
1-866-OUR-VOTE**

If I expunge my felony, will I be able to vote?

Your voting rights will be restored as long as you have no other felonies remaining on your record

What is expungement?

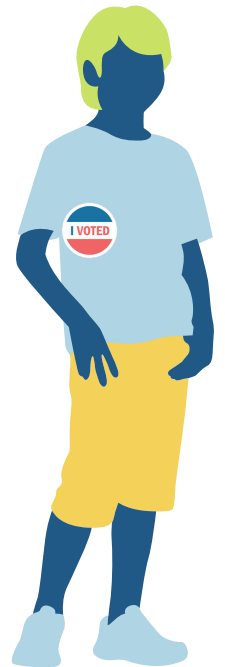
In Kentucky, when you are charged with a crime or convicted of a crime, that information stays on your criminal record. Expungement is the legal process of completely removing an arrest, charge, or conviction from your criminal record.

Why should I get an expungement?

If you get an expungement, all records relating to the charge or conviction are deleted from your criminal history. This can help you find a job or a place to live.

Will charges automatically fall off my record after a period of time?

All cases that were dismissed with prejudice or acquitted on or after July 15, 2020 are automatically expunged after 30 days (excluding traffic cases).



Only certain cases can be removed from your record in Kentucky.

You may be eligible if:

- You have misdemeanor or certain Class D felony convictions.
- You were acquitted or charges against you were dismissed.
- You received a pardon from the governor.



Every expungement petition in Kentucky must include an Expungement Certification. This ensures that judges and prosecutors reviewing expungement petitions have accurate and current information regarding the status of petitioners.

How to Obtain an Expungement Certification Online:

- Visit <https://kcoj.kycourts.net/RecordRequest> and register using your email address.
- Complete the Online Request Form.
- Submit a \$40 payment (accepted forms of payment include: American Express, Discover, MasterCard, Visa credit cards and most debit cards).
- Check your email for a notification when the certification packet is available online. Once this is available, log into the registration site to download the certification packet.
- File the certification documents and the proper expungement petition with the Office of the Circuit Court Clerk in the county where the original charge was filed.

How to Obtain an Expungement Certification In-Person:

- You may request an expungement certification in person at the Administrative Office of the Courts, 1001 Vandalay Drive, Frankfort.

How to an Expungement Certification Via Mail:

- Download the Expungement Certification Request Form by visiting <https://kcoj.kycourts.net/RecordRequest>.
- Provide a \$40 payment, by check or money order, made payable to Kentucky State Treasurer.
- Mail the completed form and payment to:

Records Unit
Administrative Office of the Courts
1001 Vandalay Drive
Frankfort, KY 40601

- You will receive your certification packet by mail at the address you provided.
- File the certification documents and the proper expungement petition with the Office of Circuit Court Clerk in the county where the original charge was filed.

Most Class D felony convictions (with some exceptions) are eligible for expungement. An application cannot be filed sooner than five years after the completion of the person's sentence or five years after the successful completion of the person's probation or parole, whichever occurs later.

How to Apply for a Felony Expungement:

- Request an Expungement Certification Form from the Administrative Office of the Courts (see steps listed on previous page).
- Once the form is received, complete an Application to Vacate and Expunge Felony Conviction (AOC Form #496.3) and file the form with the Office of the Circuit Court Clerk in the county where the conviction occurred. This form can be obtained online by visiting www.kycourts.gov/Legal-Forms/
- If the prosecutor objects to the expungement, within 60 days the court will schedule a hearing and the Circuit Court Clerk will send notice of the hearing.
- If the prosecutor does not object, the court may issue an order without a hearing.
- If the judge grants the application, upon full payment of the filing fee, the court will order expungement of the records. The court and all agencies will expunge their records so that information does not appear on official state-performed background checks.

Filing Fees

- The total fee for a felony expungement is \$300. A \$50 non-refundable filing fee is due at the time the application is filed. If the application is granted, the defendant must pay an expungement fee of \$250, which can be made in installment payments. The expungement cannot be completed until the full \$250 has been paid.
- In some cases, these fees can be waived for individuals who are unable to afford the costs of the fees.

Did You Know?



Goodwill Industries of Kentucky offers expungement clinics, providing legal and financial assistance to participants. For more information on these clinics, call 1-877-309-0262 or visit www.goodwillky.org/expungements/

LIFESTYLE

Just as you had to adjust to life in jail or prison, you will have to adjust to life as you return to the outside world. You can't expect to feel immediately comfortable at first, but that does not mean it is time to give up! Be patient with your family and with yourself as you reintegrate into your community.



Who are some positive people you plan to reconnect with when you get out of a facility? Remember, you may need to make changes to your social circle and not hang around or associate with some of your past friends/family if they threaten you, your freedom, and/or your recovery.

List five positive people from your past that you would like to reconnect with:

1. _____
2. _____
3. _____
4. _____
5. _____

What are some positive places/events that you could go to alone or with your loved ones as part of your reentry process?

Avoiding High-Risk Situations

List some behaviors that caused trouble for you in the past. For each of the behaviors, describe high-risk situations associated with those behaviors.



Behavior:

High-risk situation:

Behavior:

High-risk situation:

Behavior:

High-risk situation:



Technology is an important part of our daily lives and can be a great tool to assist you during your reentry journey.

Smart Phones

A smart phone is a handheld electronic device that provides a connection to a cellular network and the internet. In addition to making phone calls and sending text messages, smart phone applications, or "apps," can provide assistance with directions, finding jobs, keeping in touch with family and friends, and more. A phone plan is a paid agreement with a mobile carrier allowing your phone to use its network to make or receive phone calls, send/receive text messages and to use the internet. If you are hesitant about signing up for one of these plans, some phones will allow you to pay up front (pre-paid), allowing you to use the device for a certain amount of minutes or data.

Computers

A computer is an electronic machine that calculates data very quickly, used for storing, writing, organizing, and sharing information electronically or for controlling other machines. Computers are wonderful tools for work, school, and everyday life, but they can be expensive. If you already have access to a smart phone or other internet-connected device, you may not even need a computer. Additionally, places such as your local library, community center, or social service organization such as Goodwill Industries, may allow you to use their computers for free.

Email

E-mail, or electronic mail, are messages distributed by electronic means from one computer user to one or more recipients via a network. In order to send or receive emails, you will first need to sign up for an email service. This can be done for free by going online and signing up for a popular email service such as Gmail or Yahoo. Email is a great tool to have when looking for employment or signing up for school. When creating your email address, make sure to choose something that is simple and professional.

Social Media








Social media includes websites such as Twitter, Facebook, and Instagram that enable users to create and share content or to participate in social networking. While these platforms are a great way to connect and keep in touch with people, it's important to use caution when using these websites. Be careful about what information and pictures you post on these sites and who you are connecting with. Do not accept messages or friend requests from individuals you do not know or have a negative history with. If you are on probation or parole, you may be not be permitted to use social media websites.



Online Privacy

Online privacy refers to how much of your personal, financial, and/or browsing data remains private when you're online. Your home address, Social Security number, medical records, bank statement, and more can fall into the wrong hands if you are not careful! Before providing any of the above, make sure you are dealing with a legitimate and reputable organization. Do not provide personal details to online strangers unless they are affiliated with an organization that you know and trust. Additionally, make sure to create a solid password for any websites or apps that you use. A solid password should be at least eight characters long, and use a combination of uppercase and lowercase letters, numbers, and symbols. Don't use names, addresses, phone numbers or any other easily identifiable personal information.

Tips For Staying Safe While Online

-  Do not post anything online that is, or could be perceived to be malicious, disrespectful, or dangerous. Just because you deleted something, doesn't mean it's gone forever!
-  Keep your computer and other devices up to date with the latest security software. This can be done by enabling "automatic updates" on your device.
-  Avoid accessing personal information while using public computers or Wi-Fi networks. While these options are great for certain activities, they can pose a significant security risk.
-  Learn as much as you can. Technology and how we use it, changes daily. The best way to stay up-to-date is to educate yourself.
-  When in doubt, DO NOT CLICK! If you are not sure if someone is trustworthy or if you have concerns about clicking on certain links or websites, play it safe until you can get more information.

HEALTHY RELATIONSHIPS & SAFE BOUNDARIES



Changing your mindset or acknowledging areas for improvement is hard work. Using the guiding principles from earlier in the workbook, respond to the below prompts:

I am preparing myself to reenter society and live a socially-responsible life by not engaging in the types of behavior that led to my incarceration. What feelings will I have to deal with when I reenter society?

Is there something in my strengths list that can support me in my efforts to successfully manage my emotions? How will it help me? If I don't have something on my list, is there a strength I can work on developing that will help me successfully manage my emotions?

Which emotion or feeling is my biggest challenge to manage? What are the physical responses to that emotion or feeling that I can recognize when it happens? What can I do to better manage that feeling?

Write about a time in the past that you were able to successfully manage your emotions.

Mind Traps

Mind traps, or unrealistic thinking patterns, can threaten successful reentry efforts because of the emotional chaos they produce. What mind traps do you find yourself falling into most often? What can you do to challenge these traps and change them?

Is there something in your strengths list that can support you in your efforts to challenge and change those mind traps described above? How will it help you? If you don't have something on your list, is there a strength you can work on developing that will help challenge and change those mind traps described above?

What steps would you use for challenging mind traps you find yourself in?

Boundaries are guidelines, rules, or limits that a person creates to identify what are reasonable, safe, and permissible ways for other people to behave around them.

Setting boundaries is essential if we want to be both physically and emotionally healthy. Creating healthy boundaries is empowering. By recognizing the need to set and enforce limits, you protect your self-esteem, maintain self-respect, and enjoy healthy relationships. Unhealthy boundaries cause emotional pain that can lead to dependency, depression, anxiety, and even stress-induced physical illnesses.

How can setting effective boundaries help me be successful during my reentry journey?

How has not setting effective boundaries caused me trouble in the past? How can I change this?

In what situations/relationships do I have the most difficulty setting appropriate boundaries?

Give one example of a boundary that you recently set:

How did you feel before you set the boundary?

After you set the boundary, how did you feel?

What sorts of boundaries do you find hardest to set and keep? Circle all that apply to you:

- Keeping others from using me
- Keeping others from talking me into using drugs or drinking alcohol
- Handling peer pressure
- Saying "no" to a date
- Saying "no" to sexual activity
- Saying "no" to requests for money
- Saying "no" to requests for my help, or my time
- Saying "no" to requests that result in me breaking the law
- Stopping others from emotional or verbal abuse

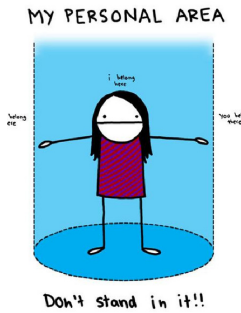
What sorts of boundaries do you need to set right now?

When you get home, what boundaries will you need to set?

Whether you are in a relationship now or will be in one in the future, here are some thoughts about what you can do to improve the quality of your relationship and how it may help you:

Physical Boundaries

- Physical boundaries provide a barrier between you and an intruding force, like a bandage protects a wound from bacteria.
- Physical boundaries include your body, sense of personal space, sexual orientation, and privacy. These boundaries are expressed through clothing, shelter, noise tolerance, verbal instruction, and body language.
- An example of a physical boundary violation: a close talker. Your immediate and automatic reaction is to step back in order to reset your personal space. By doing this, you send a non-verbal message that when this person stands too close you feel an invasion of your personal space. If the person continues to move closer, you might verbally protect your boundary by telling him/her to stop crowding you.



Emotional & Intellectual Boundaries

- These boundaries protect your sense of self-esteem and ability to separate your feelings from others.
- When you have weak emotional boundaries, you expose yourself to being affected by words, thoughts, and actions and end up feeling bruised, wounded, and battered.
- These include beliefs, behaviors, choices, sense of responsibility, and your ability to be intimate with others.

Examples of emotional and intellectual boundary invasions are:

- Not knowing how to separate your feelings from your partner's and allowing his/her mood to dictate your level of happiness or sadness (codependency).
- Sacrificing your plans, dreams, and goals in order to please others.
- Not taking responsibility for yourself and blaming others for your problems.



If you are dealing with someone who is physically dangerous or threatening toward you, it may not be safe to attempt to set explicit boundaries with them. If you are in this situation, it can be helpful to work with a counselor, therapist, or advocate to create a safety plan.

PERSONAL BILL OF RIGHTS

I have the right to have my needs and wants respected by others.

I have the right to say "no" to anything when I feel it is unsafe or violates my safety.

I have the right to express all my feelings, positive or negative.

I have the right to feel angry at someone I love and to express this in a responsible way.

I have the right to make mistakes and to not be perfect.

I have the right to be uniquely myself.

I have the right to expect honesty from others.

I have the right to say "I don't know."

I have the right to my own needs for personal space and time.

I have the right to be happy.

Have my personal rights ever been violated? If so, how? How did I feel?

Have I violated the personal rights of others? If so, how? How did I feel?

What do I need to do to maintain my personal rights?

What do I need to do to ensure I don't violate the rights of others?

How can my strengths help me maintain my personal rights and not violate anyone else's personal rights?

PARENTING & CHILD SUPPORT



If you are not a parent or a person who will care for a child, you do not have to complete this section.

Everyone's relationship with their child is different and the ways in which a parent's incarceration will affect this relationship is different.

What are your responsibilities as a parent?

How do you plan to accomplish them?

Write a statement for yourself about the type of parent you are or strive to become.

Do you need to start providing child support for anyone? What are your plans regarding payment of child support? What resources are you going to use for assistance with resolving child support issues/concerns?

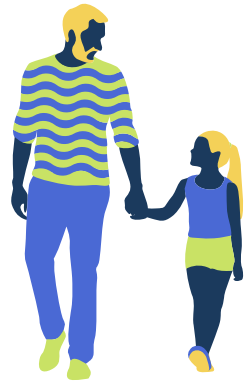
Choosing the right child care option is one of the most important decisions that a family can make. Get as much information as you can to make sure the choice you make is the best one for your family. Talk to friends, family members, and other parents to get their opinions.

The Child Care Assistance Program (CCAP) provides support to help families paying for child care. The Division of Child Care is responsible for all child care provider support and The Division of Family Support helps clients apply for the program.

Child Care Resource and Referral provides resources to parents on finding quality child care and information to providers concerning training. For a list of child care facilities in your area call (877) 316-3552.

Kentucky All STARS

Kentucky All STARS seeks to improve, support, and recognize the continuous quality improvement efforts of early learning programs in Kentucky. Child care providers are rated using a 1 to 5 star rating system.



Child Support Frequently Asked Questions:

What is Child Support?

Child support is a payment made by a noncustodial parent for the care of his or her child.

Who is the Noncustodial Parent?

The Kentucky Child Support Program refers to a parent who does not have physical custody of a child or children as the noncustodial parent. A noncustodial parent is ordered to provide child care and/or medical support for the child or children.

Who is the Custodial Parent?

The Kentucky Child Support Program refers to the person who has physical custody of the child as the custodial parent. Although this is typically a parent, a custodial parent could also be a relative or other caretaker. A custodial parent is the one that receives the child and/or medical support for the child or children.

If I go to jail or prison, will my child support obligation stop?

No. The child support obligation does not end when a parent becomes incarcerated. When released from incarceration, the parent will need to contact the local child support office handling the case to provide an updated address, employment information, and to make payment arrangements.

When child support is established or changed, how is the amount determined?

All Kentucky child support orders are calculated using the Kentucky Child Support Guidelines. The guidelines are based on the principle that both parents are financially responsible for the support of their child or children (Child Support Estimation Calculator).



Maintaining your physical and mental health is essential to living a happy and fulfilling life! When you are not able to manage one part of your mental or physical health you may start to experience feelings of depression, anger, and/or inadequacy.

Below are some of the benefits of maintaining positive health and wellness:

Healthier Relationships



Better Sleep



Reduced Stress



Living Longer



Improved Mood



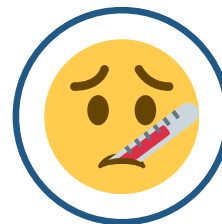
Improved Brain Function



Increased Self-Esteem



Reduced Risk of Diseases



Mental Health

Mental health includes our emotional, psychological, and social well-being and it affects how we think, feel, and behave. It is important to remember that a person's mental health can change over time. It is not uncommon for individuals who have been incarcerated to suffer from mental health challenges. It is important to identify warning signs and seek help from a professional as soon as possible.



Identifying Warning Signs

If you are experiencing several of the following symptoms, it may be time to seek help from a professional:



Feeling anxious or worried



Feeling disconnected or withdrawn



Changes in sleep or appetite



Feelings of anger and hostility



Substance abuse



Low energy



Feeling depressed or unhappy



Violence



Difficulty thinking or focusing



Suicidal thinking

Seeking Help

It is important to remember that there is no "one size fits all" approach to mental health treatment. Treatment options depend on the symptoms you are experiencing, the severity of the symptoms, and what works best for you. If you feel like you would benefit from some form of mental health treatment, reach out to a nurse/doctor, social worker, Probation & Parole Officer, or loved one for help.

If you are experiencing thoughts of suicide or self harm, reach out to a medical professional immediately or contact the National Suicide Prevention Hotline at 1-800-273-8255.



Physical Health

Maintaining good physical health and participating in regular physical activities has been proven to help prevent and manage noncommunicable diseases such as heart disease, stroke, diabetes and several cancers. Additionally, it can improve your mental health, quality of life, and well-being.

Here are four easy ways to improve your physical health:



Eat Healthy Foods



Exercise Regularly



**Avoid Alcohol
and Tobacco**



Get Plenty of Sleep

Finding a Doctor

In addition to the above, it's also beneficial to find yourself a primary care physician, if you don't already have one. A primary care physician practices general healthcare and are typically the first person you will talk to when you have a health concern. If you need help finding a doctor near you, visit www.findahealthcenter.hrsa.gov/



Obtaining Health Insurance

Health insurance, or medical insurance, refers to an insurance policy that covers a portion of an individual's medical costs. Seeing a doctor can be expensive! Without insurance, you could be left with overwhelming medical bills. Some employers will offer health insurance once you are signed on to work. If you are unable to obtain insurance through your employer, visit www.healthinsurance.org/ for a list of options in your area.



RECOVERY

Recovery is the process of change through which people improve their health and wellness, live self-directed lives, and strive to reach their full potential.

There are four major dimensions that support recovery:



Health

Overcoming or managing one's disease(s) or symptoms and making informed, healthy choices that support physical and emotional well-being.



Home

Having a stable and safe place to live.



Purpose

Conducting meaningful daily activities and having the independence, income, and resources to participate in society.



Community

Having relationships and social networks that provide support, friendship, love, and hope.

The process of recovery is highly personal and occurs via many pathways. Recovery is characterized by continual growth and improvement in one's health and wellness and may involve setbacks. Setbacks are a natural part of life and your ability to overcome these setbacks should become a key component of recovery.

Recovery Options

If you are seeking help for alcohol or drug use, or are simply looking to maintain your sobriety, there are many treatment options available to you.

Support Groups

Support groups offer a safe space where individuals can share their experiences and feelings with people who are dealing with similar issues. These groups provide encouragement, support, and comfort and remind us that we are not alone in our struggles. Examples of these groups include Alcoholics Anonymous (AA) and Narcotics Anonymous (NA).

Outpatient Treatment

Outpatient treatment programs are less restrictive than inpatient programs and provide flexibility which allows individuals to maintain a job, go to school, or keep up with personal responsibilities. Outpatient programs are provided in a wide variety of settings, including hospitals, community centers, and in an office setting. Outpatient treatment is ideal for individuals who are not severely dependent on substances and may not need the same heightened level of care.

Inpatient Treatment

Inpatient treatment programs, sometimes referred to as "residential treatment," require individuals to "check-in" to a facility and receive medical and emotional support 24-hours a day. Inpatient treatment is more restrictive than outpatient treatment and allows individuals to take a step back from their daily responsibilities and focus on their recovery.

Which recovery option is best for you?

Just like mental health treatment, there is no "one size fits all" solution to substance abuse treatment. What works for you, may not work for someone else. Your treatment plan may include one or multiple avenues. Discussing your feelings and concerns with a loved one, medical professional, social worker, and/or Probation & Parole Officer will help you make an informed decision.



FindHelpNowKY can help you find a treatment facility near you. Visit <https://findhelpnowky.org/ky> for more information or contact the Kentucky Help Statewide Call Center at 1-877-318-1871.



Where can you seek assistance with substance abuse?

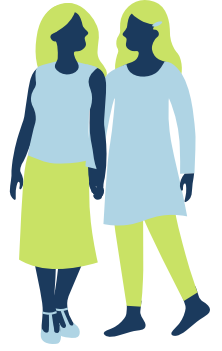
Where can you seek assistance with maintaining your sobriety?

Take a little time to honestly think about your history of alcohol and drug use. You may have to do some real soul searching. If the use of alcohol or drugs has caused you problems in the past, do you have a plan to deal with these issues after your release? Record that plan here and remember, you have strengths you can use!

How can my strengths help me achieve this plan?

RESTORATIVE JUSTICE

Restorative justice views crime as more than just breaking the law – it also causes harm to people, relationships, and the community. It is an approach to justice that actively involves all who are impacted by crime— victims, offenders, and their communities and seeks to promote accountability, healing, and the common good.



Why do I need to know about restorative justice?

Restorative justice asks what harm has been done, who is responsible for repairing that harm, and how can that harm be repaired?

Knowing and understanding the answer to these questions is important to your success in reentry. Taking responsibility and being open to accountability for past actions in your life is a skill that employers and family, and friends look for.

Being accountable for a crime provides an opportunity for successful transition from the facility back into the community.

Ways I can participate in restorative justice:

- If you do not have an active restraining order, you can write a letter of responsibility to the people who were harmed by your actions.
- Additionally, you can write a letter to yourself outlining goals that you will work toward to change your thinking patterns so that you are not creating further harm.
- You can attend conflict resolution classes that are offered in your community.
- You can use this workbook to learn about healthy relationships, boundaries, and ways to seek self-improvement.

How Restorative Am I?

Reflect on how you communicate with yourself and others when an incident or issue occurs. Answer the questions below by checking the box that represents how you respond.

	No	Not often	Usually	Always
Do I remain calm during the conversation?				
Do I actively listen, without interrupting?				
Do I understand the harm I've caused, who was affected, and how?				
Do I talk about how the incident affected me?				
Do I take responsibility for any part that I played when things went wrong? Do I acknowledge it and apologize?				
Do I consider the extent to which I have a relationship with this person and how that affects my expectations for our interaction?				
If I apologize, will the person accept my apology? If they apologize, will I accept their apology?				
Will I be willing to collaborate to come up with a plan to repair the harm?				
Have I asked someone I trust to observe my lifestyle decisions and give me honest feedback?				
Do I try to handle most situations by myself?				
Do I seek support when issues get complicated for me?				
Is the relationship with the person I harmed repaired?				

Think about your responses to these questions. Where do you land? Do you need to work on moving some of your "No" or "Not Often" responses toward "Usually" or "Always?" How can you get from "No" to "Always?"

The first steps can be taken by examining yourself and your actions. Using the skills from chapters 11 & 12, use the space below to write some goals related to how you will begin to make changes and hold yourself accountable for your actions.

MY REENTRY PLAN

The reentry plan in the next few pages includes questions and checklists meant to help you think about your plan for the transition process from incarceration to community.

This reentry plan was designed for people who are currently incarcerated or recently released, but much of it can be useful long after any involvement with the criminal justice system.

You may have answered these questions previously in the workbook, but it is helpful to review them again. Some of your answers may have changed.

Starter Questions:

What are your biggest goals for reentry?

What are some of your concerns?

What are you most committed to in your reentry journey?

What impact does your reentry journey have on yourself and others?

Getting an ID & Other Identification

Checklist for getting identification documents:

I already have the following forms of ID:

- Birth Certificate
- Kentucky State ID
- Driver's License
- Social Security Card
- Other _____

I still need to get the following ID:

- Birth Certificate
- Kentucky State ID
- Driver's License
- Social Security Card
- Other _____

The steps I will take to obtain these are:

I also need help getting these (check all that apply):

- Food
- Immediate Housing/Shelter
- Clothing & Toiletries
- A Transportation Plan/Public Transit Pass
- Financial Help
- A Cell Phone
- An E-mail account
- A Computer
- Library Card
- Other _____
- Other _____

The steps I will take to obtain these are:

My Housing Plan

The following is most important to me in making my housing decisions:

My Short-Term Housing Plan:

I will live at: _____

I can live here for _____ months.

If you will be living with family or friends after release, have you checked to make sure that their lease allows you to live there? Do they know that Probation & Parole will visit the residence and may search the residence? Will you have to undergo a background check to live there?

Feel free to write details below:

If this short-term or transitional housing plan falls through, my back-up plan is:

My Long-Term Housing Plan:

My long-term/permanent housing plan includes:

Special Situations:

Check the box for any situations that apply to you and write notes that may be helpful below.

- I need to find a place that will allow me to live with my children.
- I need LGBTQ-safe housing.
- I have no-contact orders that affect where I can live.
- I have disabilities that I need my housing to accommodate, including:

- Other:

People I can ask to help me with my housing plan include:

In chapter 6, you filled out four choices for housing. Use this space to list your top two. This may have changed since you completed chapter 6.

1st Choice:

Address: _____

Rent: _____

Security Deposit: _____

Heat/Gas: _____

Electric: _____

Garbage/Recycling: _____

Water: _____

Renters Insurance: _____

Maintenance: _____

Internet: _____

TOTAL COST: _____

2nd Choice:

Address: _____

Rent: _____

Security Deposit: _____

Heat/Gas: _____

Electric: _____

Garbage/Recycling: _____

Water: _____

Renters Insurance: _____

Maintenance: _____

Internet: _____






TOTAL COST: _____











My Budget Plan

This is the same budget worksheet from Chapter 7. If it has changed, update it here.

1. List your income
2. List your expenses
3. Subtract your total spending from total income to build your budget.

Month of _____

Type of income	Amount gained
 Job	_____
 Government program	_____
 Disability benefits	_____
 Financial Support	_____
 Other income	_____
Total income this month	_____

Type of spending	Amount spent
 Housing (rent or mortgage)	_____
 Utilities (gas, water, electricity, sewage)	_____
 Groceries and other supplies	_____
 Health Expenses	_____
 Transportation	_____
 Education/Childcare	_____
 Cell Phone	_____
 Internet/Cable	_____
 Debt payments	_____
 Other spending	_____
Total spending this month	_____

Build your budget

	-		=	
Total income this month		Total spending this month		

If your income is more than your expenses, you have money left to save or spend. If your expenses are more than your income, look at your budget to find expenses to cut.

My Employment Plan

The following is most important to me in making my employment decisions:

Employment-Ready Checklist

I have the following documents I need for employment:

- A State ID or a state driver's license
- My Social Security number or a birth certificate

I have completed the following to prepare for job interviews:

- Changed all voicemail greetings and social media profiles to be professional and appropriate for work.
- Created a professional email address. Write it here:

- Completed the following schooling/training:

- Participated in a reentry program or a workforce development/job readiness program.
- Learned basic computer skills to fill out applications online.
- Practiced answering "mock" interview questions.
- Created a resume that is up-to-date with professional and volunteer experiences, skills, and a list of references.
- Planned for transportation to and from work.
- Arranged for childcare (if applicable).
- Attended any required schooling, classes, or vocational training for my desired job (if applicable).

People I can ask to help me with my employment plan include:

List of potential employers I can reach out to for possible employment:

Name of Employer: _____

Address: _____

Phone Number: _____

Contact Person: _____

Type of Employment: _____

Expected Hours (full or part-time?) _____ Expected Pay: _____

Name of Employer: _____

Address: _____

Phone Number: _____

Contact Person: _____

Type of Employment: _____

Expected Hours (full or part-time?) _____ Expected Pay: _____

Name of Employer: _____

Address: _____

Phone Number: _____

Contact person: _____

Type of Employment: _____

Expected Hours (full or part-time?) _____ Expected Pay: _____

Name of Employer: _____

Address: _____

Phone Number: _____

Contact Person: _____

Type of Employment: _____

Expected Hours (full or part-time?) _____ Expected Pay: _____

My Education and Training Plan

The following is most important to me in making education and training decisions:

What level of education/schooling have you completed? _____

Did you receive any education or career training while in a facility?

If yes, what kind? _____

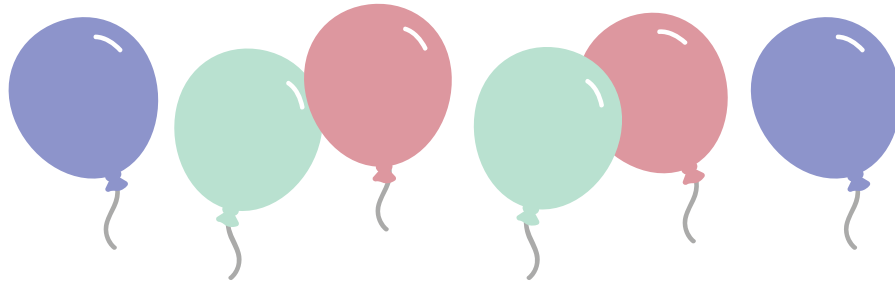
Are you interested in furthering your education? What academic subjects or training areas are you interested in learning more about? _____

Do your career goals require special training, degrees, or licenses? _____

Are there any barriers that you might encounter because of your criminal record?

Will you need financial aid or scholarships to help you pay for school? If so, what do you plan to apply for? _____

How much time do you think you will have to dedicate to school and/or training each week?



CONGRATULATIONS!

You have reached the end of your reentry workbook.

By simply reading through this book and thinking critically about your reentry journey, you are already ahead of the game!

Your reentry journey may not be an easy one. But if you take advantage of this workbook and the resources available to you, your journey can be a successful one!

Don't be afraid to ask for help.

YOU ARE NOT IN THIS ALONE!