

Alaska Department of Corrections
REENTRY MANUAL
2010



Reentry Manual / Pre Release Class Course Outline

Purpose

The purpose of PreRelease / ReEntry programming is to prepare inmates for successful transition back into community living.

Expectations

Throughout the course of PreRelease / Reentry programming, inmates will be presented with information to help them secure housing, find employment, rebuild relationships with family and access substance abuse prevention assistance upon release. Upon completion of programming, inmates will have a workable reentry plan, which includes the four objectives listed above.

Participation

PreRelease / ReEntry programming may be made available to inmates with 12 months or less to release. Once enrolled, participants will be expected to miss no more than 3 classes, to participate in class activities and to complete all assignments. A certificate may be issued upon successful completion.

Duration and Delivery

Because each inmate comes with unique needs, PreRelease / Reentry programming is fluid by design. As a general rule, PreRelease class may be delivered over a four to five week period, with two to three classes per week. The length of classes should be from 1 hour to 1 ½ hour per class. A class size of ten to twelve inmates is ideal. Delivery may be done by DOC Education Coordinators or by contract educators.

ReEntry Manual

The ReEntry Manual includes nine Steps to successful reentry, and is designed to function as both a teacher's guide and inmate workbook, with space to take notes, checklists to gauge reentry readiness and worksheets to create resumes, budgets and spending logs. Objectives are listed at the beginning of each Step, followed by a simple, step by step process for meeting them.

Some Steps require minimal time. For example, Step 1 requires inmates have birth certificates, state IDs, social security cards and other records. Inmates who have paperwork in order may move on to Step 2; others will complete forms requesting necessary documents and move on while waiting for them to arrive.

Other Steps require additional time. For example, Step 4 requires inmates to create a resume, understand how to look for work and practice interview skills. Resume worksheets are included in the ReEntry Manual and may be used alongside other available tools. The length of time needed to meet the objectives for this Step will depend on individual inmates and will likely differ among classes and institutions.

Supplementary Materials

Educator Coordinators or contract educators are encouraged to supplement the ReEntry Manual with reference materials specific to local areas. Reference materials might include local housing options, social service providers, AK Job Centers, etc. Instructors are also encouraged to invite guest speakers to class to present information on housing, employment support services, post secondary education and other helpful topics.

Step One: Make sure the “paper you” is in order.

Since 911, photo identification is now essential. Your prisoner ID qualifies as a government issued ID and can be used to get any of the following documents.



QUESTION 1: Do you have your birth certificate?

- YES.** **Good! Go on to QUESTION 2.**
- NO.** **Keep reading for what to do.**

Birth certificates are issued by the state where you were born. Applications can be ordered by mail from the Bureau of Vital Statistics for that state.

If you were born in Alaska, use the form included in the back of this manual. If you were born outside Alaska, ask for the Vital Statistics office for the state you need.

A certified copy of an Alaska birth certificate requires a nonrefundable \$20.00 fee. Be sure your application is accurate, complete, and includes a copy of a government issued ID. Expect a processing time of several weeks so start the process early.



QUESTION 2: Do you have a social security card?

- YES.** **Good! Go on to QUESTION 3.**
- NO.** **Keep reading for what to do.**

The application form for a social security card is called an SS-5. Look for a copy in the back of this manual. Complete and sign the form, and return it to the nearest Social Security Administration office with proof of identification. The form is free and there is no application fee.

The Social Security Administration has offices in:

Anchorage:

Room A11
222 W 8th Avenue
Anchorage, AK 99513
Phone: (907) 271-4455
TTY: (907) 271-4799

Juneau:

Room 231 Federal Bldg.
709 W9 – POB 21327
Juneau, AK 99802
Phone: (907) 586-7070
TTY: (907) 586-7024

Fairbanks:

Room 138
101 12th Avenue
Fairbanks, AK 99701
Phone: (907) 456-5390
TTY: (800) 325-0778



QUESTION 3: Do you have a state identification card?

- YES. Good! Go on to QUESTION 4.**
- NO. Keep reading for what to do.**

Apply for a state ID card in person at any Department of Motor Vehicles Office. A list of offices statewide is included in the back of this manual.

- Complete an Application for Alaska Driver License, Permit or State Identification (Form 478, included in the back of this manual). **Sign this form only you are in front of a DMV representative.**
- Provide primary documentation of your legal name and date of birth (ex: birth certificate, passport or military ID).
- Provide secondary item to verify legal name and date of birth (ex: employee, military or school ID, health insurance card, tax form or medical records).
- Provide a social security card.
- Provide documentation of residence, not mailing address (ex: electric, phone or cable bill, rental agreement, bank statement).



QUESTION 4: Do you have a valid driver's license?

- YES. Good! Go on to SECTION 2.**
- NO. Keep reading for what to do.**

If you can't find your driver's license, but know it hasn't expired, apply for a duplicate license in person at the DMV.

- Show two pieces of identification.
- Pass a vision test.
- Pay a duplicate license fee of \$15.00.

To renew your Alaska driver's license, apply in person at the DMV.

- Complete an Application for Alaska Driver License, Permit or State Identification (Form 478, included in the back of this manual).
- Surrender your current Alaska license.
- Pass a vision test.
- Pay the required fee (\$20.00 or \$100.00 for CDL).





Important: Alaska does not have a grace period. Once your license expires, it is illegal for you to drive. If your license is expired for over 1 year, you must pass the written test again in order to renew your license.

If you need a driver's license from start to finish, first get a learner's permit:

- Complete an Application for Alaska Driver License, Permit or State Identification (Form 478, included in the back of this manual).
- Provide primary documentation of your legal name and date of birth.
- Provide secondary item to verify legal name and date of birth.
- Provide a social security card.
- Provide documentation of residence address.
- Pass a written knowledge test (free, books and test are available in prison).
- Pass a vision test (free).



If you are 19 or 20 years old, your permit expires 90 days after your 21st birthday; all others are valid for 2 years. If you have a learner's permit from another state, get an Alaska learner's permit before driving in Alaska. You must also pass an alcohol and drug awareness knowledge test to renew your permit or upgrade to a license.

From learner's permit to license:

To drive with a permit, you must be accompanied by a licensed driver who is 21 years old or older, and has at least 1 year of driving experience. That person must be in the passenger seat next to you at all times. When you are ready, schedule your road test appointment at any state DMV office, or online.

- Be sure to bring your permit or written test scores.
- Bring two pieces of identification.
- Bring your social security number.
- Be sure to bring the required \$20.00 fee.



DO YOU NEED ANY OTHER DOCUMENTS BEFORE RELEASE?

- Do you have a copy of your high school diploma or GED?
- Do you need copies of your medical records?
- Do you need documentation for the anger management or substance abuse programs you completed?

Step Two: Know about your identity.

Employers and landlords often do civil and criminal background checks on potential employees and renters. Know what they're like to see by doing a background check on yourself. Because identity theft is a growing problem for people coming out of prison, make sure yours wasn't used or stolen while you were inside.



QUESTION 1: Is your identity clear of trouble?

- YES.** **Good! Go on to Step 3.**
- NO.** **Keep reading for what to do.**

Legal Background Check:

- Request information on detainers and warrants from DOC.
- Request legal aid assistance if necessary.
- Contact local authorities and request information.
- Arrange for someone on the outside to do a background check on you.



Pro bono (free) legal help may be available at the Alaska Legal Services Corporation (ALSC):

Anchorage:

1016 West Sixth Avenue, Suite 200
Anchorage, Alaska 99501
Phone: (907) 272-9431
Toll-Free (888) 478-2572.
Fax: (907) 279-7417

Fairbanks:

1648 Cushman, Suite 300
Fairbanks, Alaska 99701-6202
Phone: (907) 452-5181
Toll-Free (800) 478-5401
Fax: (907) 456-6359

Juneau:

419 6th Street, Suite 322
Juneau, Alaska 99801-1096
Phone: (907) 586-6425
Toll-Free (800) 789-6426
Fax: (907) 586-2449

**Ask for addresses and phone numbers
for other Alaska Legal Services
Corporation offices statewide.**

Pro bono legal services may also be available at:

Alaska Pro Bono Program
P.O. Box 140191
Anchorage, AK 99514-0191
Phone: (907) 529-1860

Alaska Native Justice Center
3600 Jeronimi Drive, Suite 264
Anchorage, Alaska 99509
Phone: (907) 793-3550

Credit Background Check:

The Fair Credit Reporting Act requires several national companies to provide you a free copy of your credit report once every twelve months. To get your copy, fill out the Annual Credit Report Request Form (in the back of this manual), and send it to:

Annual Credit Report Request Service
PO Box 105281
Atlanta, GA 30348-5281



If you are the victim of identity theft, look for the pamphlet *Deter-Detect-Defend AVOID Identity Theft* in the back of this manual for a step by step guide to repairing the situation.

Step Three: Know about your conviction.

Be sure you understand how your conviction affects your options for housing, public assistance, and employment.



QUESTION 1: Does your conviction affect reentry?

- NO.** Good! Go on to Step 4.
- YES.** Keep reading for more information.

Housing: Under federal law, states may not provide public housing to people with sex offense violations or anyone convicted of producing meth on public housing premises. Anyone convicted of these offenses is banned for life. And, anyone who receives public housing benefits can be evicted if they let a convicted drug offender live with them within 2 years of release.

Public housing authorities conduct background checks on all applicants. Many private landlords do too. False information is one of the biggest reasons housing is denied. Be sure the information you provide on housing applications is accurate and honest.

If you have questions about your eligibility for public housing benefits, contact the Public Housing Authority for the State of Alaska at:

AHFC
4300 Boniface Parkway
Anchorage, AK 99510
Phone: (907) 338-6100 (Section 8)
(907) 330-8432 (general info)
Fax: (907) 338-1683

Emergency Housing Help: Know where you can go for emergency housing help. Emergency shelters can provide a place to stay should your housing plan fall through.

Anchorage:

Brother Francis Shelter
1021 E. 3rd Avenue
Anchorage, AK 99523
(907) 277-1731

Juneau:

Glory Hole
247 South Franklin Street
Juneau, AK 99801-1343
(907) 523-9832

Fairbanks:

Fairbanks Rescue Mission
723 27th Avenue
Fairbanks, AK 99701-7038
(907) 452-5343

There are other emergency shelters. Ask for contact information.

Food Stamps: The Alaska Food Stamp Program provides food benefits to low-income households. However, under federal law, anyone convicted of a drug-related felony after August 22, 1996 is no longer eligible for federally funded food stamps. However, you may still apply for food stamps on behalf of children, spouses, or other members of your household. Although your income and resources will be considered, you will not be eligible for food stamps.

The Division of Public Assistance issues food stamp benefits via the Alaska Quest card. The amount received each month depends on countable income and household size. Alaska has special rules that allow higher food stamp benefits in rural areas, and the use of benefits to purchase certain hunting and fishing subsistence supplies.

To be eligible, you must be an Alaska resident and pass income and assets tests. All applicants must have social security numbers, be US citizens or nationals or qualified aliens. Applicants between the ages of 16 and 59 must also be working or registered for work, participating in employment and training programs, and may not quit a job.

For more information, contact the Alaska Division of Public Assistance in:

Anchorage:	Juneau:	Fairbanks:
400 Gambell St. Anchorage, AK 99501	10002 Glacier Hwy, Suite 200 Juneau, AK 99801	675 7 th Ave., Station D Fairbanks, AK 99701
phone: (907) 269-6599	(907) 465-3537	(907) 451-2850
	(800) 478-3537	(800) 478-2850
fax: (907) 269-6450	(907) 465-4657	(907) 451-2923

For other offices statewide, look in the government pages of your phone book, or online at <http://www.hss.state.ak.us/dpa/features/org/dpado.htm>.

Emergency Food Assistance: Know where to go for emergency food assistance. Help may be available at a local food bank or at emergency shelters that also provide free meals.

Anchorage:	Juneau:	Fairbanks:
Food Bank of AK, ANC (907) 272-3663	SE AK Food Bank 10020 Crazy Horse Drive (907) 789-6184	Food Bank of Fairbanks (907) 456-2337
Locations vary. Call for more information on how and when to get food boxes.	Perishable food available for individual pickup every Saturday at 8:30 AM.	Call for information on how to order food boxes.

Employment: Most states allow private employers to deny jobs and occupational licenses or to fire anyone with a criminal record. Contact the AK Department of Labor to learn more about state laws that bar people with criminal records from employment and about any programs available to help you find work.



Did you know the federal government offers a tax credit of up to \$2400 for employers who hire people with felony records? Let potential employers know about the Work Opportunity Tax Credit (WOTC) program and bring information about the program (in the back of this manual) with you to job interviews.

Before your release:

- Take the CareerScope Assessment.
- Take advantage of apprenticeship and vocational opportunities in prison.
- Ask about felon-friendly employers. Contact them before your release.
- Know where your nearest job center is and post your resume on ALEXsys.

Alaska Job Centers are located in:

Anchorage:

Gambell:	400 Gambell Street	phone: (907) 269-6414
Midtown:	3301 Eagle Street, Suite 101	phone: (907) 269-4800
Muldoon:	1251 Muldoon Road, Suite 111	phone: (907) 269-2-32
Cook Inlet		
Tribal Council:	3600 San Jeronomi Drive	phone: (907) 793-3300

Fairbanks:	675 Seventh Avenue	phone: (907) 451-5967
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Juneau:	10002 Glacier Highway, Suite 100	phone: (907) 465-4562
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Alaska Job Centers are also located in Barrow, Bristol Bay, Eagle River, Glenallen, Fairbanks, Homer, Ketchikan, Kodiak, Kotzebue, Mat-Su, Nome, the Kenai Peninsula, Seward, Sitka, Tok, Valdez and the YK Delta in Bethel. Ask for contact information for your nearest Job Center.

Form I-9 Employment Eligibility Verification: When you begin work, your employer will ask you to fill out what's commonly called an I-9 form. This form verifies your identity and your eligibility to work in the United States. Be ready to work by having all the necessary paperwork. You will need:

- a US passport, **OR**
- a driver's license, state ID, military or school ID **AND**
- your social security card

Bonding: Some job applications require employees to be “bonded” against money or property loss. Many private bonding agencies will not bond applicants with criminal histories. However, the Federal Bonding Program provides fidelity bonding for the first six months of employment for hard-to-place job applicants.



For more information, contact the Federal Bonding Program at 1-800-US2- JOBS (1-800- 872-5627).

**Employers conduct background checks.
Report any felony convictions on all applications.**

Step Four: Know how to look for work.

Upon release, you will be responsible for providing and paying for your own food, clothing and shelter. Bills add up fast so finding and keeping a job to support you and your family is critical. Looking for work is a process and requires the following tools:

- resume
- job search skills
- interview skills
- temporary and/or back up plan



QUESTION 1: Do you have a resume ready to go?

- YES. Good! Go on to QUESTION 2.**
- NO. Keep reading for more information.**

Applying for a job often includes submitting a resume. A good resume gives potential employers a snapshot of your education, experience, skills and objectives. There are three basic resume styles:

- Chronological Resumes** list work histories in reverse chronological order, with your most recent job listed first. A chronological resume works best for someone who has had continuous employment.
- Functional Resumes** focus on specific skills and experience. A functional resume works well for someone who has gaps in employment or changes jobs or careers.
- Combination Resumes** list skills and experience first, followed by employment history. A combination resume highlights important skills and experience, followed by work history that shows how skills and experiences were put to work.

Because many people in prison have had gaps in employment, a combination resume often works best. No matter which resume format you choose, use the checklist below to make sure your resume contains all the important information:

- Contact Information**
- Experience / Work History**
- Education**
- Special Skills**
- References**



RESUME WORKSHEET

Use this worksheet to record the information you will need to create a resume. Make the information is thorough and complete, save it as a lasting resource and update it as your skills or work history changes.



I. Personal Information

Temporary Address: _____
City: _____ State: _____ Zip: _____
Phone: (____) _____ E-Mail: _____

Permanent Address (if different): _____
City: _____ State: _____ Zip: _____
Phone: (____) _____ E-Mail: _____

Some jobs require security clearance, and you will need to record every place you've ever lived. You may also be required to identify and locate roommates.

II. Education

High School or GED: _____
Location: _____ State: _____
Date obtained: _____

College or University: _____
Location: _____ State: _____
Classes or Degree (if obtained): _____
Major(s): _____ Minor(s): _____
Date obtained: _____ Major GPA: _____ Overall GPA: _____

Other schools attended, training or certifications received, licenses obtained, along with dates. These may include CPR/First Aid, HVAC, Hazwopper, etc.:

III. Experience

Consider all experience—paid, unpaid, volunteer, etc., and duplicate this section for each experience in your background.

Position title: _____

Organization name: _____

Address: _____

City: _____ State: _____

Dates employed (months & years only): From: _____ To: _____

Name of supervisor(s): _____

Duties and responsibilities:

Specific performance accomplishments or contributions you made to this job:

IV. Special Skills

Include special talents, skills, and training, including languages, computer skills, artistic skills, licenses, significant achievements, etc:

V. Activities

1. Include the names of any memberships or offices you hold in professional associations, clubs or community groups, volunteer & religious organizations.

2. Academic, athletic, social and civic awards and honors:

VI. References

Include three professional or academic references and one personal reference. Be sure to get permission before using their name! Most of the time, references are listed on a separate page from your resume.

1. Name: _____ Phone: (____) _____
Address: _____ City: _____ State: _____
Position: _____
2. Name: _____ Phone: (____) _____
Address: _____ City: _____ State: _____
Position: _____
3. Name: _____ Phone: (____) _____
Address: _____ City: _____ State: _____
Position: _____
4. Name: _____ Phone: (____) _____
Address: _____ City: _____ State: _____
Position: _____

VII. Notes:

Is there anything else you need to include to demonstrate your skills, experience or education? Is there anything else that would show potential employers you are a good candidate for the job?



Now that you have the information you need to create a resume, read on for an example of how your resume might look on paper.

Sample Combination Resume

Joe Smith
1234 Elm Street
Anchorage, AK 99508
(907) 123-4567

Job Objective: An entry position in office services.

Summary of Qualifications

- Hardworking and reliable.
- Willing to learn new skills.
- Very motivated to succeed.
- Friendly and outgoing.
- Eager to find and maintain steady employment.

Office Skills

- Answering phones with multiple lines
- Filing documents
- Making copies
- Proofreading correspondence
- Making appointments

Computer Skills

- Completed CIOS 103 Introduction to Personal Computers
- Completed CIOS 113 Operating Systems I: Microsoft Word
- Completed CIOS 101A: Keyboarding I
- Type 45 WPM

Employment History

- | | | |
|---------------|-------------------------------|--------------------------------------|
| ▪ 2007 – 2010 | Computer Lab Assistant | Grouse Correctional Center, Elim, AK |
| ▪ 2004 – 2005 | Office Assistant | Piner Services, Truckee, CA |
| ▪ 1997 – 1999 | Landscaper | Bob's Tree Service, Eugene, OR |

Education

- | | |
|--|-------------|
| ▪ Grades 9-11, East High School, Anchorage, AK | 1995 – 1997 |
| ▪ GED, The Learning Connection, Juneau, AK | 2006 |

Resume Guidelines

Your resume is important! The quality of your resume often determines whether or not you get the interview you need to land the job. Take the time to do a good job and follow these final guidelines:

- Keep your resume 2 pages or less.
- Make sure you have 1 inch margins and plenty of white space.
- Use an easy to read font, size of 10 or 12.
- Keep your layout simple and readable.
- Proofread and correct any typos or spelling mistakes.



QUESTION 2: Do you know where to look for work?

- YES. Good! Go on to QUESTION 3.**
- NO. Keep reading for more information.**

Now that you have a good resume in hand, how do you find job openings and potential employers? While there are many ways to search for work, here are a few proven methods:

- Word of mouth works! Ask everyone you know, and ask them to ask everyone they know. Spread the word that you're looking for work.
- Look at the classified section of your local newspaper. Scan the help wanted section every day. If you don't get the paper, check the library.
- Use ALEXSys, the state's one-stop shopping, online job network. ALEXsys allows you to create and store your resume, look for jobs and apply for them all on the same website.

Go to an Alaska Job Center!

The Alaska Job Center Network is an invaluable resource for anyone looking for work or looking to improve job skills, interview techniques, resume writing and much more. Job Centers are located throughout the state and offer a variety of services, mostly free of charge.



Make sure you know what to ask for when you visit an Alaska Job Center. Here are just a few of the services, training opportunities and other resources available:

- trained **Vocational Counselors** who can help you understand the world of work and how best to put your skills to work;
- information and forms for **Work Opportunity Tax Credit**, a federal program that provides up to \$2400 in taxes to employers that hire felons;
- information and forms for **Fidelity Bonding**, the only bonding program that accepts felons – it's free to employers and workers and has no deductible;
- information on the **MASST Program**, which provides paid skills and on the job training to Alaskans 55 years old or older;
- information on the **Workforce Investment Act Program**, and other grants to help cover costs of job training, vocational and other classes, transportation, child care and other costs associated with looking for work;
- a variety of **workshops** on finding and keeping a job, including computer training, resume writing, interview skills and mock interview practice; and
- resource rooms** with access to computers and internet, telephones, fax machines and copiers – all the resources you need to look for a job and build the skills you need to keep it.

There may be other employment or job-related resources in your area, including adult education centers like Nine Star Education & Employment Services in Anchorage, Native Corporations or other public or private organizations.



QUESTION 3: Are you ready for your interview?

- YES. Good! Go on to QUESTION 4.**
- NO. Keep reading for more information.**

Once your resume has got your foot in the door, are you ready for an interview? Your interview gives potential employers a chance to learn more about you, face to face, and often determines whether or not you get the job.

The better your interview skills, the better your chances of getting the job!

Before the interview:

- Learn as much as you can about potential employers.
- Know the job skills and qualifications for the job you want
- Be ready to explain your own skills and qualifications.
- Practice your answers to common interview questions before you go.
- Have a few questions of your own to ask at the end of the interview.



Know that federal law prohibits employers from asking any personal information unless it relates – legitimately – to the job. Do not divulge personal information. Federal law also protects persons with disabilities from having to disclose their disability before being offered a job. Understand your own skills, needs and abilities and consider them carefully when looking for work. Are there any accommodations potential employers may be able to make to facilitate employment?

During the interview:

- Dress for success even if you have to borrow what you need.
- Be on time and plan on arriving 5 – 10 minutes early.
- Think before you speak and take the time to formulate good answers.
- Give honest answers and explain yourself when necessary.
- Look and act like a likeable person – look like someone who'd get the job!
- Make eye contact and pay attention to the other people in the room.
- Ask the questions you prepared before the interview.
- Finish the interview on a positive note no matter what – always say thank you.

Bring information on the **Work Opportunity Tax Credit** and **Fidelity Bonding** programs with you to your interview. Explain these programs and encourage potential employers to take a chance on you. These programs may help tip the scales!

After the interview:

- Play the interview back in your mind – what went well and what would you change next time?
- Write a thank you note – this can also be a way to slip in anything forgotten during the interview.
- Follow up only if necessary – get back in touch only if you haven't heard back by a specific deadline set at the interview.





QUESTION 4: Do you have child care if you need it?

- YES. Good! Go on to Step 5.**
- NO. Keep reading for more information.**

Once you're back to work, you may need child care. The AK Department of Health and Social Services (DHSS) helps families find child care information, resources and referrals through state funded Resource and Referral (R&R) agencies. Help is free to families eligible for child care assistance and sliding scale fees may be available for families who are not. Contact the Resource and Referral Agency closest to you.

Anchorage and South Central Region:

Thread – Connecting Early Care & Education to Alaska
P.O. Box 141689
Anchorage, AK 99514-1689 1-800-278-3723

Fairbanks and Northern Region:

C.A.R.E.S Resource & Referrals
1908 Old Pioneer Way
Fairbanks, Alaska 99709 (907) 459-1439 or (866) 878-CARE

Child Care Referrals within Fairbanks North Star Borough:

520 5th Ave
Fairbanks, AK 99701 (907) 459-1439

Juneau and Southeast Alaska:

AEYC-SEA
3100 Channel Drive Suite 215
Juneau AK 99801 1-888-785-1235

The Alaska In program provides additional child care assistance for kids with special needs. Ask the Resource and Referral Agency you call about this!

Child Care Food and Nutrition

The Child Care Food Nutrition Program is a federal program that reimburses licensed and approved childcare providers part of their food costs, with the goal of improving the diets of kids ages 12 or younger.

In Alaska, this program is monitored by the Department of Education and Early Development (EED). For more information on this program, or for help finding a participating child care center, contact the EED at (907) 465-8711.



Alaska Temporary Assistance Program

The Alaska Temporary Assistance Program (ATAP) provides cash assistance and work services to low-income families with children. ATAP is designed to help families cover basic needs while working toward becoming self-sufficient. For this reason, ATAP uses a “Work First” approach.

ATAP participants must to look for paid employment and participate in activities that increase job skills, including community work experience, job and life skills training, adult basic education and GED preparation.

ATAP also offers a variety of other services for families moving toward self-sufficiency, including:

- help with transportation costs, including vehicle repairs and driver’s license;
- interview clothing and personal grooming;
- special tools, clothing, and equipment needed for employment;
- On-the-Job Training (OJT) and wage supplementation programs; and
- financial assistance to help cover child care expenses.



To be eligible for assistance, families must meet strict income and other resource requirements. Cash assistance depends on family size, income and housing expenses and is subject to a 60 month lifetime limit.

For more information on ATAP, contact local Public Assistance Offices in:

Anchorage	Fairbanks	Juneau
400 Gambell Street	675 7 th Avenue, Station D	1002 Glacier Hwy, Suite 200
Anchorage, AK 99501	Fairbanks, AK 99701	Juneau, AK 99801
(907) 269-6599 – Phone	(907) 451-2850 – Phone	(907) 465-3537 – Phone
(907) 269-6450 – Fax	(907) 451-2923 – Fax	(907) 465-4657 – Fax

Step Five: Plan for life out of prison.

Life outside prison requires a good “recovery” plan that includes how you will regain community living skills, find a job and pay bills, resume parenting responsibilities, practice good communication skills and control emotions.

Just like entering prison can be frightening, so can leaving. You might feel overwhelmed by all the choices you have to make, about all you’ve forgotten or missed about living in the community. You might be nervous about living up to the expectations of family or friends who supported you while in prison, or find that you no longer have their support upon release.

Life outside prison also requires a good “reentry” plan that includes a:

- self care plan
- career plan
- parole plan
- social support plan
- back up plan if things change



QUESTION 1: Do you have good “recovery” & “reentry” plans?

- YES. Good! Go on to STEP 5.**
- NO. Keep reading for more information.**

Get a recovery plan in order before your release:

- Read the newspaper to learn about what’s happening outside.
- Request information on how to save and budget money, use credit cards and ATM cards. Practice saving and budgeting your money before release.
- Request books on building self confidence and positive self image.
- Enroll in Inside Out Dad, a parenting program for dads in prison.
- Enroll in apprenticeship and vocational classes to gain new job skills.
- Enroll in computer classes if possible.
- Take an anger management and/or substance abuse course.
- Take advantage of every opportunity to be ready before release.



Get a reentry plan in order before release:

It's normal to feel overwhelmed by all you need to be ready for reentry. Good planning takes time and work. For many people, planning does not come naturally so be prepared to work hard and keep at it. The better your plan, the better your transition into community living will be. And while DOC staff will help you get ready, do not count on staff to do the work for you.

Use the **Reentry Planning Form** below to get started.

1. Do you have proof of identification?

- birth certificate
- social security card
- photo identification
- current driver's license



2. Do you have a home plan?

- I have a safe and stable place to live that keeps me away from bad influences and gives me the privacy I need to deal with returning to the community life.
- I know the things and behaviors that get me in trouble. I know my risk factors and how to manage them in smart ways.
- I know living with family can be stressful and understand what they expect from me. I know what I need to do to make it work.
- I have a back up plan in case things don't work out, and I know at least one person I can trust and call for help and support.

3. Do you have a career plan?

- I can find a job that pays a living wage so I can pay my bills and start to save. I know my first job out of prison is a stepping stone and that a better job depends on learning new skills and earning a good reputation.
- I can find a job or career that provides satisfying work. I may need more education or training but I have an idea of what I want to do.
- I understand how important health benefits are and will look for jobs



that offer insurance. I know what my options are if I can't get insurance through work.

- I have a back up plan in case things don't work out, and I know at least one person I can trust and call for help and support.

4. Do you have a parole plan?

- I know my stipulations before release and understand what I need to do to comply with the conditions of my parole.
- I know who my Parole Officer is and made contact with them before release. I have either met with them or sent a letter to introduce myself.
- I'm prepared for my first meeting with my Parole Officer. I know the address and phone number for the Parole Office and have plans for how to get there on the day I'm released.
- I know I may get frustrated with the conditions of my parole and of my Parole Officer. I can work through frustrations and stay on track without losing control of my emotions or behavior.
- I have at least one person I trust and can talk to when I need help or support.



5. Do you have a social support plan?

- I know how to ask for help and how to show my appreciation in return.
- I have contact information for AA, NA, Alanon and Alateen and plan to attend meetings when I'm released. I have a temporary sponsor.
- I have contact information for churches or other religious organizations I can turn to for help and support.
- I know it will take time to settle back into community living and expect to be frustrated sometimes. I know how to control my emotions and behaviors even though I may become frustrated or angry at the world.
- I have at least one person I trust and can talk to when I need help or support. Better yet, I have two people I can count on and trust.

