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			OPI:	PROGRAMS	
			REVIEW DATE:	January 17, 2018	
			Approving Authority	Quincy L. Booth Interim Director	
	SUBJECT:	REENTRY PROGRAM AND SERVICES			
	NUMBER:	4923.5E			
Attachments:	Attachment A – Reentry Referral English and Spanish Attachment B – Reentry for the City Referral Attachment C – Community Resource Guide – English and Spanish Attachment D – Reentry Men’s Brochure Attachment E – Reentry Women’s Brochure Attachment F – Transition Assistance Passport (TAP)				

SUMMARY OF CHANGES:

Section	Change
New Attachment	<i>Transition Assistance Passport</i>

APPROVED:



Quincy L. Booth, Interim Director

1/17/17

Date Signed

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1. **PURPOSE AND SCOPE.** To provide an overview of DC Department of Corrections (DOC) Reentry initiatives for returning citizens and to provide the guidelines for participation in the five (5) specialized DOC Reentry units.
2. **POLICY.** It is DOC policy to provide opportunities and information that may increase potential for our returning citizens to successfully reintegrate into the community upon release.
3. **APPLICABILITY**
 - a. DOC returning citizens may include misdemeanants, parole violators and felons designated by the Bureau of Prisons (BOP) to serve their sentence in the DOC.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. Mission

The mission of the DOC Reentry initiative is to reduce recidivism and increase public safety through a focus on improved assessment, client motivation, case planning, treatment and program evaluation prior to release.
 - b. Strategic Plan
 - 1) DOC will provide returning citizens with interventions that may reduce risk factors associated with criminal behavior and that promote positive outcomes during community reintegration.
 - 2) DOC will achieve its mission through collaboration and partnerships with various government entities, community and faith based organizations and other stakeholders. DOC's reentry strategic plan includes but is not limited to:
 - a) Participation in multi-agency/service provider planning in order to chart an informed and inclusive support system that is comprehensively responsive to the needs of our returning citizens as well as to the interrelated needs of the community.

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- b) Increasing communications and coordination between facility staff and community partners, to reduce barriers to successful reentry and to develop a more unified service delivery system.
- c) Using objective risk and needs assessments that are predictive of an individual's potential level of risk to recidivate (i.e., criminogenic risk) as well as to identify the individual's criminogenic needs.
- d) Directly connecting returning citizens assessed as presenting a Medium or High Risk for Recidivism with reentry-focused supports prior to release in order to enhance the probability of a relationship that leads to prolonged participation once released.
- e) Establishing data collection points and mechanisms in order to share information between DOC and community providers so that service delivery can be monitored.
- f) Establishing performance measures necessary to monitor the effectiveness of reentry initiatives and services; and to make informed decisions and/or adjustments where necessary.

5. NOTICE OF NON-DISCRIMINATION

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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6. DIRECTIVES AFFECTED

a. Directives Rescinded

- 1) PP 4923.5D Reentry Program and Services (08/25/15)

b. Directives Referenced

- 1) PM 1300.3 Health Information Privacy
- 2) PP 1310.3 Volunteer Services Program
- 3) PS 2000.2 Retention and Disposal of Department Records
- 4) PP 4020.1 Inmate Orientation
- 5) PP 4021.1 Risk and Needs Assessment
- 6) PP 4060.2 Inmate Record
- 7) PP 4090.3 Classification (Program Review)
- 8) PP 4341.1 Good Time Credits (GTC)
- 9) PM 6000.1 Medical Management
- 10) PP 6050.3 Residential Substance Abuse Treatment Program (RSAT)
- 11) PM 8010.1 Work Release Program

7. AUTHORITY

- a. Public Law 110-199, Second Chance Act of 2007

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- b. D.C. Code § 24-211.02, Powers; Promulgation of Rules
- c. D.C. Code § 24-403.02, Good Time Credits
- d. DC Code § 24-221.01 through § 24-221.06; Educational Good Time Credits
- e. D.C. Code § 24-211.02a, Processing and Release of Inmates from the Central Detention Facility
- f. District of Columbia Municipal Regulations (DCMR), Title 28 Corrections, Courts and Criminal Justice, Chapter 6, Good Time Credits
- g. 45 C.F.R. 164.501 et seq., Health Insurance Portability and Accountability Act of 1996 (HIPAA)

8. STANDARDS REFERENCED

- a. American Correctional Association (ACA) 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-5B-13.

9. OVERVIEW OF THE DISTRICT OF COLUMBIA GOVERNMENT REENTRY INITIATIVE

a. *REENTRY DEFINED*

- 1) Signed into law on April 9, 2008, the Second Chance Act was designed to improve outcomes for people returning to communities from prisons and jails. This legislation authorizes federal grants to government agencies and nonprofit organizations to provide employment assistance, substance abuse treatment, housing, family programming, mentoring, victims support, and other services that can help reduce recidivism.
- 2) Research shows that the first few weeks after release from incarceration is a vulnerable time for returning citizens. This is especially true for persons returning to the community from DOC because they are

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misdemeanants; thereby having no obligatory post release supervision and for many, no strong personal support systems.

- 3) DOC focuses on connecting an individual to a variety of organizations that can provide the appropriate levels of treatment and services based upon the individual's needs.

b. DC GOVERNMENT AGENCIES AND REENTRY PARTNERS

- 1) The District of Columbia Government assigns responsibilities to government agencies so there is a combined public safety/public health approach to address the cycle of arrest, incarceration, release and rearrest. The Reentry initiative is under the leadership of:
- 2) The Executive Office of the Mayor (EOM) Office of Justice Grants Administration (JGA) secures and manages US Department of Justice (DOJ) funds and other funding streams to facilitate improved programs and policies for the District's criminal justice system, community service providers and returning citizens.
- 3) The DC Criminal Justice Coordinating Council (CJCC) works in tandem with agencies, service providers and stakeholders involved in District Reentry Initiatives by providing a forum to identify issues and solutions; proposes actions and facilitates a continuity of criminal and juvenile justice services. Current committees and initiatives include but are not limited to those that address homelessness, criminal justice services and community supervision, employment services, mental health, medical services, and education.
- 4) The Mayor's Office of Returning Citizens Affairs (ORCA) coordinates DC reentry through partnership with other DC government agencies, organizations and other stakeholders responsible for workforce development, education, housing assistance, life skills training, substance abuse, mental and physical health care, family/community support services and community education.

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5) Primary agencies identified to provide specific reentry services are:

- a) The Department of Employment Services (DOES) provides job development and placement services, assistance to obtain identification cards and police clearances, Transitional Assistance Payments (TAP), and public transportation assistance.
- b) The Department of General Services (DGS) and the Department of Public Works (DPW) refers returning citizens for employment and on the job training.
- c) The Department of Housing and Community Development (DHCD) coordinates efforts to address reentry housing opportunities.
- d) The Department of Behavioral Health (DBH) signs-up newly diagnosed or reconnects returning citizens with community mental health/core service agency providers while they are still incarcerated.
- e) The Department of Human Services (DHS) comes into the Central Detention Facility (CDF) and Correctional Treatment Facility (CTF) to complete applications for Food Stamps, Medicaid and Temporary Relief for Needy Families (TANF) when returning citizens are within 30 days of release.
- f) The Office of Health Care Finance (DHCF) and DHS Emergency Assistance Services (EAS) work with DOC to ensure benefits for persons on DC Medicaid are only temporarily suspended during incarceration and promptly reinstated upon release.
- g) The Department of Motor Vehicles (DMV) provides free non-driver's license identification cards to returning citizens when they present documentation from DOC or ORCA at release.
- h) The Office of the State Superintendent of Education (OSSE) provides oversight for the GED testing program at the CDF and CTF.

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- i) The Department of Veterans Administration (VA) Incarcerated Veterans Reentry Specialists provide veterans housed in CDF and CTF with reentry services.

c. *COMMUNITY AND FAITH BASED ORGANIZATIONS*

- 1) In DOC, community and faith based organizations play a pivotal role in reentry. There is a significant number of small, medium and large community groups that provide rehabilitative programming, faith-based activities, self-help groups, support for families of incarcerated individuals, and community reentry services.
- 2) Other nonprofits advocate on behalf of inmates and returning citizens for additional justice-related services and in doing so they help to educate the community about the importance of reentry.
- 3) LINCS. Linking Institutions, Neighborhoods and Community Services is a DOC sponsored program where DOC managers meet with community and faith based organization service providers to discuss issues and strategies so that returning citizens receive comprehensive reentry transition services.

d. *OTHER STAKEHOLDERS*

There are many stakeholders in the Reentry Initiative. A few of them are:

- 1) Returning Citizen. Most of the work falls on the shoulders of the returning citizen who must make the choices and changes necessary for a life that is free of illegal and irresponsible behavior and work with his/her transition team.
- 2) Peers. Mentoring support from successful ex-inmates amplifies success and is helpful in breaking the cycle of recidivism.
- 3) Family and Friends. Families are key supports for the returning citizens' eventual success and are perhaps the greatest beneficiaries of that success.

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- 4) Community. Along with improving public safety, a reentry program can lead to healthier neighborhoods by addressing homelessness, unemployment, and substance abuse.
- 5) Volunteers and Mentors. Volunteer involvement provides additional resources, enhances returning citizen programs & services, plays an important role in reentry efforts and creates opportunities for a greater public understanding of the challenges of corrections and reentry.
- 6) Community social service and community-based organizations that provide services such as substance abuse counseling and mental health treatment are critical to the success of any reentry initiative. These groups tend to be strong supporters of reentry efforts and have often taken the lead in local reentry initiatives.
- 7) Employers. Meaningful employment can help individuals succeed in the community through financial independence, refocus their time and efforts on positive activities and encourage them to avoid risky behaviors or interaction with criminal associates.
- 8) Property Managers. Housing is one of the most critical components to helping prisoners reintegrate into society. Having a place to live is an important factor in successful reentry and contributes to maintaining employment, building relationships and engaging in the community.

e. *REENTRY RESOURCES LOCATORS*

Reentry Resource guides are issued to assist case managers, treatment staff, community organizations and returning citizens to locate community resources. The following are a few examples or resource guides:

- 1) CJCC Resources Locator at www.cjccresourcelocator.net
- 2) The Public Defender Services (PDS) Youth Resources Direct, Adult Directory of Resources and Women's Directory (PDF files) and resources information that is available via www.pdsdc.org/PDS/offenderrehabilitationdivision.aspx

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3) The Maryland Community Services Locator www.mdcsf.org

4) DOC Community Resources for Reentry Assistance (Quick Guide)

10. OVERVIEW OF THE DOC REENTRY PROGRAM

- a. The Central Detention Facility (CDF) provides information about reentry services to the inmate population by case managers and at Reentry Town Hall meetings. In conjunction with DOC, the DC Department of Employment Services (DOES) conducts the Job Readiness program at CDF. DOC has more intensive Reentry-focused program units for misdemeanor men and women that are based at the Correctional Treatment Facility.
- b. DOC conducts screenings and assessments to quickly determine a returning citizen's risks and needs and guides services provision and transition planning.
- c. DOC provides release planning and coordination for returning citizens.
- d. The DOC Citizens Advisory Committee for Reentry will assist DOC in its reentry initiatives through:
 - 1) Identifying barriers that affect returning citizens in the District of Columbia and recommending solutions to the Director that can be instrumental in lowering recidivism and promoting public safety;
 - 2) Advocating on behalf of DOC to inform the community about reentry and the critical part the community plays in making reentry successful via volunteerism, advocacy, and removal of barriers to employment and housing;
 - 3) Encouraging employers to hire returning citizens; encouraging volunteers/agencies to transport persons with special needs to their first appointment when released; recruiting mentors; seeking other related supports for returning citizens; and
 - 4) Serving as a conduit to further strengthen working relationships between DOC and community groups and other governmental agencies.

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11. DOC REENTRY PROGRAM ADMINISTRATION AND MANAGEMENT

a. REENTRY COORDINATOR

- 1) The DOC Reentry Coordinator reports to the Deputy Warden for Programs and Case Management and is responsible for the facilitation and management of reentry policy, activities and initiatives within the agency.
- 2) The Reentry Coordinator serves as the DOC representative on the Criminal Justice Coordinating Council Reentry Steering Committee and attends community forums and government meetings where prisoner reentry is the topic. The Reentry Coordinator is also the liaison to community partners.
- 3) The Reentry Coordinator facilitates strategic direction based on DOC's mission, sets goals and objectives and develops outcome measures in order to track effectiveness of programs, and identifies funding streams and organizations to enhance DOC reentry initiatives.
- 4) The Reentry Coordinator keeps staff and senior management informed of reentry resources, training, programs and researches national best practices and evidenced based practices for continued program improvements.
- 5) The Reentry Coordinator periodically conducts town hall meetings with inmates when new reentry resources are identified often updates the DOC Community Resources for Reentry Services Quick Guide (Attachment C) and regularly brings in community organization representatives to provide information about their programs.
- 6) The Reentry Coordinator also has management oversight of the Male and Female Reentry Units.

b. DOC REENTRY PROGRAM UNITS

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- 1) There are four (4) DOC Reentry specialty units which are Reentry (Men), Reentry (Women) and Residential Substance Abuse Treatment (RSAT) for men and RSAT for women. The programs are administered by DOC specialists and are located at the Correctional Treatment Facility (CTF).
- 2) The Department of Employment Services (DOES) in partnership with DOC provides the Job Readiness program at the Central Detention Facility (CDF).
- 3) The availability of the Reentry Units and placement criteria are publicized through a video presentation that is streamed in the processing area, in the Infirmary during medical intake, in the Intake Housing Units during Orientation and during Quarterly Reentry Town Hall Meetings. In addition, Case Managers screen their caseloads and encourage eligible candidates to participate in either the Reentry or RSAT unit.

c. *REENTRY UNIT (Women)*

- 1) The Women's Program Manager is the DOC subject matter expert responsible for management of gender responsive policy, activities and initiatives within DOC and at the CTF where all women are housed.
- 2) The DOC Women's Reentry Program is designed to provide gender-responsive interventions, case management and connection to community services that support a woman's successful reentry. In this capacity, the Women's Program Manager works in tandem with the Reentry Case Manager and the Reentry Coordinator.
- 3) The unit has the capacity to house 50 low and medium custody, pretrial and sentenced misdemeanants and short-term felons designated to serve their sentence in DOC.
- 4) DOC administers a gender responsive needs assessment for women sentenced to 60 or more days and who upon sentencing have 45 days left to serve as well as those being placed in a halfway house. This gender-responsive assessment is based upon evidenced-based data specific to criminal pathways and issues women may face.

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- 5) The Women's Reentry Unit programs include gender-informed life skills, parenting, relapse prevention, domestic violence prevention/support, pre-employment soft skills, victim impact training and group and individual mental health counseling. Most of these workshops are provided by volunteer, government and private social service agencies.
 - 6) The average length of stay for women misdemeanants is less than sixty (60) days so significant activity in the unit focuses on discharge planning. Very short-term women are given information about community supports and are encouraged to go to the Office of Returning Citizens Affairs (ORCA) where the case management team who provides discharge planning in the Reentry Unit also provides community-based case management to many of the women when they are released.
 - 7) Women receive discharge planning and case management that targets reconnections/first-time connections to community-based mental health care providers, transitional housing or family reconnections for residency, basic needs planning (ID, birth certificates), and enrollment in social services.
 - 8) DOC also connects pretrial and sentenced female misdemeanants with community partners while the woman is confined to improve chances that the woman will continue treatment relationships upon release.
 - 9) Understanding that the first seventy-two hours after release can be critical for readjustment, DOC is encouraging transitional support where a service provider meets the woman at the CDF gate as she is being released.
- d. *REENTRY UNIT (Men)*
- 1) The Reentry Unit can accommodate 48 pretrial and sentenced male misdemeanants and short-term felons designated to serve their sentence in a DOC facility; who have nine (9) months or less to serve and whose custody levels are medium or low.

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- 2) Males may self-refer to the program or they may be referred by the case manager. The Reentry Unit Coordinator is also actively involved in the recruitment of inmates from both the CDF and CTF (Attachment B).
- 3) The Reentry Unit Coordinator. The Reentry Unit Coordinator is responsible for day-to-day operations and programming on the unit. This includes but is not limited to recruitment and screening of potential participants and conducting orientation, program scheduling and monitoring work of volunteers and other service providers, monitoring case manager activities and direct supervision of interns, conducting needs assessments and developing case plans, chairing case conferences, and monitoring participant behavior, activities, work plans, and progress.
- 4) The Reentry Case Manager. The Reentry Case Manager is responsible for assisting the Unit Coordinator with screening for potential participants from CDF and CTF general population misdemeanants and designated felons, developing and maintaining case management files on participants, maintaining the program spreadsheet, conducting reclassification reviews, conducting needs assessments and case plans, and scheduling case conferences.
- 5) The Reentry Unit program goal is to equip participants with tools to make a successful transition after release from incarceration. The program day shall approximate the workday in the community. Seminars include: life skills, employment soft skills and job readiness, substance abuse education, victim's impact training, GED preparation, computer literacy and an introduction to marketable occupations such as commercial driver's education and food handling.
- 6) Community partnerships bring a diverse and interesting mixture of resources and information and they play a key role in daily programming, through individual and group sessions as well as providing critical continuity of care after release from the DOC.
- 7) The program includes treatment and release planning modules and provides links to community resources.

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- 8) As a component of pre-release planning, participants are referred to the Office of Returning Citizens for enrollment in community programs and employment assistance.

e. *RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT)*

- 1) RSAT is managed by a Program Manager, and is staffed by substance abuse clinicians and specially trained correctional staff.
- 2) RSAT is licensed by the Department of Behavioral Health (DBH). RSAT is a 30-120 day substance abuse therapeutic treatment program for low and medium custody inmates. The RSAT unit for males can include up to 75 participants and the unit for women will accommodate 15 participants. Details about this program can be found in PP 6050.3 *RSAT*.
- 3) Referrals are accepted from a variety of sources such as correctional staff, medical/mental health staff, the US Parole Commission, Courts and court service agencies, attorneys and self-referrals.
- 4) RSAT begins the re-entry phase at the beginning of the program with discharge planning and continues throughout the program. A succession of modules and activities are focused on preparing the participants medically, mentally, spiritually, socially, vocationally and in other ways to connect with aftercare support groups and other community resources and facilitate maintaining their recovery, creating a positive life style, and fostering good citizenships without re-incarceration.
- 5) The major clinical focus of the re-entry phase is to prepare program members for transition to independent living and/or to a continued residential treatment program upon release that support successful and sustained re-entry.
- 6) RSAT provides diagnosis and treatment plans, establishes goals and objectives, provides education, counseling, treatment, relapse prevention and management, and discharge planning and transition that support improved outcomes during post release.

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- 7) An Individual Treatment Plan shall be developed for each participant within twenty-one (21) days of admission into the program. RSAT Staff shall meet the regulatory standards of the DC Health Licensing for Professionals Agency (HLP).
- 8) Program participants who may need residential treatment upon reentry into the community may be linked with DBH's continuum of care upon release without interruption based on bed availability. Other participants who may not need residential treatment in the community will be linked with out-patient treatment resources and other community based supportive services to help maintain their sobriety upon release and prevent a return to the correctional setting.

f. *DOC/DOES JOB READINESS UNIT*

- 1) Inmates scheduled for release in six (6) to twelve (12))weeks may be designated to participate in the work readiness program.
- 2) Program completion should be as close as possible to the time of release so that connections to community based services can be facilitated with minimal delay.
- 3) A DOES Workforce Development Facilitator provides instruction to participants in areas that support successful reintegration and enhance preparation for employment, skills training or other work related activities.
- 4) Participants are involved in computer lab, classroom and individually focused activities to enhance work related life skills and employability skills development. Topics covered will include life skills (communication, team building, conflict resolution, anger management, decision making), interviewing, resume preparation, use of the personal computer, internet resources, labor market information, and overview of employment, training and apprenticeship resources. Participants will also learn about post release resources that are available through DOES and other organizations.

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- 5) Outside presenters will participate in program activities as appropriate and volunteers will also be utilized to assist with both pre and post release activities.
 - 6) DOC will provide regular case management services.
- g. *COMMUNITY RESIDENTIAL PROGRAMS (HALFWAY HOUSE)*
- 1) Sentenced misdemeanants may be placed in a halfway house when they are within 180 days of release.
 - 2) Designated felons may write to the Bureau of Prisons Residential Reentry Office to request consideration for halfway house placement when they are within four (4) months of a projected release date.
 - 3) The purpose is to provide graduated release supports while the participant is working on his/her discharge case plan.
 - 4) Detailed information about the work release program can be found in PM 8010.1, *Work Release*.

12. **DOC REENTRY PROGRAM PROCESS**

a. *OVERVIEW (REENTRY PROCESS)*

- 1) The focus of DOC's reentry programs is formulated to conduct an assessment of the inmate's criminogenic needs, to provide them with information that will empower them to make appropriate choices and decisions and to connect them with community-based services. Based upon current research and feedback about needs, DOC has determined that priority will be given to assist returning citizens to obtain transitional housing, mental health and medical services and employment.
- 2) DOC begins reentry at intake through release in order to influence or contribute to successful outcomes for returning citizens. Some of DOC's reentry activities are described below.

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- 3) Emphasis is significantly placed on connecting returning citizens with service providers prior to release because, as misdemeanants, they have no community supervision and community-based treatment participation is totally voluntary.
- 4) DOC utilizes a significantly large and diverse group of volunteers, government agencies, and faith-based and community service organizations who conduct reentry focused services inside the facilities. Many of these organizations continue support services to returning citizens when they are released thereby creating a more seamless transition.

b. INFORMATION DISSEMINATION

- 1) DOC streams videos to incarcerated persons on how to access and to use reentry services and products. The videos are presented during commitment processing and while new commitments are awaiting medical intake.
- 2) The Reentry video is additionally shown during Intake Unit Orientation and each individual has the opportunity to talk with the Case Manager about Reentry.
- 3) Reentry is also referenced in the Inmate Handbook.
- 4) The DOC Reentry Coordinator conducts Quarterly CDF Reentry Town Hall meetings for men who are within 120 days of release. Various government agencies and non-profit organizations that provide reentry services attend to provide verbal and written information, answer questions and may take pre-release applications.
- 5) Basic information about emergency services and community resources will be issued at release. This process is especially important in order to provide information to persons who stay less than 72 hours.

c. RISK AND NEEDS ASSESSMENTS

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- 1) DOC uses automated decision-support software designed to identify who presents the highest threat to recidivate (*Risk*), what their greatest crime-producing issues are (*Need*) and suggests ways to develop an intervention that might successfully address these issues.
- 2) Risk Screening. A risk screening will be conducted during Intake on all newly committed inmates.
- 3) Needs Assessment and Case Plan
 - a) DOC uses assessment tools designed for juveniles, adult females and adult males.
 - b) The appropriate risk and needs assessment and case plan will be completed for all juveniles, RSAT participants and persons being placed in a halfway house.
 - c) Risk and needs assessments and case plans will also be completed for adult male and female misdemeanants who are sentenced to 60 days or more and who have at least 45 days left to serve.
 - d) It is DOC's goal to place inmates in treatment services that are based upon their two (2) highest scored criminogenic needs. Criminogenic needs are issues, risk factors, problems and characteristics that relate to the person's likelihood to engage in future unlawful activity.

d. **SUPPLEMENTAL INSTITUTIONAL PROGRAMMING**

- 1) Academic and Vocational Training. This training assists returning citizens with job skill development.
 - a) The CDF provides Special Education to persons who are under 22 years old, GED and culinary arts education.
 - b) The CTF provides adult basic education, Special Education, literacy GED as well as vocational training in Graphic Arts, Computer

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Literacy, Life Skills, Commercial Cleaning, Cosmetology, Barbering and Food Services.

c) DOC, in conjunction with contractors such as food services and local universities: may also provide career technical education/training that can be completed in less than sixty (60) days.

d) In addition inmates may develop work habits and skills while performing work details at both facilities.

2) Transition Assistance Passport (TAP)

Individuals use TAP (Attachment F) to focus on and to develop a written release plan. TAP includes a checklist of documents that the returning citizen may need, community resources information, job readiness tips, simple budget tools and help developing a daily routine. The case manager or discharge manager can use the individual's TAP to engage in a guided discussion on things the returning citizen can work on while confined, and to use as a roadmap when released. Having vital information in a comprehensive file is also useful to the returning citizen when job hunting or seeking other needed community resources.

e. *GOOD TIME CREDITS*

In addition to three (3) days per month statutory time for good behavior D.C. Code § 24-403.02 provides that many misdemeanants may receive Good Time Credits (GTC) for participation in the Reentry, DOES Job Readiness or RSAT Program as well as for participation in educational and vocational training.

f. *COMMUNITY BASED REENTRY SERVICES*

1) Case Managers shall make referrals or assist the inmate with applications to community resources that might provide a specific support utilizing the Reentry Program Referral Form (Attachment A).

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- 2) Community Residential Treatment (Halfway House) placement is also a method for supervised community reentry for persons who are within 180 days of a projected release date.
- 3) Others may be transitioned into the community through transitional housing.
- 4) DBH Mental Health Forensic Specialists are assigned to DOC facilities to reconnect inmates or to evaluate and link newly diagnosed inmates with a community-based Core Services Agency (CSA) by scheduling the returning citizens for a follow-up appointment that is within 48 hours of release.
- 5) The Department of Human Services (DHS) will initiate the food stamp and Supplemental Nutrition Assistance Program SNAP applications and Medicaid application/ reinstatement during the last 30 days of the returning citizen's sentence.
- 6) Medical
 - a) During the medical intake history and physical the medical contract provider will issue an Initial Discharge Treatment Plan in a sealed envelope so the individual has current medical information in the event of release from court.
 - b) The medical contractor will assist with discharge planning for returning citizens who have chronic medical condition s, serious mental health conditions, or who are infected with the HIV virus.
 - c) Returning citizens shall receive medication pursuant to DOC policy.
- 7) Prior to release, Case Managers from several transitional housing programs come to the facility for housing placement assistance based upon DOC referrals.
- 8) Homeless Management Information Systems (HMIS) Case Managers will screen for eligibility and enroll returning citizens in the HMIS by using the

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Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT).

- 9) Veteran's Affairs Case Managers visit the facility to connect with returning citizens based upon data based identification of incarcerated veterans.
 - 10) Reentry staff engages in discharge planning activities with participants. For parole violators (PV) in RSAT, clinicians work in tandem with Community Supervision Officers, Court Services and Offender Supervision Agency (CSOSA) to complete release planning.
- g. *DOC RELEASE IDENTIFICATION CARD*
- 1) DOC issues photo identification when the returning citizen is released from custody by court order, or upon misdemeanor sentence expiration or upon halfway house placement.
 - 2) The ID card is effective for sixty (60) days from release. Prior to expiration of the ID card, returning citizens who are DC residents may use the ID card to make application to DC Reentry Program initiatives and to make application to the DC Department of Motor Vehicles for a non-driver ID.
- h. *REENTRY FOR THE CITY REFERRAL*
- Returning citizens or the Case Manager may submit a request for services at ORCA, American Job Centers and Voices for a Second Chance (Attachment B).
- i. *DOC COMMUNITY RESOURCES QUICK GUIDE*
- Staff in the Inmate Receiving Center will provide each person being released with a copy of the DOC Community Resources Quick Guide (Attachment C).
- j. *SAFE RELEASES*

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- 1) In accordance with the District's Safe Release of Returning Citizen Amendment Act, if a returning citizen is not released by 10:00 P.M. of the day scheduled, he/she will be offered a ride home or have the option to remain at the DOC Medical Holding Unit (MHU) until release at 7:00 A.M. the following day.
- 2) Returning citizens may also be provided with transportation when diagnosed as having mental health or medical needs that preclude safe transport on their own; when a service provider or organization is designated to provide transportation; and in severely inclement weather.
- 3) Juveniles (persons age 16 and 17 who are committed as adults) are only released to their legal guardian.

DOC/PP4923.5E/1/17/17

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS**



Reentry Program Referral

My name is _____ DCDC _____

☐ I want to be considered for Reentry Participation ☐ I decline participation in Reentry

Signature

Date

The following information must be completed by Case Management

Facility _____ Housing Unit _____ Sentenced Misd. Y ☐ N ☐

Projected Release _____ Outstanding Charges Y ☐ N ☐

Custody _____ Class I or II disciplinary report Y ☐ N ☐

Separations Y ☐ N ☐ If yes completed following:

Name _____ DCDC _____ Location _____

Name _____ DCDC _____ Location _____

Name _____ DCDC _____ Location _____

Recommend Approval Y ☐ N ☐

Reason to Deny _____

Case Manager _____ Date _____

Chief Case Manager Approval Y ☐ N ☐ Date _____

Reentry Approval Y ☐ N ☐ Reason Denied

Reentry Unit Coordinator

Date

CC: PAPERCLIP

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS



Recomendaciones de reingreso

Utilice este formulario para remitir a reclusos al programa de reingreso.

Me llamo _____ DCDC _____

He leído las reglas y los reglamentos, junto con los criterios para la colocación en el programa de reingreso y me gustaría ser considerado. Envíen mi nombre para su consideración. **Estoy sentenciado por un delito menor.**

Nombre del recluso _____ Fecha _____

The following information must be completed by Case Management

Facility _____ Housing Unit _____ Sentenced Misd. Y ☐ N ☐

Projected Release _____ Outstanding Charges Y ☐ N ☐

Custody _____ Class I or II disciplinary report Y ☐ N ☐

Separations Y ☐ N ☐ If yes completed following:

Name _____ DCDC _____ Location _____

Name _____ DCDC _____ Location _____

Name _____ DCDC _____ Location _____

Recommend Approval Y ☐ N ☐

Reason to Deny _____

Case Manager _____ Date _____

Chief Case Manager Approval Y ☐ N ☐ Date _____

Reentry Approval Y ☐ N ☐ Reason Denied _____

Reentry Unit Coordinator _____ Date _____



Reentry for the City Referral

This returning citizen is being referred from the DC Department of Corrections to the following office(s) for assistance in the area(s) indicated below:

☐ **Office on Returning Citizen Affairs**

2100 Martin Luther King Jr Avenue SE, Suite 301, Washington, DC 20020 Email: orca@dc.gov
Monday to Friday, 9 am to 5 pm, except District holidays Phone: 202-715-7670 Fax: (202) 715-7672 TTY: 711

RECOMMENDATION: When reporting to the American Job Centers, the returning citizen has been advised to choose the location closest to his/her home, take this referral with them and that it is important to arrive at that office by 8:15AM to sign up to see an employment specialist.

While referrals to ORCA and VSC will be sent from DOC, the returning citizen is also asked to take their copy with them when reporting.

☐ **Department of Employment Services**

American Job Center Headquarters 4058 Minnesota Avenue NE, Washington, DC 20019
Mon-Thurs 8:30 am to 4:30 pm; Fri 9:30 am to 4:30 pm Phone: (202) 724-2337 TTY: (202) 546-8879

☐ **Department of Employment Services**

American Job Center-Southeast 3720 Martin Luther King Ave. SE Washington, DC 20032
Mon-Thurs 8:30 am to 4:30 pm; Fri 9:30 am to 4:30 pm Phone: (202) 741-7747 TTY: (202) 481-3920

☐ **Department of Employment Services**

American Job Center Northwest 2000 14th Street, NW 3rd floor Washington, DC 20009
Mon-Thurs 8:30 am to 4:30 pm; Fri 9:30 am to 4:30 pm Phone (202) 442-4577 TTY: (202) 481-3451

☐ **Department of Employment Services**

American Job Center Northeast 5171 South Dakota Ave NE Washington, DC 20017
Mon-Thurs 8:30 am to 4:30 pm; Fri 9:30 am to 4:30 pm Phone (202) 576-3092 TTY: (202) 576-3102

☐ **VSC- Voices for a Second Chance**

1422 Massachusetts Avenue, SE Washington, DC 20003
Monday-Friday 9:00AM-4:00PM Telephone (202)544-2131 email address - info@vsdc.org

My name is ____ DCDC _____. I will be returning to
the community on _____. I am being referred to your office for assistance with the following:

- ☐ Clothing, Identification, Community Resources Referrals
☐ ABE Training, Job Readiness, Job Search and other Employment Assistance
☐ Other _____

Returning Citizen's Name DOB Date

** (must be filled in) Contact telephone number _____

Sincerely,

Case Management Services
DC Department of Corrections
202-523-7090, 202-523-7092, 202-523-7093



Mayors Office on Returning Citizens Affairs (MORCA) 2100 Martin Luther King Jr. Ave SE Suite 100 202-715-7670
9 AM-5 PM Computer Lab I Training I Placement Assistance I Referrals for Record Sealing/Expungement; ID cards; Housing;
Substance Use; Medical and Mental Health

Free Non-Drivers Photo ID (DC Residents) Take your DOC ID card to DMV within 60 days of release and get a non-drivers ID
DMV 202-737-4404 all locations I Georgetown Service Center 3222 M St NW I Southwest Service Center 95 M St SW I
Rhode Island Service Center 2350 Washington PI NE Suite 112N I Benning Ridge Service Center 4525 Benning Road SE

Birth Certificate (if born in DC) Office of Vital Records 899 North Capitol St NE 1-877-572-6332 I 8:30 AM-3:30 PM I Cost: \$23
The following agencies have \$\$ to help you get your Birth Certificate:

- Salvation Army 1434 Harvard St NW 202-332-5000 Walk-in: Wednesday 9 AM - 11:45 AM
- Foundry United Methodist Church 1500-16th St NW 202-332-4010 (call for an appointment)
- Chevy Chase Presbyterian Church 1 Chevy Chase Circle, NW 202-363-4817 Tue, Wed, and Fri 9 AM - 11:30 AM

Social Security Card 2100 M ST NW I 2041 MLK Jr Ave SE 1-800-772-1213

SSI/SSDI Benefits: Social Security Administration 1-800-772-1213 or go to the Social Security Office

Employment Assistance

Dept. of Employment Services (DOES) 4058 Minnesota Ave NE 202-724-7000

Jubilee Jobs 2712 Ontario Road NW 202-667-8970/202-544-9128

MORCA 2100 Martin Luther King Jr. Ave SE Suite 100 202-715-7670

Food Stamps, WIC, TANF, Medicaid Mon - Fri 8:15 AM - 4:30 PM I 645 H St NE 202-698-4350 I 2100 MLK Ave SE 202-645-4614
4001 South Capitol St SW 202-645-4525 I 3851 Alabama Ave SE 202-645-4500 I 1207 Taylor St NW 202-576-8000

Mental Health Services

DBH (Department of Behavioral Health) I 64 New York Avenue, NE, 3rd Floor 202-673-2200

Department of Behavioral Health 35 K St NW 202-442-4202 I 8:15 AM - 3 PM I Assessment, counseling, and medication

Mental Health Emergency 24 hours Helpline Services I 1-888-793-4357

Comprehensive Psychiatric Emergency (CPEP) 1905 E St SE 202-673-9319 I Mobile Crisis 202-673-9300 I 24 hours

Health Care

Unity Health Care 3924 Minnesota Ave NE 202-398-8683 I 1500 Galen St SE 202-610-7160 I 1201 Brentwood Rd NE 202-832-8818

Unity Health Care 1900 Mass Ave SE 202-548-6500 I 1660 Columbia Rd NW 202-328-3717 I 3240 Stanton Rd SE 202-889-3757

Christ House 1717 Columbia Road NW 202- 328-1100 I Medical care facility for homeless with acute illnesses

Coalition for the Homeless 1234 Massachusetts Ave NW 202-347-8870

The DC Center for the LGBT Community 2000-14th St NW Suite 105 I 202-682-2245

Substance Use Addiction Prevention & Recovery Administration (APRA) Assessment & Referral Center (ARC)

64 New York Ave NE 202-727-8473 Monday - Friday 7 AM - 6 PM

SUBSTANCE USE RESOURCES

AA 1-800-839-1686 NA Helpline 1-800-543-4670

Behavioral Health Services [formerly Anchor Mental Health Association] (OUTPATIENT) I 1001 Lawrence St NE I 202-635-5900

CATAADA House 802 Rhode Island Ave NE 202-832-8336

Central Intervention Team (CIT) (CSOSA) 601 Indiana Ave NW 202-442-1969

Clean & Sober Streets 425-2nd St NW North Bldg. (RESIDENTIAL) 202-783-7343

Catholic Charities (Substance Use Network) 2700 Martin Luther King Jr Ave, SE 202-561-2324

Family and Medical Counseling Services, Inc. (OUTPATIENT) 2041 MLK Jr Ave SE 202-889-7900

Harbor Lights (Salvation Army) 2100 New York Ave NE 20002 (RESIDENTIAL) 202-269-6333

(SOME) So Others Might Eat 71 O Street NW 202-328-0802 Ext.1030 or 1032

La Casa Shelter/Transitional Rehabilitation Program 1131 Spring Rd NW 202-882-1237

La Clinica Del Pueblo 2831-15th St NW 202-462-4788

Safe Haven Inc. 1140 North Capitol St NW (9th & 10th floor) I (RESIDENTIAL) 202-589-1505

Salvation Army Harbor Light 2100 New York Ave NE 202-269-6333

Whitman-Walker Clinic (WWC) 1525-14th St NW I 2301 Martin Luther King Jr Ave SE (OUTPATIENT) 202-745-7000

Community Family Life Services 305 E Street NW 202-347-0511 I Transitional Housing for adults and families I Women's Reentry I
Family mentoring I Employment lifeskills and Job referrals I Food/clothing distribution

Thrive DC 1525 Newton St NW G1 202-737-9311 I Mon-Fri 8:30 AM-6 PM I *Breakfast:* 8:30 AM - 11:00 AM (Everyone) *Dinner:*
3 PM - 6 PM (Women and Children Only) I Metro tokens I Clothing & blankets I Legal I Health I Job training I Showers I
Food Pantry I Fax, Telephone, and Mailing Address Service (if client) I Laundry I Reentry (Women)

So Others Might Eat (SOME) 71 O St NW 202-797-8806 I Housing I Mental Health I Day Treatment I Clothing I Meals

Voices for a Second Chance 1422 Massachusetts Ave SE 202-544-2131 I Referral to community services I Property Retrieval I can
use this address to receive mail I Tax Preparation

Bread for the City 1640 Good Hope Rd SE 202-561-8587 I 1525 7th St NW 202-265-2400 I Legal I Medical I Food I Clothing

Catholic Charities 924 G St NW 202-772-4300 I Shelter & Housing I Jobs & Training I Legal I Meals I Mental Health

CSOSA: 202-220-5300 I **Pretrial Services:** 202-220-5500 I **Public Defender Service:** 202-628-1200



COMMUNITY RESOURCES for REENTRY ASSISTANCE

(rev 9.13.16)

DC SHELTER HOTLINE: (800) 535-7252

Shelter Name	Address	Phone	Other
801 East Shelter (Men)	2700 MLK Ave SE	202-561-4014	First Come, First Served 7 PM - 7 AM
Adam's Place (Men)	2210 Adams PI NE	202-832-8317	First Come, First Served Open 7 PM - 7 AM
Central Union Mission (Men)	65 Mass Ave NW	202-745-7118	First Come, First Served Intake 3 PM - until filled
Harriet Tubman Emergency Shelter (Women)	1910 Massachusetts Ave SE Building 27	202-795-9966	Age 18 and up; First come, First Served Open 7 PM - 7 AM. Line-up at 6:15 PM for intake
House of Ruth Madison Program (6 - 9 months) Temporary Housing	651 10 th St NE	202-667-7001 ex) 240	Apply 5:00 PM - 6:15 PM on Mondays or Thursdays (Not open to you on the same night you apply)
John L. Young Shelter (Women)	119 D St NW	202-639-8469	Age 18 and up; First come, First Served Intake at 7 PM Shelter open 7 PM - 7 AM
My Sister's Place(Domestic Violence Shelter)	P.O Box 29596 Washington, DC 20017	202-529-5991	Confidential Hotline Open 24 hours
Nativity Shelter for Women	6010 Georgia Ave NW	202-829-0420	Age 18 and up; First come, First Served Open from 7 PM - 7 AM
New York Ave Shelter(Men)	1355-57 NY Ave NE	202-832-2359	First Come, First Served Open 7 PM - 7 AM
Open Door Shelter (Women)	425-2 nd St NW	202-639-8093	First come, First Served Open 7:30 PM - 7:00 AM
Virginia Williams Family Center (Women and Children)	920 A Rhode Island Ave NE	202-526-0017	Hours: Mon -Thurs, 8:30 AM - 4:00 PM (Fri. Telephone Services Only)

Emergency Housing Counseling and Rent Assistance Program (ERAP)

- Catholic Charities 202-547-3442
- Salvation Army 202-332-5000 or 561-2000
- Community Partnership for the Prevention of Homelessness 202-543-5298

Legal Assistance

- Washington Legal Clinic for the Homeless 1200 U St NW 202-328-5500 I Legal Aid Society 1325 Good Hope Rd SE 202-610-5141
- University Legal Services 1800 Martin Luther King Jr Ave SE 202-889-2196 I 3939 Benning Rd NE 202-650-5631
- Office of the Attorney General Child Support Services Division Applications & Paternity Development 441 4th St., NW Suite 442-7087

Veterans Assistance

- Health Care for Reentry and Homeless Veterans 1500 Franklin St NE 202-636-7660
- Health Care for Homeless Veterans (VA Hospital) 50 Irving St NW 202-745-8000 (ask for Social Work Services)
- Southeast Veterans Service Center (Men) 820 Chesapeake St SE 202-561-8387
- Veterans on the Rise 5002 Sheriff Rd NE 202-388-4090 I Mentoring, Transitional housing, Referral Services

MISCELLANEOUS SERVICES

- DC Rape Crisis 202-333-7273
- Domestic Violence Hotline 1-800-799-7233
- Food I Martha's Table 2114-14th St NW 202-328-6608
- Laundry and Showers I Friendship PI 4713 Wisconsin Ave NW 202-364-1419
- Laundry (Women) I Bethany Women's Center 1333 N St NW 202-939-2060 I Rachel Women's Center 1222-11th St NW 202-682-1005
- Metro Tokens (with restrictions) Meals I Miriam's Kitchen 2401 Virginia Ave NW (near Foggy Bottom Metro) 202-452-8926
- Out of Town Bus Ticket (Bring ID) I Traveler's Aid Union Station Gate 202-371-1937 Mon - Fri 9:30 AM - 5:00 PM
- Showers and Metro Tokens (with restrictions) I Father McKenna Center 19 I St NW 202-842-1112
- Showers I Christ House 1717 Columbia Road NW 202-328-1100 I Georgetown Ministry Center 1041 Wisconsin Ave NW 202-338-8301
- Mailing Address Services
 - Miriam's Kitchen holds mail for 6 weeks-no application needed to use: Mailing address is: P.O. Box 58097, Washington, DC 20037
 - Pickup your mail from Miriam's Kitchen at 2401 Virginia Ave NW DC 6:30 AM-9:30 AM & 2:30 PM-8:30 PM 202-452-8926
 - Friendship Place holds mail for up to 3 months-no application needed to use. Mailing address & pickup is: 4713 Wisconsin Ave NW, Washington, DC 20016 I 202-364-1419
 - Father McKenna Center holds mail if you are a client. Sign up for services at 900 North Capital St NW Washington DC 202-842-1112 ext. 106 They will give you the mailing address when you enroll
 - Voices for a Second Chance 1422 Massachusetts Ave SE 202-544-2131

MARYLAND REENTRY SERVICES

- Prince Georges County Reentry Services 425 Brightseat Rd Landover MD 301-909-6138
- Prince Georges County Maryland One Stop Career Center 1801 McCormick Dr. Largo MD 301-618-8425
- Montgomery County MD Laurel Regional Workforce Center 312 Marshall Ave, Laurel MD 301-362-9708

The DC Department of Corrections recognizes that there are many other service providers who can help you and your case manager may have referred you to some of them. This document can assist persons released prior to receiving case management services or when you may need other resources in the future. **BEST WISHES**



RECURSOS EN LA COMUNIDAD PARA ASISTENCIA AL REINGRESO

Oficina de los asuntos de reingreso de ciudadanos. (ORCA) | 2100 Martin Luther King Jr. Ave SE Suite 100 | 9 AM – 3 PM
Laboratorio de Computación y Formación | colocación laboral Asistencia | Referencias para Record Sellado y eliminación de antecedentes penales. | Referencias para las tarjetas de identificación, la vivienda, el abuso de sustancias, Médica y Salud Mental.

Pan para la ciudad. | 1640 Good Hope Rd SE 202-561-8587~1525 7th St NW 202-265-2400 | Legal | Médica | Comida | Ropa
Caridades Católicas | 924 G St NW | 202-772-4300 | Refugio y vivienda | Empleos y Capacitación | Legal | Comidas | Salud Mental

Consultores para el cambio Las evaluaciones de reingreso Planificación del caso para las mujeres (encarcelado y liberado) | CTF y ORCA

Prosper DC | 1525 Newton St NW | 202-737-9311 | Lun & Jue 10:30 AM-12 PM Mar, Mier & Vier 10:30AM-1 PM |
Desayuno 8:30 AM-11:30 AM (Todos) | *Cena:* 3 PM-6 PM (Mujeres y Niños Sólo) | Moneda de Metro | Ropas & mantas | Legal | / Salud | Formación | Banos | Despensa | Teléfono y Servicio de Correo | Lavandería | Reingreso (mujeres)

Así que otros puedan comer. (SOME) | 71 “O” St NW | 202-797-8806 | Vivienda Permanente y Transición | Salud Mental | Tratamiento del Día | Ropa | Comidas

Voces para una segunda oportunidad. | 1422 Massachusetts Ave SE | DNI / certificado de nacimiento asistencia financiera | Recuperación de Propiedad | servicio de correo de | Preparación de Impuestos | Derivación a servicios comunitarios

CSOSA: 202-220-5300 | **Servicios con Antelación al Juicio.:** 202-220-5500 | **Servicio de Defensa Pública.:** 202-628-1200

Los no conductores Foto ID (DC Residentes) Tome sus papeles de liberación DOC al DMV dentro de los 60 días de su lanzamiento y obtener una tarjeta de identificación gratuita. **DMV Ubicaciones** | Georgetown 3222 M St NW ~ SW Center 95 M St SW ~ Penn Branch 3220 Pennsylvania Ave SE ~ Rhode Island Ave 2350 Washington PI NE Suite 112N

Acta de Nacimiento (si nació en Washington DC) | Oficina del Registro Civil ~ 899 North Capitol St NE | Horas: 8:30 AM-3:30 PM | Costo: \$23

Lleve una identificación con foto.

\$\$ para ayudarlo a obtener ID | **Ejército de Salvación.** 1434 Harvard St NW 202-332-5000 sin cita: Mar 2:00 PM - 4:00 PM |

Foundry United Methodist 1500 16th St NW 202-332-4010 | **Iglesia Presbiteriana Chevy Chase** 1 Chevy Chase Circle, NW 202-363-4817

Tarjeta de Seguro Social. 2100 M ST NW | 2041 MLK Jr Ave SE | 1-800-772-1213

SSI/SSDI Beneficios: Administración de la Seguridad Social | 1-800-772-1213 o ir a la oficina del Seguro Social.

ASISTENCIA EMPLEO Departamento de Servicios de Empleo (DOES) 202-724-7000 | Jubilee Jobs 2712 Ontario Road NW 202-667-8970/202-544-9128 | Trabajos tienen prioridad 1526 Penn. Ave SE 202-544-9096 & 425 2nd St NW 202-393-7117

Asistencia Financiera, Estampillas para Alimentos, WIC, Medicaid | 8:15 AM-4:45 PM Lun, Mar, Jue & Vier/ 8:15 AM- 7 PM Los Mier Oficinas de Administración de Seguridad Económica DHS 202-727-5355 | 2100 MLK Ave SE | 4001 South Capitol St SW | 3851 Alabama Ave SE | 609 H St NE | 1207 Taylor St NW

Apoyo a la Salud Mental | Departamento de Salud Conductual | 35 K St NW | 202-673-7440 | 8:15 AM a 3 PM | Evaluación, asesoramiento y medicamentos

Emergencia de Salud Mental ACCESO Línea de ayuda al Servicios | 1-888-793-4357

Psiquiátrica Completa de Emergencia (CPEP) 1905 E St SE | 24 Horas Ayuda 202-673-9319 | Crisis Mobil 202-673-9300

Abuso de Sustancias | Adicción Prevención y recuperación de Administración (APRA) Evaluación y Centro de Referencia (ARC) 70 N St NE | Hora: Lunes – Viernes 7 AM - 6 PM | Telefono: | 202-442-5955

RECURSOS DE ABUSO DE SUSTANCIAS

AA 1-800-839-1686 | NA línea de ayuda 1-800-543-4670

Servicios de Salud Mental [anteriormente ancla Asociación de Salud Mental] (ambulatorio) | 1001 Lawrence St NE | 202-635-5900
CATAADA Casa | 802 Rhode Island Ave NE 202-832-8336

Equipo Central de Intervención (CIT) (CSOSA) | 601 Indiana Ave NW | 202-442-1969

Limpio y sobrio. Santos | 425 2nd St NW | North Bldg. (RESIDENCIAL) | 202-783-7343

Centro de Tratamiento Integral (UPO) | 1900 Massachusetts Ave SE Bldg. 13 (ambulatorio) 202-535-1793

Caridades Católicas (Abuso de Sustancias de la red) | 2700 Martin Luther King Jr Ave, SE | 202-561-2324

Familia y medicina Counseling Services, Inc. (ambulatorio) 2041 Martin Luther King Jr Ave SE | 202-889-7900

Luces de puerto (Ejército de Salvación) | 2100 New York Ave NE 20002 (Casa) | 202-269-6333

Casa de Cosecha (mujeres) | (ALGUNOS) (RESIDENCIAL) | 202-328-0802

La Casa Programa de Rehabilitación de la Vivienda / I de Transición 1131 Spring Rd NW | 202-882-1237 La Clínica del Pueblo | 2831 15th St NW | 202-462-4788 Safe Haven Inc. | 1140 North Capitol St NW (9 y 10 de FLR.) | (RESIDENCIAL) | 202-589-1505 Ejército de Salvación Harbor Light | 2100 New York Ave NE | 202-269-6333 Whitman-Walker Clinic (WWC) 1701-14th St NW ~ 2301 Martin Luther King Jr Ave SE (ambulatorio) | 202-845-7000



COMMUNITY RESOURCES for REENTRY ASSISTANCE

Nombre del Refugio	Dirección.	Teléfono.	Otro.
CCNV (Hombres y mujeres)	425 – 2nd St NW	202-393-1909	Edad 18-50, primer llegado, primer servido 7PM-7AM
Departamento de Salud del Comportamiento.	1905 E St SE Bldg. 14	24 Hr Ayuda 1-888-793-4357	Abierto 9:00 AM to 9:00 PM Lunes – Viernes
Refugio Puerta Abierta (Hombres y Mujeres)	425 2 nd St NW	202-639-8093	primer llegado, primer servido Abierto de 7:30PM-7:00AM
Refugio de Emergencia Harriet Tubman de las Mujeres	1900 Massachusetts Ave SE Building 9	202-547-1924 202-547-1925	Edad 18 años y seguimiento; En primer llegado, primer servido Abierto 7 p.m.-07 a.m. fila a las 6:15 pm para la ingesta
Casa de Programa Madison Ruth Vivienda de Transición.	651 10 th St NE	202-547-2600	Aplicar 17:00-18:30 los lunes o jueves No está abierto a usted en la noche de su solicitud.
Refugio de las mujeres John L. Young.	119 D St NW	202-639-8469	Edad 18 años+; En primer llegado, primer servido Admisión a 19:00 Refugio abierto 7 p.m.-07 a.m.
El lugar de mi hermana (maltratadas).		202-529-5991	
Refugio Natividad para Mujeres.	6010 Georgia Ave NW	202-487-2012	Edad 18 años y seguimiento; En primer llegado, primer servido. Abierto 7 p.m.-07 a.m.
Centro Familia Virginia Williams (Mujeres y Niños)	920-A Rhode Island Ave NE	202-526-0017	Las familias deben inscribirse en Virginia Williams FRC. Horario: lunes a viernes, de 8:30 am - 4:00 pm
El lugar de Adán (Hombres).	2210 Adams Pl NE	202-832-8317	primer llegado, primer servido abierto 7 PM – 7 AM
Misión Union Cent. (Hombres)	65 Mass Ave NW	202-745-7118	primer llegado, primer servido abierto 5 PM – 8 AM
801 Refugio Este (Hombres)	2100 MLK Ave SE	202 561-4014	primer llegado, primer servido abierto 7 PM – 7 AM
Refugio New York Ave Hombre	1355-57 NY Ave NE	202-832-2359	primer llegado, primer servido abierto 7 PM – 7 AM

PROGRAMA DE ASISTENCIA PARA ALQUILER DE EMERGENCIA. (ERAP)

Caridades Católicas 202-574-3442 | Salvation Army 202-332-5000 o 561-2000 Housing Counseling Services 202-667-7006 | Community Partnership-Prevención de Personas sin Hogar 202-479-2846 | Centro de Recursos para la familia de Williams Virginia 920-A Rhode Island avenue, NE 202-526-0017

CUIDADO DE LA SALUD.

Asistencia médica unity 3924 Minnesota Ave NE 202-398-8683 ~ 1500 Galen St SE 202-610-7160 ~ 1201 Brentwood Rd NE 202-832-8818
Asistencia médica unity 1900 Massachusetts Ave SE 202-548-6500 ~ 1660 Columbia Rd NW 202-328-3717 ~ 3240 Stanton Rd SE 202-889-3757
Careco Mental Health Inc | 6323 Georgia Ave NW | (202) 525-4771 Atención a la salud mental grave y severa discapacitados
Casa de Cristo 1717 Columbia Road NW | (202) 328-1100 instalación | Atención médica para personas sin hogar con enfermedades agudas
Coalición por la Homeless 1234 Massachusetts Ave NW | (202) 347-8870

ASISTENCIA A LOS VETERANOS .

Cuidado de Salud para Veteranos de reentrada (HCRV) | 50 Irving St NW (Veterans Administration [VA] Hospital) | (202) 745-8000 Ext 5267
Cuidado de Salud para Veteranos sin Hogar (VA Hospital) | 50 Irving St NW | (202) 745-8000 Ext 7634 Centro Sudeste Veteranos Servicio (mujeres) | 840 Chesapeake St SE | (202) 561-8387 / 442-9009 / 671-5000

ASISTENCIA LEGAL

Clinica Legal de Washington para los Sin Techo 1200 U St NW 202-328-5500 | Sociedad de Asistencia Legal 1325 Buena Esperanza Rd SE 202-610-5141 Universidad Servicios Legales 1800 Martin Luther King Jr Ave SE 202-89-2196 ~ 3939 Benning Rd NE 202 -650-5631 |

SERVICIOS DIVERSOS

Metro Fichas | Consejo de la Comunidad para los Sin Techo en Amistad Pl | 4713 Wisconsin Ave NW | 202-364-1419
Monedas de Metro, comidas, \$ para tarjetas de identificación | de Miriam Cocina | 2401 Virginia Ave NW (cerca de Foggy Bottom Metro) | 202-452-8926
Duchas y Metro Fichas | Padre McKenna Centro / St. Aloysius | 19 | St NW 202-842-1112
Fuera de la Ciudad Ticket Bus (Traiga ID) | del viajero Union Station Ayuda Puerta | Lu-Vi: | 9:30 am-5:00pm 202-371-1937
Servicio de lavandería Centro de Mujeres Bethany (mujeres) | 1333 N St NW | 202-939-2060
Servicio de lavandería Centro de Mujeres Rachel (mujeres) | 1222 11th St NW | 202-682-1005
Ducha | Cristo Casa | 1717 Columbia Road NW | 202-328-1100
Ducha | Georgetown Ministry Center | 1041 Wisconsin Ave NW | 202-338-8301
Violencia Doméstica Línea | 1-800-799-7233
La Crisis de DC por Violación | 202-333-7273
Gastronomía | Tabla | 211414a St NW | de Martha 202-328-6608

El Departamento de Correcciones de DC reconoce que hay muchos otros proveedores de servicios que le pueden ayudar. Hemos proporcionado algunos para ayudarle a empezar en su viaje al reingreso exitosa. ¡MEJOR DESEOS!



Mission Statement

The mission of the Department of Corrections (DOC) is to provide a safe, secure, orderly, and humane environment for the confinement of pretrial detainees and sentenced inmates, while affording those in custody meaningful rehabilitative opportunities that will assist them to constructively re-integrate into the community.



Reentry
Rebuilding
Rejoining
the community

WHO IS ELIGIBLE?

- ♦ Sentenced and pretrial misdemeanors who are within thirty days to nine months of a projected release
- ♦ Sentenced felons designated by the Federal Bureau of Prisons to serve their sentence in a DC DOC facility
- ♦ Inmates pending release on a split sentence

DC Department of Corrections (DOC)
www.doc.dc.gov

DC Department
of Corrections:
Reentry Program

REENTRY AFFIRMATION (Created by former participants)

"I shall pass through this world one time only. Any good, therefore, that I can show my fellow person or community let me do it now and always. Let me not hesitate, defer, or neglect my responsibilities, for I shall never pass this way again."

DOC's REENTRY PROGRAM

DOC provides many programs that present re-turning citizens with opportunities for self-improvement and community reintegration assistance. Many of the programs are provided in partnership with various volunteer, government and private social service agencies. Inmates are notified of available programs via a video presentation, at Orientation, Initial Classification and Reclassification, and through Religious and Volunteer Services. Programs include but are not limited to:

Wellness Education

Services may include topics about disease prevention, holistic health, mental health support or counseling groups, nutrition, stress management, sexuality, AIDS awareness, physical fitness, substance use and alcohol use.

Employment Readiness

Short term employment training and food handling certification and seminars on resume preparation and writing skills, dressing for success, job search techniques, interviewing techniques and skills, career choices, keeping a job, and relationships with co-workers.

Personal Finance and Consumer Resources

Topics and seminars may include balancing and maintaining a checkbook, developing savings accounts, buying a car or home, managing money and credit, and living on a budget.

Personal Growth and Development

Topics may include marriage enrichment, parenting; positive self-image, anger management, values and principles, decision making and cognitive skills, drug education, speech or communication workshops, educational development, life skills training, and self-sufficiency skills.

Information and Community Resources

Topics and seminars may include the availability and use of local social service agencies and non-profit organizations for substance use support, mental health and medical care, transitional housing, employment assistance, etc.

REENTRY PROGRAM RULES AND REGULATIONS



Each participant will be up and out of bed by 8:30am Monday through Friday. All beds must be neatly made up.

Participants must be appropriately dressed when exiting the cell or sleeping area. All participants are expected to maintain their hygiene.



There will be no cursing or loud noise in the housing unit. All participants are expected to be respectful and courteous at all times to staff, visitors and each other. Participants will respect each other's space.



Groups will be conducted on a regular basis in this unit. All participants are expected to attend all meetings.

The television in this unit will be tuned to programs authorized by Case Management, Reentry and Security staff only.



"I TOOK THE [ROAD] LESS TRAVELED BY, AND THAT HAS MADE ALL THE DIFFERENCE."

~ Robert Frost

REENTRY SUPPORT SYSTEM

- ♦ Women's Program Manager
- ♦ DOC Reentry Coordinator
- ♦ Unit/Case Manager
- ♦ Release Plan Case Managers
- ♦ Service Providers/Volunteers
- ♦ Correctional Counselor
- Women's Program Training Facilitators
- ♦ Community and Faith Based Organizations
- ♦ Executive Office of the Mayor Office (EOM) Justice Grants Administration (JGA)
- ♦ DC Criminal Justice Coordinating Council (CJCC)
- ♦ Department of Behavioral Health (DBH)
- ♦ Department of Employment Services (DOES)
- ♦ Department of General Services (DGS)
- ♦ Department of Housing and Community Development (DHCD)
- ♦ Department of Human Services (DHS)
- ♦ Department of Motor Vehicles (DMV)
- ♦ Department of Public Works (DPW)
- ♦ Department of Veterans Administration (VA) Incarcerated Veterans Reentry Specialists
- ♦ DHS Emergency Assistance Services (EAS)
- ♦ Office of Health Care Finance (DHCF)
- ♦ Office of Returning Citizens Affairs (ORCA)
- ♦ Office of the State Superintendent of Education (OSSE)



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REENTRY PROGRAM FOR WOMEN

"Your present circumstances don't determine where you can go; they merely determine where you start."
– Nido Qubein



www.doc.dc.gov
facebook.com/dccorrections
[dcdoc.tumblr.com](https://tumblr.com/dcdoc)
Thomas Faust, Director

WOMEN'S REENTRY PROGRAM OVERVIEW

Reentry starts from day one (1) of incarceration. The Women's Reentry Program is designed to provide incarcerated women with a range of services that address their individual needs and connect them to community resources prior to release.

Women selected for the program are primarily pretrial, sentenced misdemeanants, or short term felons designated by the Federal Bureau of Prisons to serve their sentence in a DC facility.

Most of the facility-based reentry programs will be conducted on the housing unit. We encourage all participants to work hard, take advantage of the services offered, and use the information shared to make positive changes in their lives.

Programs are specifically designed to meet the unique needs of women and to work with them based on their individual strengths and challenges.



DOC conducts gender responsive screenings and assessments to quickly determine a returning citizen's risks and needs and guides services, provision and transition planning.

PROGRAM INCENTIVES

Eligible misdemeanants (pretrial and sentenced) may receive up to three (3) days of good time credit each month for participating in the Reentry program.

REENTRY SERVICES OFFERED

Case Management Reentry Services
Child Support/Paternity Establishment
Community Reentry Services:
Property Retrieval & ID Cards
Gender Responsive Risk and Needs Assessments (sentenced misdemeanants)
Disability Application Services
Group Counseling in Parenting, Life Skills, Substance Use Education
HIV Education and Awareness
In2Work ServSafe certifications
In2Work Life Skills Groups
Job Readiness Information Sessions
Legal Services
Mindfulness Meditation/Yoga
Relapse Prevention/Recovery Support

EDUCATION/VOCATIONAL

ABE/GED/English as a Second Language
Graphic Arts/Commercial Cleaning/Computer Literacy/Cosmetology/Culinary ServSafe certification/Career Technical Education



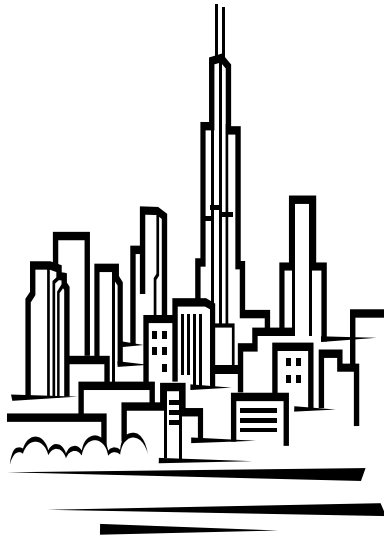
Participants will learn ways to:

- ♦ Overcome drug dependence and other bad habits;
- ♦ Understand that past challenges teach and aid in personal growth;
- ♦ Refocus their attention on the positive and create a path to success;
- ♦ Gain strength from realizing self-worth;
- ♦ Celebrate accomplishments and utilize success as a platform for change.

TRANSITION ASSISTANCE PASSPORT

Passport to Success

THIS PASSPORT BELONGS TO:



What is the Transition Assistance Passport (TAP)?



TAP can assist you in planning for your return to the community in the following ways:

- *It gives you space to write down plans for your successful future*
- *It helps you with discussing your needs and concerns with your case manager or discharge planner*
- *It can be taken with you in order to have basic information readily available when you are applying for jobs or services*
- *It can be used to help you keep your important information in one place*
- *It contains important information about community help*

Take time now to complete this Passport to your successful release and adjustment.

Best wishes

PERSONAL FACT SHEET

Name First _____ Middle _____ Last _____

Date of Birth: ____/____/____ Last 4 numbers of your SSN _____

Permanent Address: _____

Telephone () - _____



If you don't have your own personal telephone number, give one where someone will accept calls for you. But be sure to ask that person first. When you put that phone number on an application, also put the person's name whose number it is and state they will accept calls for you

EMERGENCY CONTACTS

Who should be notified if there is an emergency? What is their relationship to you? What is the person's address and telephone numbers, including work and home telephone numbers with area code?

Name: _____ Relationship: _____

Address: _____

Telephone: () _____ Cell: _____

Name: _____ Relationship: _____

Address: _____

Telephone: () _____ Cell: () _____

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PREPARING FOR YOUR TRANSITION

Contact Information

- Write down contact information for all of the important people who can assist you while you are here and when you are released
- Ask your Case Manager for assistance to get information when needed
- For further assistance in completing your Passport, you are encouraged to enroll in a Life Skills or Job Readiness class if it is available at your facility

Local Facility Information where you may have been housed on your current charge:

Central Detention Facility (DC Jail) 1901 D Street SE, Washington DC 20003
Correctional Treatment Facility (CTF) 1901 E Street SE, Washington DC 20003



My Attorney

Name: _____

Address: _____

Telephone: () _____

My Core Service Agency

Name: _____

Address: _____

Telephone: () _____

My Current Institution Case Manager

Name: _____

Facility: _____

My Community Supervision Officer (CSO)

Name: _____

Address: _____

Telephone: () _____

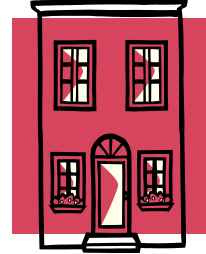
YOUR RELEASE PLAN – Where Will You Live?

It does not matter if you are pretrial or sentenced, or you are a misdemeanor or a felon, it is very important that you begin to prepare for your release. If you are a felon awaiting federal designation it may be too soon to plan exactly where you will live but it is important to maintain healthy family relationships or repair ones that may need it. Finding housing in DC is a challenge, so plan ahead.

HOUSING

Where do you plan to live?

Address: _____



Telephone: () - _____

If you are moving in with someone or returning to live with someone, does this person get high, drunk, angry or mean and hit, punch, slap, bite, threaten or force you to have sex with them? Do you feel unsafe living with them for any other reason?

_____ Yes _____ No

It is important to answer this question honestly! Don't be ashamed or afraid to talk to staff who can help you while you are here.

Do you have another possible place to live?

Name: _____

Address: _____

Telephone: () - _____

If where you are going to live is not safe for you (and your children) because of domestic violence, talk to your Case Manager or Discharge Planner right away. They will be able to refer you for help to be placed in transitional housing.

If you do not have a place to live, please talk to your Case Manager or Discharge Planner right away. Reporting this situation early gives staff more time to work with you to find a good place to live.



- *If you will be homeless upon release and your release date is soon, your Case Manager can enter you into the city database for housing (VI-SPDAT).*
- *There is more information in the Quick Guide Resources (page Emergency*
- *Rental Assistance Program (ERAP) Funding for overdue rent if a qualified household is facing eviction (including late costs and court fees) OR security deposits and first month's rent for residents moving to new apartments.*

YOUR RELEASE PLAN – Your Income Plan

Employment

If you already have a job waiting when you are released, write down this information and discuss it with your Case Manager or Discharge Planner.

Business: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Telephone: () - Fax: () - _____

Need Help?

Later in this Passport there are tips to help you identify your skills, find job vacancies, complete job applications, and prepare for employment interviews (including how to talk about your criminal history).

Public Benefits

Department of Human Services - Economic Security Administration (ESA)

- ***Temporary Cash Assistance for Needy Families (TANF)***
- ***Medical Assistance***
- ***Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps)***
- ***Child Care Subsidy***
- ***Interim Disability Assistance***
- ***Parent and Adolescent Support Services (PASS)***
- ***Refugee Cash Assistance programs***
- ***ESA's Food Stamp Employment and Training Program (FSET) employment and training services to able-bodied adults without dependents who receive food stamps***

<i>Service Center</i>	<i>Address</i>	<i>Phone</i>	<i>Fax</i>
<i>Anacostia</i>	2100 Martin Luther King Avenue, SE	(202) 645-4614	(202) 727-3527
<i>Congress Heights</i>	4001 South Capitol Street, SW	(202) 645-4546	(202) 654-4524
<i>Fort Davis</i>	3851 Alabama Avenue, SE	(202) 645-4500	(202) 645-6205
<i>H Street *</i>	645 H Street, NE	(202) 698-4350	(202) 724-8964
<i>Taylor Street</i>	1207 Taylor Street, NW	(202) 576-8000	(202) 576-8740

The address to the closest ESA office near my house is:

Telephone: () - _____

YOUR RELEASE PLAN - Documents You May Need

The below checklist includes some of the documents you will need to move ahead.



DOC will give you a letter and photo ID papers. This letter is good for 6 months from the date you are released. You can use this paperwork to get:

- A DC Non-Drivers ID if you live in Washington, DC
- DOC prescriptions, issued when released, filled
- Employment Assistance from the Office of Returning Citizens (across from the Big Chair on Good Hope Rd SE; the Department of Employment Services)

Complete the following so you will know what you have and what you need to get.

- (1) Put a √ in the box beside all of the ones you will need before you get out.
- (2) Then put a √ beside all of the ones you already have and write where they are located (ex: at home, my mother has it, it is in my property bag).
- (3) Be sure to write down other documents you will need that are not on this list.

Document	I need one	I already have one	If I already have one, where it is now?
DOC card when released			
Prescribed medications			
Unity Medical Discharge Pkg.			
Any Other Release Papers			
Community Referrals			Referral to:
Community Referrals			Referral to:
Driver's license			*Do I need a renewal? <input type="checkbox"/>
Non-driver's ID			
Social Security Card			
Birth Certificate			
High School Diploma			
GED Certificate			
Military Discharge (DD 2-14)			
Bus/Subway Schedules			
Other Documents			

Where do you go to get documents you need when you are released?

Department of Motor Vehicles

DC Non-Driver's ID: If you live in DC you can get a free non-driver's ID at
301 C Street, NW Room 1010 Wash, DC 20004

Driver's License Reinstatement:



➤ *DC Residents*

When eligible for reinstatement, you must pay the reinstatement fee and clear any other stops on your record.

- To pay your reinstatement fee in person, visit a DMV Service location.
- To schedule a reinstatement hearing in person, you must visit Adjudication Services.
- To request a reinstatement hearing date by mail send your letter to:

➤ **DMV Driver Improvement Office** PO Box 90120 Washington, DC 20090

➤ **DC and Out of State Reinstatement** (Alcohol/Drug offenses)

- You must submit a written request to reinstate your driving privileges if your license was suspended or revoked for an alcohol/drug offense in DC Superior Court or if your DC license was revoked by another state for an alcohol/drug offense.
- Complete the Request for Reinstatement Hearing form. You will need to include proof of completion of a state certified alcohol/drug counseling program.

Also, you must clear any potential stops on your driver's license such as:

- Unpaid DC parking, photo and traffic tickets
- Fines for insurance lapses on a vehicle registered in DC
- Any stops in the National Drivers Registry
- Overdue child support payments

Offices

- **Benning Ridge Service Center** 4525 Benning Rd SE Washington DC
- **Brentwood CDL Center** 1205 Brentwood Road, NE Washington, DC
- **Brentwood Road Test Office** 1205 Brentwood Road, NE Washington, DC
- **Commercial Driver's License Road Test Lot** 2390 South Capitol St, SE Washington, DC
- **Rhode Island Service Center** 2350 Washington Place, NE (near CVS on Rhode Island Ave NE) Suite 112N Washington, DC
- **Southwest Service Center** 95 M Street, SW Washington, DC
- **Inspection Station** 1001 Half Street, SW Washington, DC

The address to the closest DMV near my house is:

Telephone: () - _____

Social Security Card: (Information stated on the Social Security Administration website at www.ssa.gov)

First, realize you may not need a replacement card. Knowing your Social Security number is what is important. But to get a replacement card:

Step 1: Take documents that prove your:

- Identity
- U.S. citizenship or current work-authorized* immigration status.

US Citizen

Your documents must be current (not expired), show your name, date of birth or age, and a recent photograph. Social Security requires you to bring any one of the following:

- U.S. driver's license
- U.S. State-issued non-driver identification card
- U.S. passport



A birth certificate is not a form of identification.

If you do not have one of the above documents or you cannot get a replacement for one of them within 10 days, Social Security will ask to see another document, such as:

- Employee identification card/badge
- Health insurance card or Medicaid card (not a Medicare card)
- U.S. military identification
- U.S. Government identification card
- Certificate of Naturalization
- Certificate of U.S. Citizenship
- U.S. Indian Tribal card (Social Security has to approve this one as an acceptable ID)
- Certified copy of a medical record
- School identity card, certified record, or transcript (current year)
- Life insurance policy

Non-Citizen

Acceptable documents must be originals or copies certified by the issuing agency. They are:

- Form I-551 (includes machine-readable immigrant visa) with unexpired foreign passport
- I-94 with unexpired foreign passport
- I-766 work permit from DHS
- U.S. passport can be used as proof of your citizenship and identity.

Step 2: Complete an Application for a Social Security Card.

Step 3: Take or mail your completed application and *original documents to your local Social Security office. (*Only send originals or copies certified by the issuing agency. Any documents you mail to the Social Security Administration will be returned to you along with a receipt.)



Your Social Security number is very important. Keep your Social Security Card in a safe place. Do not carry it in your wallet or leave it out where other people can get it.

Birth Certificate:

The federal government does not issue birth certificates. To get one you must contact the state where you were born:

- *Apply in person*
- *Send a written request*
- *Go on line at www.vitalrec.com to get information for each state.*

Below are addresses to visit or send your application if you were born in DC, Maryland or Virginia

If you were born in Washington, DC

Cost of copy: \$23.00

Address:

*Vital Records Division
899 North Capitol Street NE
Washington, DC 20002 Tel: (202) 442-9303
Hours: Monday-Friday, 8:30am-3:30pm
You must show them a government ID card or
other verification*

If you were born in the State of Virginia

Cost of copy: \$12.00

Address: Mail the application to:

*Division of Vital Records
P.O. Box 1000
Richmond, VA 23218-1000
Send a photocopy of your government issued ID,
school or employment ID with your application
request*

If you were born in the State of Maryland

Cost of copy: \$24.00

Address: Mail the application to:

*Division of Vital Records
Department of Health and Mental Hygiene
6550 Reisterstown Road
P.O. Box 68760
Baltimore, MD 21215-0036
or mail the application to the above address*

*The following agencies may have funds to
help you pay for your birth certificate.*

*Foundry United Methodist Church Fri 9-noon
1500-16th St NW DC (202) 332-4010*

*Chevy Chase Presbyterian Call for Appt
1 Chevy Circle NW DC (202) 363-4817*

*Visitor's Service Center M-F 9:30 am – 1 pm
1422 Mass Ave SE DC (202) 544-2131*

*Assumption Parish M, W, F 9 am – 5 pm
3401 Martin Luther King Jr Ave SE DC
(202) 561-4179*

*Salvation Army Call for Appt
1434 Harvard St NW DC (202) 332-5000*



You must fill out the state's application. When mailing your application, you must send copies of your government-issued photo identification. If you do not have a photo ID most states will accept: (1) the letter DOC gave you when you were released; (2) a pay stub; (3) current car registration; (4) your bank statement; (5) your house/apartment rental agreement; (6) a utility bill that is in your name and that has your current address on it; or a copy of your income tax return or W-2.

YOUR RELEASE PLAN – Employment Assistance

Preparing to find a job

Now is the time to start thinking about employment. DOC has some tools to assist you in recognizing important things such as:

- *Your skills*
- *Jobs that match your skills*
- *Skills you may have to learn or just brush up on to qualify*
- *Where jobs can be found in this area*
- *Places where you can receive employment assistance*



Okay, so you need to start working right away to pay the bills. Getting a job is a good beginning. Remember this job will help you build basic skills, demonstrate that you are dependable and capable employee and build your work history so you can move to higher and better paying opportunities. But you must be patient and earn these opportunities over time.

JobView



***JobView** machines are currently located in the CTF in the Reentry and RSAT Units and the Law Library. JobView is also in the CDF in the Detail Block and the Law Library. JobView allows you to conduct electronic job searches. The JobView terminal only allows access to job information but does not allow access to the internet or to apply for the position. But it can be used as a “pre-release” tool to help you see the kinds of jobs that are available and the skills each job requires while helping you practice using electronic data bases for job searches and completing on-line employment applications.*

Mayor’s Office of Returning Citizens (MORCA)

ORCA provides assistance for job opportunities, interview preparation and resume development. Ask your Case Manager to provide you with or send a referral for assistance before you are released. ORCA is located at:

*2100 Martin Luther King Jr Ave SE (across from the Big Chair)
Washington DC (202) 715-7670*

Veterans Administration

*Veterans Assistance Center M-F 8:30 am – 3:30 pm
1722 I St NW DC (202) 530-9559*



Criminal Justice Coordinating Committee Resources Guide

Your Case Manager may be able to help you find employment and job training resources. A great source of information is at www.cjcc.dc.gov

YOUR RELEASE PLAN - Employment Assistance

DC Department of Employment Services (DOES)

DOES provides a 6-week Job Readiness course at the CDF and conducts information sessions on the Reentry Units for Men and Women.

Upon released returning Citizens can obtain resources such as career counseling, career planning, resume assistance, direct job placement, classroom and on-the-job-training, information about local and national labor markets at the following locations.

DOES Headquarters Mon-Fri 8:30am to 4pm
4058 Minnesota Avenue, NE DC (202) 724-7000

American Job Center NE Mon-Fri 8:30am to 4pm
5171 South Dakota Avenue, NE DC (202) 274-7209, (202) 576-3092

American Job Center SE Mon-Fri 8:30am to 4pm
3720 Martin Luther King, Jr. Ave, SE DC (202) 724-7000

American Job Center NW Mon-Fri 8:30am to 3:30pm
Frank D. Reeves Center 2000 14th Street, NW 20009 (202) 724-7000



The address to the closest One Stop Center near my house is:

Telephone: () - _____

It is a good idea to search beyond Washington DC because public transportation is available. Can you name some of the cities near DC?

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Some Answers: In Maryland: Bethesda, Bladensburg, Cheverly, District Heights, Greenbelt, Hyattsville, Laurel, New Carrollton, Rockville, Silver Spring, In Virginia: Arlington, Alexandria, Vienna, Springfield, Crystal City, Shirlington, Reston, Ballston

Other places to find job leads may include:

- | | |
|-------------------------------|--------------------------------------|
| • The Yellow Pages | • Word of Mouth |
| • Local Newspapers | • Job Hotlines |
| • Unemployment Office | • Industrial & Craft Unions |
| • Online Job Listings | • Friends/relatives/former employers |
| • Private Employment Agencies | • Job Fairs |

A few local employers known to employ persons with criminal records:

- | | | | | |
|------------------|---------------|-----------|------------|-----------------|
| • AAMCO | • Apple Bees | • Aramark | • COMCAST | • DC Government |
| • Dollar General | • Dollar Tree | • FED EX | • Goodwill | • Home Depot |
| • Holiday Inn | • Jiffy Lube | • Lowes | • Macy's | • UPS |

YOUR RELEASE PLAN – Preparing for Work

Identifying Your Skills

- Job skills are tasks you can do well and are valuable to an employer; for example accounting, operating a cash register, plumbing, and clerical.
- Employers also value people who can work well with co-workers and customers; including people of different backgrounds, religious, cultural, sexual orientation so list them as skills too.
- A skill you learned on one job can often be used on an entirely different type of job. Example:

You operated a cash register Skills: accurately counted money, listened to customers, provided information, dependable and trustworthy etc. You might list these skills in order to qualify for jobs in customer service, sales, information or reception desks.

You worked in the Culinary Unit Skills: neat and organized, met deadlines, handled many tasks, and operated commercial food preparation equipment.

PRACTICE: Find 2 jobs from JobView or from a newspaper ad that you might be qualified for or where you have at least most of the skills. Then complete the following:

JOB 1

What skills are required?

What skills do you have to qualify for this job?

What skills do you need?

Where can you get training? How long does the training take?

Who can pay for the training?

Can you arrange for child care and transportation so you can attend the training?

JOB 2

What skills are required?

What skills do you have to qualify for this job?

What skills do you need?

Where can you get training? How long does the training take?

Who can pay for the training?

Can you arrange for child care and transportation so you can attend the training?

YOUR RELEASE PLAN - Employment Information

Completing the Job Application

Your application is usually the first contact with a future employer and is the first impression about you. You may have to complete an on-line application. It is important to have all of the necessary information with you so your application is complete and accurate.



Complete the following information and take it with you when applying for a job.

Personal Information

Your Name (no nick names) _____

Your Address _____

Phone #s () _____ () _____

DOB _____ **Social Security #** _____ **Height** _____ **Weight** _____

Education and Training

Last School Attended _____

Address of Last School Attended _____

Dates You Attended _____ **Program of Study:** _____

Skills learned : _____

Work History (Full time and Part time) _____ List from newest to oldest

Previous Employer: _____

Supervisor's Name: _____

Job Address: _____

Telephone #: _____ **Salary / Hourly Wage** _____

Your Title: _____

Duties: _____

Reason for leaving: _____

Previous Employer: _____

Supervisor's Name: _____

Job Address: _____

Telephone #: _____ **Salary / Hourly Wage** _____

Your Title: _____

Duties: _____

Reason for leaving: _____

YOUR RELEASE PLAN - Employment Information

<i>Previous Employer:</i> _____ <i>Supervisor's Name:</i> _____ <i>Job Address:</i> _____	
<i>Telephone #:</i> _____ <i>Your Title:</i> _____ <i>Duties:</i> _____	<i>Salary/Hourly Wage</i> _____
<i>Reason for leaving:</i> _____	
<i>Previous Employer:</i> _____ <i>Supervisor's Name:</i> _____ <i>Job Address:</i> _____	
<i>Telephone #:</i> _____ <i>Your Title:</i> _____ <i>Duties:</i> _____	<i>Salary/Hourly Wage</i> _____
<i>Reason for leaving:</i> _____	
References ((Do not use relatives-Ask a teacher, counselor, minister, doctor, ex-coworker))	
<i>Name</i> _____ <i>Address:</i> _____ <i>Phone #</i> _____	<i>Occupation</i> _____ <i>Email Address</i> _____
<i>Name</i> _____ <i>Address:</i> _____ <i>Phone #</i> _____	<i>Occupation</i> _____ <i>Email Address</i> _____
<i>Name</i> _____ <i>Address:</i> _____ <i>Phone #</i> _____	<i>Occupation</i> _____ <i>Email Address</i> _____

Other Tips for Completing an Application

Follow Instructions – Do exactly what the instructions tell you to do.

Filling in all Information – Answer all questions and do not leave any blanks.

Be Positive – Keep your responses positive but be honest. Don't complain about your old boss or co-workers as the reason why you left a job. Say you were unhappy and looked for a more challenging opportunity.

Be Accurate – Be sure all information you give is correct. Employment dates, addresses, and reference contacts must be correct because they will be checked. That is why you filled out all of that information above.

YOUR RELEASE PLAN – Preparing for an Interview

How about other skills (strengths) you may have to convince them to hire you? Example:

Hardworking – willing to do extra and help others when the boss needs you to

Reliable – come to work every day and on-time and pitch in to help extra when needed

Quick Learner – do you ask questions to learn more

Friendly – in a professional and helpful way

Team Player – get along well with others, share the work load, provide suggestions

Independent Worker – learn the job well so the boss does not have to look over your shoulder

Motivated – do your work without being asked, excited about the work you do



Explaining your Criminal History:

Be very careful of what you write on a job application. Never lie and check “NO” if you have been convicted of a felony. Being dishonest may cause you to lose your job.

Leaving the question as to whether or not you were convicted of a crime blank is not in your best interest. Instead, write the following: **“I will be happy to explain in person.”** This indicates that you have a history that you would like to discuss. This gives you a chance to make the interviewer aware of your assets.

The DC Government has enacted law to **“Ban the Box,”** meaning that public employers must wait until you have been selected for an interview before inquiring about your criminal record, or performing a criminal background check, except in situations where the position already requires a background check.

Private employers however, are still able to include the question, “Have you ever been convicted of a felony?” on their applications. If you check, “No,” and the employer runs a criminal background check, they will have reason not to hire you (or fire you if you’ve already been hired) because you have provided false information on the application. So, how should you answer that question? Here are a few options:

- **Check, “Yes,” and write, “Will discuss in interview.”** Most likely, the employer will find out if you have a criminal history sooner or later. Checking yes right away shows honest and the willingness to accept responsibility for your actions and move on with your life.
- **Be honest but don’t give too much information.** It is very important that you be straightforward with your interviewer. However, there is a great difference between answering the questions that you are asked and giving away information beyond what is necessary.
- **Don’t let interviewers ask you an illegal question.** The employer can ask about convictions, but under federal law cannot ask about arrest records. Familiarize yourself with what is legal and not legal to ask in an interview and develop a plan for how you will answer an illegal question if asked ahead of time.
- **Make good eye contact with your interviewer.** Avoiding eye contact may make the employer think you are not honest so look at the person when he/she is asking questions and when you answer them.

YOUR RELEASE PLAN - Preparing for an Interview

- ***Do not blame others or say you were 'framed'.*** Even if that is true and you really believe yourself to not be guilty, do not say so or mention any mitigating circumstances. Blaming others may cause the employer to think you are trying to make excuses for yourself.
- ***Acknowledge and take responsibility for your actions.*** Tell the employer that you did something that was wrong and have learned from it. Try not to use the word "mistake", as some people think this word sounds like you are avoiding taking responsibility.
- ***Talk about what you have done since the offense to improve your behavior.*** Briefly mention what positive behaviors you have put in place to modify your lifestyle or behavior. For example, you can talk about how you have stopped frequenting bars and started a fitness program instead. Avoid talking about churches or religion, unless you are applying for work at a faith-based agency. You can talk instead about finding a new and more positive social circle.
- If you can help it, ***avoid introducing the topic of the offense at the beginning or end of the interview.*** You want to make a favorable first impression, ☹️ so try not to talk about your criminal background at the beginning of the interview. Also, ☹️ try not to bring up the offense at the end of the interview either. You want to leave the person thinking about how personable and talented you are, not about the offense itself. 😊 If possible, talk about the offense in the middle of the interview.

Write down what you will say

I admit I did not use good judgment but I learned a lot from it (explain something positive your learned

I am not the same person I was then. I have changed (explain how)

I achieved (include work release, GED, vocational classes, parenting classes, etc.)...

I am presently building new achievements to include...

Good responses to negative information may be:

"I am confident that this won't be a problem because..."

"I understand your concerns, but I assure you that this won't interfere with my ability to do this job."

PRACTICE YOUR ANSWERS. PRACTICE UNTIL IT BECOMES EASY.

YOUR RELEASE PLAN - Preparing for an Interview

Interview Do's & Don'ts

DO

Arrive 10-20 minutes before your interview and make yourself known to the receptionist.

Dress appropriately and conservatively.

Be positive and enthusiastic.

Speak clearly, using good grammar and speak in a friendly voice.

Be polite. Know the name of the person interviewing you and shake their hand in a firm, businesslike way.

Thank your interviewer, shake hands, and ask when you may hear from him or her.

Listen carefully and respond specifically to questions you are asked.

Discuss future career goals.

DON'T

Be late. If it is impossible to avoid, call as soon as possible and explain.

Wear shorts, tight pants or hats.

Smoke or chew anything (including gum).

Ramble and give too much personal information.

Cross your legs, fold your arms or touch your face. (This body language implies a negative attitude, boredom, or doubt.)

*Ask about salary, vacation or benefits until **AFTER** you have been offered the job.*

Be afraid to ask for the job. Show that you are Interested.

Discuss personal history not relevant to the job.

**Adapted from Soulestial Studios A Pathway Home: Pocket Guide.*

What employers expect you to do when you are hired:

- *Come to work on time*
- *Limit your breaks and lunch period to the time allowed*
- *Stay at work for your whole shift*
- *Call your supervisor if you will be in late or won't be in because of an emergency*
- *Do the work that you are assigned to do*
- *Pull your share of the load. Teamwork is important*
- *Get along well with others (supervisors, co-workers, customers)*
- *Ask questions when you don't understand what you are supposed to do*
- *Accept instruction and criticism from others. Don't blame others for your mistakes*
- *Don't focus on mistakes other people make*
- *Tell the truth*
- *Do not use foul language (curse). Some of the words acceptable in jail are never OK at work*
- *Do not drink alcohol or use drugs on the job*
- *Have a positive attitude*

YOUR RELEASE PLAN - Employment Planning

TRANSPORTATION: *How will you be traveling to and from work?*

☐ Walk

☐ Metro Bus

☐ Car

☐ Metro Train

☐ Bicycle

☐ Both Metro Bus and Train

☐ Other

Metro bus Fares

Regular routes \$1.75 using a SmarTrip® card (requires exact change)

Metro Train Fares

The amount depends on how far you are traveling and the time of day. The Station Operator can help you.



Be sure to time how long it will take you to get to the job or interview using all listed transportation options.

Bus Route Number _____ *Bus Stop Location* _____

Where do I get off _____

Metro Train Line _____ *Train destination* _____

Station to get off at _____

Bus Route Number _____ *Bus Stop Location* _____

Where do I get off _____

About Buying a Car

You may be tempted to buy a car. Think carefully about all of the costs before you buy one. You will need to pay for:

- *Automobile Insurance*
- *License*
- *Yearly Registration*
- *Yearly Inspection Fees*
- *Gas*
- *Maintenance (oil changes, routine maintenance, tires)*
- *Major repairs*
- *Possible parking fees*

YOUR RELEASE PLAN – Financial Responsibility

Debts

It is important to honestly think about your financial position. Facing up to the issues and making a plan of action to clear these matters up might keep you from getting into more legal or personal problems due to finances.

The only positive thing you can do is to begin to work on these matters. Research and ask questions about programs that laws that may be able to help you.

<i>Type of Debt</i>		<i>Amount</i>
Credit Cards		
Taxes		
Auto Loan		
Personal Loan		
Child Support		
Fines (ex: Motor Vehicles, Restitution)		
Attorney or other legal fees		
Other		
Total Debt		

Keeping a Budget

For a while, it will be important to keep track of every dollar that you earn and every dollar that you spend.

Your income should be the same as or greater than what you pay out. If it is not and you are not eligible for social services or other assistance, you may need to get a second job AND cut back on some of your expenses for things you can do without for a while (for example, cable TV, getting your hair and nails done, beer/alcohol/cigarettes, the club)

YOUR RELEASE PLAN - Financial Responsibility (Budget)

<i>INCOME</i>		<i>AMOUNT</i>
<i>Net pay each month (add up each check is paid weekly or twice a month)</i>		
<i>Receiving Child Support</i>		
<i>Receiving Food Stamps</i>		
<i>Receiving Child Care Supplement</i>		
<i>Receiving Rent Supplement</i>		
<i>TOTAL INCOME</i>		
<i>Rent</i>		
<i>Gas</i>		
<i>Electricity</i>		
<i>Telephone</i>		
<i>Child Support Payments</i>		
<i>Court-ordered Restitution</i>		
<i>Driving fines/License Reinstatement Fees</i>		
<i>Savings (count \$ you put aside in savings as an expense)</i>		
<i>Furniture</i>		
<i>Cell Phone</i>		
<i>Groceries</i>		
<i>Child Care</i>		
<i>Clothing</i>		
<i>Laundry</i>		
<i>Transportation</i>		
<i>Health Insurance</i>		
<i>Eating Out</i>		
<i>Cable</i>		
<i>Other</i>		
<i>TOTAL EXPENSES</i>		



Getting Help! There are many agencies, programs and people waiting to help you make it. Ask your Case Manager or other Discharge Planning staff to give you the names, addresses and phone numbers of agencies and groups that can help.

Social Services _____

Food Pantries, Hot Meals _____

Free and low cost clothing _____

Used or inexpensive furniture _____

Health Clinics (free & low cost) _____

Mental Health Professionals _____

YOUR RELEASE PLAN - Medical Care

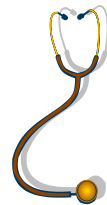
Affordable Care Act and Medicaid Eligibility

- **DOC pharmacy supplies either 3 or 5 day supply of medications upon release**
- *Persons released from jail/prison can be eligible for Medicaid*
- *Medicaid services include doctor visits, hospitalization, transportation, mental health, prescriptions, and other services*
- *In order to qualify to receive DC Medicaid, you must:*
 - *Be a District resident*
 - *Be a U.S. Citizen or have qualified immigration status*
 - *Have income at or below the income threshold for your eligibility group*
- *Your employer may pay all or part of your health insurance when you work for a length of time.*
- **Where to apply**

Service Center	Address	Phone	Fax
Anacostia	2100 Martin Luther King Avenue, SE	(202) 645-4614	(202) 727-3527
Congress Heights	4001 South Capitol Street, SW	(202) 645-4546	(202) 654-4524
Fort Davis	3851 Alabama Avenue, SE	(202) 645-4500	(202) 645-6205
H Street *	645 H Street, NE	(202) 698-4350	(202) 724-8964
Taylor Street	1207 Taylor Street, NW	(202) 576-8000	(202) 576-8740

The address to the closest place near my house to apply for Medical Assistance is:

Telephone: () - _____



MEDICAL HISTORY

List allergies to things and medications:

#1 _____ #3 _____
#2 _____ #4 _____

Prescribed Medications:

Other important medical information:

Department of Behavioral Health (DBH) - DBH staff are assigned to the DOC to assist you with mental health needs. Please ask your Case Manager for Assistance. DBH's goal is to deliver behavioral health services that promote recovery, and respect.



**Same Day Urgent
Care**



Pharmacy



**Emergency
Care**



**Special Accommodations
Care**

YOUR RELEASE PLAN - SUPPORTIVE PLACES AND PEOPLE

Part of maintaining your positive change comes from seeking the support and help from others who may be further along in their efforts or who have special knowledge about the issues you are dealing with. Use the following pages to list your support groups and mechanisms.

Self-Help Meeting: _____

Contact Name: _____

Telephone: () - _____

Hours of operation:

Monday: _____ - _____
Tuesday: _____ - _____
Wednesday: _____ - _____
Thursday: _____ - _____
Friday: _____ - _____
Saturday: _____ - _____
Sunday: _____ - _____

Address: _____

Sponsor/Mentor: _____

Telephone: () - _____

Alternate Telephone: () - _____

Pastor or Religious Leader: _____

Address: _____

Telephone: () - _____

Substance Abuse Services Aftercare: _____

Counselor: _____

Address: _____

Telephone: () - _____

Case Manager: _____

Address: _____

Telephone: () - _____

Case Manager: _____

Address: _____

Telephone: () - _____

YOUR RELEASE PLAN - FAMILY SUPPORT and CONTACTS

Use these pages to identify important family members who support your goal to remain drug and crime free.



If you don't have current relationships with family members list the ones you would like to rebuild your relationships with.

Name: _____

Relationship: _____

Address: _____

Telephone: () - **Cell Number** ()

Name: _____

Relationship: _____

Address: _____

Telephone: () - **Cell Number** ()

Name: _____

Relationship: _____

Address: _____

Telephone: () - **Cell Number** ()

Name: _____

Relationship: _____

Address: _____

Telephone: () - **Cell Number** ()

YOUR RELEASE PLAN - SUPPORTIVE FRIENDS

Use the following space to build your recovery support system.



Be sure to include ONLY those individuals who are willing to support you in maintaining your positive change including your goal to remain drug and crime free.

Name: _____

Address: _____

Cell Number () - _____

Name: _____

Address: _____

Telephone: () - _____

Cell Number () - _____

Name: _____

Address: _____

Telephone: () - _____

Cell Number () - _____

Name: _____

Address: _____

Telephone: () - _____

Cell Number () - _____

YOUR RELEASE PLAN - CARE FOR YOUR CHILDREN



Remember to have a backup plan to your day care needs in case an emergency comes up.

After-school Program: _____

Contact person: _____

Telephone Number: () _____

Hours of operation

Monday: _____ - _____

Tuesday: _____ - _____

Wednesday: _____ - _____

Thursday: _____ - _____

Friday: _____ - _____

Address: _____

After-school Program: _____

Contact person: _____

Telephone Number: () _____

Hours of operation

Monday: _____ - _____

Tuesday: _____ - _____

Wednesday: _____ - _____

Thursday: _____ - _____

Friday: _____ - _____

Address: _____

Neighbor

Telephone Number: () _____



YOUR RELEASE PLAN – CARE FOR YOUR CHILDREN

Name of Case Worker: _____
Address: _____
Telephone: () - _____
Monthly Child Support Payment: \$ _____
Debt (back payment): \$ _____ Due date: _____ / _____ / _____
Payment to: _____
Address: _____

Child Support



Child support payments must be mailed to:

D.C. Child Support Clearinghouse P. O. Box 37715 Washington, D.C. 20013
File a Motion to Modify Child Support with the Family Court's Central Intake Center located in suite 540 on the JM level of the Moultrie Courthouse.
Child Support Services Division (CSSD) 441-4th St NW DC 20001 (202) 442-9900

Fathering Court 500 Indiana Avenue, NW DC 202-879-10 www.Dccourt.gov

The Fathering Court Program helps incarcerated men, re-entering the community, reconnect with their children and to pay child support. The Fathering Court Program combines needs-assessment, employment skills development and community resources to provide non-custodial parents the ability to better meet the emotional and financial needs of their children.

Eligibility for Fathering Court

- Be at least 18 years old and reside in the District of Columbia
- The legal custodian/guardian of the child (or children) must agree to support the overall efforts of the program
- Have an active child support obligation in the District of Columbia
- No prior convictions of child or sexual abuse or you are currently on the Child Offender Registry
- Not have any prior convictions or findings of domestic violence
- Not have any ongoing chemical or substance abuse. Participants may be subject to drug testing if substance abuse issues arise
- Not currently receiving SSI or SSDI
- Not currently enrolled in high school



Filing for Child Support

If you have not yet filed a case, then you should file a Petition to Establish Paternity with the Central Intake Center (room 540 on the JM Level of the Moultrie Courthouse) or through the DC Attorney General's office: 441 4th Street N.W. Washington, D.C. 20001.

For more information, you can visit the Family Court Self-Help Center, a free walk-in clinic in Room 4335 of the Courthouse. The Center, which is open Monday through Friday, from 8:30 a.m. to 5:00 p.m., can explain the process to you, help you complete the proper legal papers, and direct you to other free legal resources.

Establish paternity? If you have not yet filed a case, then you should file a Petition to Establish Paternity with the Central Intake Center (room 540 on the JM Level of the Moultrie Courthouse) or through the DC Attorney General's office: 441 4th Street N.W. Washington, D.C. 20001.

Go to the Paternity and Support Branch office located in Room 300, on the JM level, of the Moultrie Courthouse, 500 Indiana Ave., NW. Washington, D.C. 20001, Phone # (202) 879-4856. Office hours are 8:30am to 5pm.

YOUR RELEASE PLAN – CARE FOR YOUR CHILDREN

Getting Back Custody of Your Children

Self-Help Center

The Family Court Self-Help Center is a free walk-in service that provides unrepresented people with general legal information in a variety of family law matters (such as divorce, custody, visitation, child support). The Center is located in room JM-570. The Center's hours of operation are from 8:30 am – 5:00 pm. Please arrive by 4:30 pm to be seen that day.

The Self-Help Center can:

- Provide you with information about D.C. family law matters*
- Inform you of your legal rights and obligations*
- Describe your legal options*
- Help you determine which forms are most appropriate for you and how to complete them*
- Explain how to navigate the court process, and what to expect in court*
- Refer you to other helpful clinics and programs*

Family Treatment Court in the News

The Family Treatment Court was created as a result of a partnership between the Family Court and the Office of the Deputy Mayor for Children, Youth, Families, and Elders, and is in cooperation with key District health and human services stakeholders. It is a court-supervised, voluntary, comprehensive residential substance abuse treatment program for mothers/female caretakers whose children are the subject of a child neglect case.

Since its creation in 2003, the Family Treatment Court has held more than a dozen graduation ceremonies in the Moultrie Courthouse. During each ceremony, mothers graduate to lives without drugs and with their children. Provided below are links to coverage of the event by both local and national news organizations.

Note: The DC Bar Pro Bono Program offers a free divorce clinic and a free custody clinic for people who wish to represent themselves in such cases. These clinics are conducted in the Superior Court and are held every month. For more information, link to the DC Bar Website or call 202-737-4700 x 3292.

If you have been to court or filed for custody list the instructions you need to follow to gain or maintain custody of your children:

YOUR DAILY SCHEDULE

A daily schedule gives you structure to help you achieve your goal of remaining crime and drug free. Although your schedule may change over time, it's important to identify your priorities and write them down on paper. Be sure to schedule time for the following (if appropriate): work, travel, spouse/significant other, children, support group/counseling, exercise, hobbies, friends, spirituality, sleep, eating, and community involvement.

	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
12 a.m.							
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2 a.m.							
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10 a.m.							
11 a.m.							

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10 p.m.							
11 p.m.							

Mayors Office on Returning Citizens Affairs (MORCA) 2100 Martin Luther King Jr. Ave SE Suite 100 202-715-7670 9 AM-5 PM Computer Lab I Training I Placement Assistance I Referrals for Record Sealing/Expungement; ID cards; Housing; Substance Use; Medical and Mental Health

Free Non-Drivers Photo ID (DC Residents) Take your DOC ID card to DMV within 60 days of release and get a non-drivers ID **DMV 202-737-4404 all locations** I Georgetown Service Center 3222 M St NW I Southwest Service Center 95 M St SW Rhode Island Service Center 2350 Washington PI NE Suite 112N I Benning Ridge Service Center 4525 Benning Road SE

Birth Certificate (if born in DC) Office of Vital Records 899 North Capitol St NE 1-877-572-6332 I 8:30 AM-3:30 PM I Cost: \$23
The following agencies have \$\$ to help you get your Birth Certificate:

- **Salvation Army** 1434 Harvard St NW 202-332-5000 Walk-in: Wednesday 9 AM - 11:45 AM
- **Foundry United Methodist Church** 1500-16th St NW 202-332-4010 (call for an appointment)
- **Chevy Chase Presbyterian Church** 1 Chevy Chase Circle, NW 202-363-4817 Tue, Wed, and Fri 9 AM - 11:30 AM

Social Security Card 2100 M ST NW I 2041 MLK Jr Ave SE 1-800-772-1213 **SSI/SSDI Benefits:** Social 1-800-772-1213

Employment Assistance

Dept. of Employment Services (DOES) 4058 Minnesota Ave NE 202-724-7000
Jubilee Jobs 2712 Ontario Road NW 202-667-8970/202-544-9128

Food Stamps, WIC, TANF, Medicaid

Mon - Fri 8:15 AM - 4:30 PM I 645 H St NE 202-698-4350 I 2100 MLK Ave SE 202-645-4614
4001 South Capitol St SW 202-645-4525 I 3851 Alabama Ave SE 202-645-4500 I 1207 Taylor St NW 202-576-8000

Mental Health Services

DBH (Department of Behavioral Health) I 64 New York Avenue, NE, 3rd Floor 202-673-2200
Department of Behavioral Health 35 K St NW 202-442-4202 I 8:15 AM - 3 PM I Assessment, counseling, and medication
Mental Health Emergency 24 hours Helpline Services I 1-888-793-4357
Comprehensive Psychiatric Emergency (CPEP) 1905 E St SE 202-673-9319 I Mobile Crisis 202-673-9300 I 24 hours

Health Care

Unity Health 3924 Minnesota Ave NE 202-398-8683 I 1500 Galen St SE 202-610-7160 I 1201 Brentwood Rd NE 202-832-8818
I 1900 Massachusetts Ave SE 202-548-6500 I 1660 Columbia Rd NW 202-328-3717 I 3240 Stanton Rd SE 202-889-3757
Christ House 1717 Columbia Road NW 202- 328-1100 I Medical care facility for homeless with acute illnesses
Coalition for the Homeless 1234 Massachusetts Ave NW 202-347-8870
The DC Center for the LGBT Community 2000-14th St NW Suite 105 I 202-682-2245
Substance Use Addiction Prevention & Recovery Administration (APRA) Assessment & Referral Center (ARC)
64 New York Ave NE 202-727-8473 Monday - Friday 7 AM - 6 PM

SUBSTANCE USE RESOURCES

AA 1-800-839-1686 NA Helpline 1-800-543-4670
Behavioral Health Services [formerly Anchor Mental Health Association] (OUTPATIENT) I 1001 Lawrence St NE I 202-635-5900
CATAADA House 802 Rhode Island Ave NE 202-832-8336
Central Intervention Team (CIT) (CSOSA) 601 Indiana Ave NW 202-442-1969
Clean & Sober Streets 425-2nd St NW North Bldg. (RESIDENTIAL) 202-783-7343
Catholic Charities (Substance Use Network) 2700 Martin Luther King Jr Ave, SE 202-561-2324
Family and Medical Counseling Services, Inc. (OUTPATIENT) 2041 MLK Jr Ave SE 202-889-7900
Harbor Lights (Salvation Army) 2100 New York Ave NE 20002 (RESIDENTIAL) 202-269-6333
(SOME) So Others Might Eat 71 O Street NW 202-328-0802 Ext.1030 or 1032
La Casa Shelter/Transitional Rehabilitation Program 1131 Spring Rd NW 202-882-1237
La Clinica Del Pueblo 2831-15th St NW 202-462-4788
Safe Haven Inc. 1140 North Capitol St NW (9th & 10th floor) I (RESIDENTIAL) 202-589-1505
Salvation Army Harbor Light 2100 New York Ave NE 202-269-6333
Whitman-Walker Clinic (WWC) 1525-14th St NW I 2301 Martin Luther King Jr Ave SE (OUTPATIENT) 202-745-7000

Community Family Life Services 305 E Street NW 202-347-0511 I Transitional Housing for adults and families I Women's Reentry I Family mentoring I Employment lifeskills and Job referrals I Food/clothing distribution
Thrive DC 1525 Newton St NW G1 202-737-9311 I Mon-Fri 8:30 AM-6 PM I *Breakfast:* 8:30 AM - 11:00 AM (Everyone) *Dinner:* 3 PM - 6 PM (Women and Children Only) I Metro tokens I Clothing & blankets I Legal I Health I Job training I Showers I Food Pantry I Fax, Telephone, and Mailing Address Service (if client) I Laundry I Reentry
So Others Might Eat (SOME) 71 O St NW 202-797-8806 I Housing I Mental Health I Day Treatment I Clothing I Meals
Voices for a Second Chance 1422 Massachusetts Ave SE 202-544-2131 I Referral to community services I Property Retrieval I can use this address to receive mail I Tax Preparation
Bread for the City 1640 Good Hope Rd SE 202-561-8587 I 1525 7th St NW 202-265-2400 I Legal I Medical I Food I Clothes
Catholic Charities 924 G St NW 202-772-4300 I Shelter & Housing I Jobs & Training I Legal I Meals I Mental Health

DC SHELTER HOTLINE: (800) 535-7252

Shelter Name	Address	Phone	Other
801 East Shelter (Men)	2700 MLK Ave SE	202-561-4014	First Come, First Served 7 PM - 7 AM
Adam's Place (Men)	2210 Adams PI NE	202-832-8317	First Come, First Served Open 7 PM - 7 AM
Central Union Mission (Men)	65 Mass Ave NW	202-745-7118	First Come, First Served Intake 3 PM - until filled
Harriet Tubman Emergency Shelter (Women)	1910 Massachusetts Ave SE Building 27	202-795-9966	Age 18 and up; First come, First Served Open 7 PM - 7 AM. Line-up at 6:15 PM for intake
House of Ruth Madison Program (6 - 9 months) Temporary Housing	651 10 th St NE	202-667-7001 ex) 240	Apply 5:00 PM - 6:15 PM on Mondays or Thursdays (Not open to you on the same night you apply)
John L. Young Shelter (Women)	119 D St NW	202-639-8469	Age 18 and up; First come, First Served Intake at 7 PM Shelter open 7 PM - 7 AM
My Sister's Place(Domestic Violence Shelter)	P.O Box 29596 Washington, DC 20017	202-529-5991	Confidential Hotline Open 24 hours
Nativity Shelter for Women	6010 Georgia Ave NW	202-829-0420	Age 18 and up; First come, First Served Open from 7 PM - 7 AM
New York Ave Shelter(Men)	1355-57 NY Ave NE	202-832-2359	First Come, First Served Open 7 PM - 7 AM
Open Door Shelter (Women)	425-2 nd St NW	202-639-8093	First come, First Served Open 7:30 PM - 7:00 AM
Virginia Williams Family Center (Women and Children)	920 A Rhode Island Ave NE	202-526-0017	Hours: Mon -Thurs, 8:30 AM - 4:00 PM (Fri. Telephone Services Only)

Emergency Housing Counseling and Rent Assistance Program (ERAP)

- *Catholic Charities* 202-547-3442
- *Salvation Army* 202-332-5000 or 561-2000
- *Community Partnership for the Prevention of Homelessness* 202-543-5298

Legal Assistance

- *Washington Legal Clinic for the Homeless* 1200 U St NW 202-328-5500 | *Legal Aid Society* 1325 Good Hope Rd SE 202-610-5141
- *University Legal Services* 1800 Martin Luther King Jr Ave SE 202-889-2196 | 3939 Benning Rd NE 202-650-5631

Veterans Assistance

- *Health Care for Reentry and Homeless Veterans* 1500 Franklin St NE 202-636-7660
- *Health Care for Homeless Veterans (VA Hospital)* 50 Irving St NW 202-745-8000 (ask for Social Work Services)
- *Southeast Veterans Service Center (Men)* 820 Chesapeake St SE 202-561-8387
- *Veterans on the Rise* 5002 Sheriff Rd NE 202-388-4090 | *Mentoring, Transitional housing, Referral Services*

MISCELLANEOUS SERVICES

- *DC Rape Crisis* 202-333-7273
- *Domestic Violence Hotline* 1-800-799-7233
- *Food* | *Martha's Table* 2114-14th St NW 202-328-6608
- *Laundry and Showers* | *Friendship PI* 4713 Wisconsin Ave NW 202-364-1419
- *Laundry (Women)* | *Bethany Women's Center* 1333 N St NW 202-939-2060 | *Rachel Women's Center* 1222-11th St NW 202-682-1005
- *Metro Tokens (with restrictions) Meals* | *Miriam's Kitchen* 2401 Virginia Ave NW (near Foggy Bottom Metro) 202-452-8926
- *Out of Town Bus Ticket* (Bring ID) | *Traveler's Aid Union Station Gate* 202-371-1937 Mon - Fri 9:30 AM - 5:00 PM
- *Showers and Metro Tokens (with restrictions)* | *Father McKenna Center* 19 | St NW 202-842-1112
- *Showers* | *Christ House* 1717 Columbia Road NW 202-328-1100 | *Georgetown Ministry Center* 1041 Wisconsin Ave NW 202-338-8301
- *Mailing Address Services*
 - *Miriam's Kitchen* holds mail for 6 weeks-no application needed to use: *Mailing address is: P.O. Box 58097, Washington, DC 20037*
 - *Pickup your mail from Miriam's Kitchen* at 2401 Virginia Ave NW DC 6:30 AM-9:30 AM & 2:30 PM-8:30 PM 202-452-8926
 - *Friendship Place* holds mail for up to 3 months-no application needed to use. Mailing address & pickup is: 4713 Wisconsin Ave NW, Washington, DC 20016 | 202-364-1419
 - *Father McKenna Center* holds mail if you are a client. Sign up for services at 900 North Capital St NW Washington DC 202-842-1112 ext. 106 They will give you the mailing address when you enroll
 - *Voices for a Second Chance* 1422 Massachusetts Ave SE 202-544-2131

MARYLAND REENTRY SERVICES

- *Prince Georges County Reentry Services* 425 Brightseat Rd Landover MD 301-909-6138
- *Prince Georges County Maryland One Stop Career Center* 1801 McCormick Dr. Largo MD 301-618-8425
- *Montgomery County MD Laurel Regional Workforce Center* 312 Marshall Ave, Laurel MD 301-362-9708

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