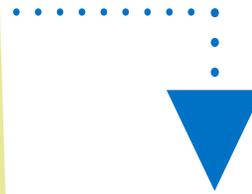


**Georgia Department  
of Corrections**



## **Reentry Skills Building Handbook 2009**

**Reentry  
Reducing Recidivism  
Agency and Community Partnerships**

***"Reentry Begins When Offenders Enter Our System"***

*"Wisdom,  
Justice &  
Moderation"*

**Sonny Perdue  
Governor  
Robert E. Jones  
Board Chairman  
Brian Owens  
Commissioner**

# OPERATIONS, PLANNING & TRAINING DIVISION

## ***“GET OUT IN FRONT”***

**Arnold Smith, Division Director**

### Agencies/Community Partners & Editors

1. Pat Lehn – GDC/Workforce Development
2. Dot Garrett – GDC/Workforce Development
3. Terry Seltzer – GDC/Deputy Warden of Care & Treatment /Scott State Prison
4. Jennifer Taussig – Division of Public Health
5. Richard Wheat – DHR/ Vital Records Division
6. Gary Bussey – Department of Human Resources
7. Ken Duke – Department of Human Resources
8. Helen Kearns – Department of Human Resources
9. Dr. Craig Burnett – Department of Veteran Services
10. Rhonda Simmons – Department of Veteran Services
11. Patsy Bailey – Department of Driver Services
12. Paula Ray – Department of Labor
13. J.R. Henderson – Department of Labor
14. Ivy Webb – Department of Labor
15. Anita Cloud – Board of Pardons and Paroles
16. Adam T. Barnett – GDC/Counseling Unit
17. Shalandra Robertson – Board of Pardons & Paroles
18. Michelle Turpeau- GDC Workforce Development
19. B. J. Blair – GDC/Reentry Services
20. Lisa Haughey – GDC/Reentry Services
21. Michelle Knox– GDC/Sex Offender Administration Unit
22. Robert “Bob” Haness – GDC/Probation Operations

### **Special Thanks to Minnesota Department of Corrections**

#### Mission Statement

The mission of Reentry Services is to establish effective methods that permeate all levels of affected agencies and organizations to reduce recidivism through collaborative partnerships that support offender placement into evidence-based interventions and continue through offender transition to the community. Reentry begins when offenders enter our system.

*A. J. Sabree, Director of Reentry Services*



# GEORGIA DEPARTMENT OF CORRECTIONS

COMMISSIONER'S OFFICE  
SUITE 866, EAST TOWER  
2 MARTIN LUTER KING, JR. DRIVE, S.E.  
ATLANTA, GEORGIA 30334-4900  
404/656-6002

**Sonny Perdue**  
Governor

**Brian Owens**  
Commissioner

**January 20, 2009**

## **Welcome to the Reentry Skills Building Program!**

I am proud and humbled to serve as the Commissioner for the Georgia Department of Corrections as we fulfill our mission of protecting and serving the public. I have a personal interest in you getting it right while you are with us and when you return home. Let me challenge you to take advantage of an opportunity set before you – job readiness and employability training that will lead you to affordable housing and meaningful work.

The Georgia Department of Corrections partners with fifteen other state agencies in the Georgia Reentry Impact Project and this group has taken a look at the barriers one could face upon returning to society. This Reentry Skills Building Handbook was designed to enhance your skills and help you overcome any barriers you may be facing on your return home.

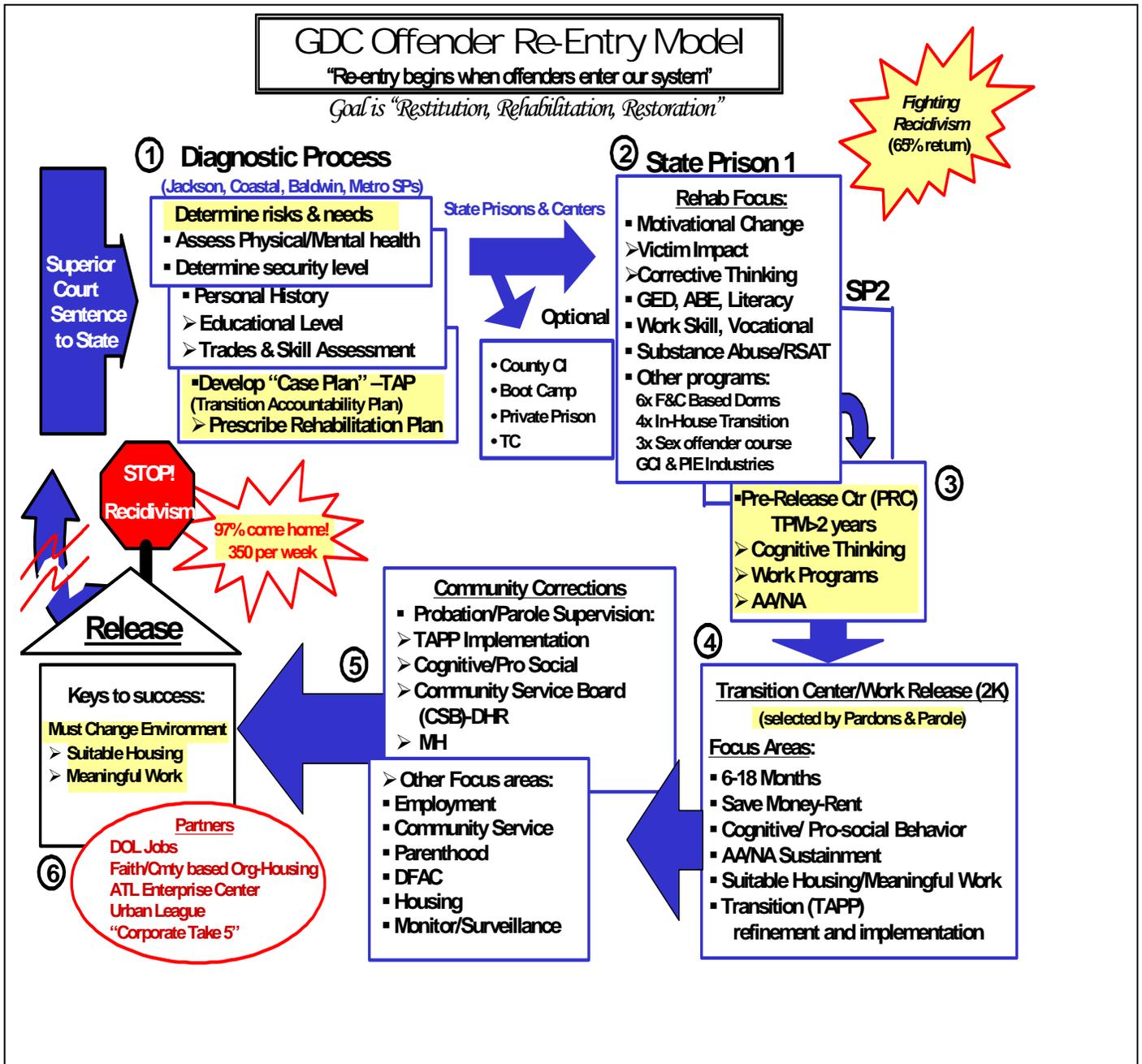
I want you to think of this book as a key to your future and I encourage you to study and utilize the resource information included that will prepare you to address any barriers that apply to you.

Today, the Corrections Team is dedicated to supporting you as you strive to successfully join your family and community. We are committed to supporting your efforts. There is an opportunity awaiting you that will lead you to a productive life that upholds the highest standards of good citizenship.... Face it with a positive attitude and always make good choices. My wish for you is a successful, productive, happy life as you go home to your family and friends.

Always be the best you can be.

Commissioner Brian Owens

# "Reentry Begins when Offenders Enter Our System"



# Reentry Checklist

## *TPM or MRD within 24 months*

- Determine Pre-Release Center-PRC, Transitional Center-TC, In-House Transitional Center-ITC Placement

### **Review Reentry Program Case Plan Status:**

- Academic Education (GED, ABE, Special Education)
- Vocational Education (SAGE)
- Pre-Conditions of Parole / Probation (COMPAS Reentry Plan)
- Drugs and Alcohol (COMPAS TCUDS)
- Cognitive Behavioral Programs (COMPAS Needs and Goals)
- Sex Offender Psycho-Educational Program (If Applicable)
- Reentry Skills Building Curriculum (Reentry Handbook)
- Georgia Work-Ready Certificate Program (Job Skill Building)
- Develop Career Plan (DOL Career Center)
- Complete Interest Profiler (Vocational Aptitude)

### **Identify Reentry Release Needs**

- Child Support Responsibility (OCSS, If Applicable)
- Money Management Instruction (Reentry Handbook Chapter 7)
- Housing / Residence Plan (Identify Residence upon Release)

### **Assess Identification Needs and Apply for:**

- Social Security Card (Social Security Administration)
- Motor Vehicle Record Issues (Department of Driver Services)
- Birth Certificate (Vital Records)
- Other Vital Records (Military, Child Support, Court Orders, Citizenship, Marriage License, etc.)

## *TPM or MRD within 12 months*

- Residency Plan in Place (Parole approved if Parolee)

### **Identify and Begin Benefits Eligibility Applications**

- Medicaid / Medicare (Social Security Administration)
- Supplemental Security Income SSI (Social Security Administration)
- Veterans Benefits (Veterans Administration)
- Social Security (Social Security Administration)
  
- Probation / Parole Release Plan (SOP IIC02-0001 Parole Review)
- Performance Incentive Credits (SOP IIB01-0021)
- Begin Interstate Compact Agreement (SOP IIIB07-0001 if Applicable)

***TPM or MRD within 3-6 months***

- Review Education Status (Passed GED)
- Split Sentence (If Probation to follow upon Release)
- If Max-out, Check for
  - SIP applicability, Community Reentry Assistance, Community Mentors, Employment, Special Needs
- If Probation/Parole to follow release, Contact receiving Office and fax Release Plan
- Disability Benefits Assessment (Pre-Release Agreement)
- TOPPSTEP Packet review (SOP VB01-0009)
- Confirm Housing / Resident Plan
- Ensure Vital Records Received (Birth Certificate, Social Security Card)
- Assess Medical needs after release (SCRIBE Profiles)
- ID TOPPSTEP Representative in Area (Department of Labor Office)
- Develop Transportation Plan (Reentry Handbook Chapter 6)

***Within 1 month of Release***

- Develop Monthly Budget Plan (Reentry Handbook Chapter 7)
- ID Community Resources (Reentry Handbook Chapter 15)
- Substance Abuse Aftercare (If Applicable)
- Job Leads (Reentry Employer List)
- Clothing Banks (Faith-based & Community-Based Organizations)
- Miscellaneous (Mentors, Support Groups, etc. in Area of Release)
- Update Resume (Reentry Handbook Chapter 3)
- Finalize Psychotropic Drug needs (Health Services)
- Vital Records ready (Original to Offender, Copy sent to Parole/Probation in TOPPSTEP Package)
- DW/CT to make appointment with Probation / Parole Office**

Report to: \_\_\_\_\_  
P.O. Address: \_\_\_\_\_, GA  
Phone No. \_\_\_\_\_

***NOTES:***

**TABLE OF CONTENTS**

GDC Offender Reentry Model	Reentry Begins when Offenders Enter Our System .....	3
Introduction:	Getting Organized .....	5-6
Chapter 1:	Identification .....	7
Chapter 2:	Housing .....	10
Chapter 3:	Employment .....	19
Chapter 4:	Careers .....	49
Chapter 5:	Work Ethics .....	51
Chapter 6:	Transportation .....	54
Chapter 7:	Money Management .....	57
Chapter 8:	Education .....	78
Chapter 9:	Incarcerated Veterans Program .....	81
Chapter 10:	Health & Life Skills .....	82
Chapter 11:	Family/Friend Relationships .....	90
Chapter 12:	Child Support .....	94
Chapter 13:	Restorative Justice & Victim Awareness .....	96
Chapter 14:	Living Under Supervision .....	97
Chapter 15:	Community Resource Contact Information .....	107
	A. Social Security Offices	
	B. Career Web Sites	
	C. Job Search Web Sites	
	D. TOPPSTEP Offices	
	E. Technical Colleges	
	F. Education Aid Web Sites	
	G. Health Information Phone Numbers	
	H. State Health Department Offices	
	I. Parole Offices	
	J. Probation Offices	

# INTRODUCTION

## Potential Barriers

As you begin planning for your release you first need to take an inventory of issues you may face when you return to the community. All of the areas listed below can interfere with your success in establishing a stable life once you are released. Use the checklist to help determine which areas may be a problem for you. When you have completed this exercise, look at the areas and start developing a plan to address them. This will help you decide what you need to do now to assist in your transition to life on the outside. Dealing with these issues before release may also help make them less overwhelming.

<u>ISSUES TO FACE UPON RELEASE</u>	<b>This is a possible problem for me.</b>	<b>I can take care of this.</b>	<b>I need help with this.</b>
Chemical Abuse			
Lack of Money			
Transportation			
Day Care			
Family Problems			
Housing			
Clothing			
Medical			
Telephone			
Job Skills			
Education			

\*\*\* Be aware that any of these areas may interfere with a successful plan. Don't ignore them. Life planning takes patience and commitment.

## Getting Organized

Create a list of items that you will need to make your transition a successful one.

<b>Item</b>	<b>Yes</b>	<b>No</b>
Social Security Card		
Birth Certificate		
Driver's License/ Insurance		
Credit Report		
State Identification Card		
Résumé		
Housing		
Medical Care		
Support Groups		
Child Support Issues		
Clothing		
Transportation		
Food		
Education		
Veteran's Assistance		
Employment		
Legal Assistance		
Telephone		
Other		

# Chapter 1

## IDENTIFICATION

Proper identification is required to cash a check, take a driver's test, or get a job. Forms of acceptable identification are:

- Birth certificate
- Social Security card
- Driver's license
- Valid passport
- Marriage certificate
- Court order or judgments

### **Birth Certificate**

A birth certificate provides proof of when and where you were born. A certified copy of your birth certificate can be useful when proving identity in certain situations, such as applying for a driver's license, retirement benefits, passport, or assistance programs.

You may request an application form and requirements for a certified copy of your birth certificate from your counselor. Application information needed includes:

- Your full birth name (first, middle, last)
- Date of birth
- City of birth (if known)
- Father's name
- Mother's name, including maiden name (as recorded at time of birth)

There is a fee charged for the out of state certified copy. Ask your caseworker for information and assistance. A list of all vital statistics offices can be found in the library.

Most states require that your signature be notarized if you are requesting a copy of your birth certificate by mail. Notaries are available at all Georgia correctional facilities. Once you are released, you may locate notaries in your community by searching the local Yellow Pages.

### **Social Security Card**

Social security is a part of almost everyone's life, no matter what your age. If you have never applied for a social security card and are over 18, you must apply in person. If you would like a free duplicate card, you must request an application from your caseworker or transition staff. Your caseworker can send a form letter to accompany the application, verifying your name.

### **Georgia State Driver's License and Identification Card Requirements**

To apply for an initial Georgia driver's license, identification card, or instruction permit, you must present one of the following:

- An original birth certificate
- Certificate of birth registration
- Certified copy of birth certificate
- Certified copy of court records (adoption, name, or sex change)
- Certified naturalization documentation
- Immigration ID Card
- Valid passport
- Military ID Card issued by the United States Armed Forces

Applicants for initial issuance of a Georgia driver's license, permit or identification card must provide documentation proving United States citizenship or legal authorization from the Immigration and Customs Enforcement bureau of the United States Department of Homeland Security.

**Documents are subject to verification and may not be accepted if altered.**

**Any document that is not in English must be accompanied by an approved English translation.**

Any documents listed previously or a primary document listed on the next page that does not contain your full legal name or only contains a middle initial means that you must also present **another primary or secondary document** that indicates your **full legal name**.

If your Georgia license has been expired for two years or more; your history has been purged; and you do not hold an active out-of-state license, you must pass the road signs test, road rules test, actual driving test, and eye exam to obtain a Class C license.

*For other driver's license information call (678) 413-8400*

### **Primary Documents**

- Certified copy of a birth certificate issued by a government bureau of vital statistics or board of health in the United States (U.S.), District of Columbia, Guam, Puerto Rico, or the U.S. Virgin Islands.
- Certificate of Birth Abroad (FS-545 or DS-1350) issued by the U.S. Department of State.
- Report of Birth Abroad of a United States Citizen (FS-240) issued by a U.S. embassy.
- Certified copy of an adoption certificate from a U.S. court.
- Unexpired identification card Form DD-2, issued by the U.S. Department of Defense.
- Unexpired U.S. passport.
- Unexpired passport from a country other than the U.S. with an unexpired I-551 stamp or an unexpired I-94 arrival and departure form.
- One of the following unexpired documents issued by the U.S. Department of Justice:
  - Certificate of Naturalization (N-550, N-570, or N-578)
  - Certificate of Citizenship (N-560, N-561, or N-645)
  - US Citizen Identification card (I-179 or I-197)

- Permanent Resident or Resident Alien card (I-551 or I-151)
- Northern Mariana card (I-873)
- American Indian card (I-872)
- Employment Authorization card with photo (I-688, I-688A, I-688B, or I-766)
- Re-entry Permit/Refugee Travel Document (I-571)
- A Georgia birth certificate or naturalization certificate with a valid I-94 form attached. (Must be presented with a photo **Secondary Document** issued by a Georgia government agency.)

### **Fees For A Georgia Driver's License**

- Class A, B, C and M \_\_\_\_\_ \$ 20.00 for 5 years  
\$ 35.00 for 10 years
- Honorary Veterans and National Guard \_\_\_\_\_ No Fee

### **Secondary Documents**

- Another primary document.
- Photo driver's license, state identification card, or permit issued by a U.S. state other than Georgia, the District of Columbia, Guam, Puerto Rico, the U.S. Virgin Islands, or a Georgia province or territory, that is current or expired for five years or less.
- Certified copy of a U.S. or Georgia court order with full legal name and date of birth.
- Employee photo identification card from a government jurisdiction in the U.S. or Georgia.
- Certified copy of a birth certificate from a government jurisdiction other than the U.S., the District of Columbia, Guam, Puerto Rico, or the U.S. Virgin Islands.
- Current identification card (DD-1173 or DD-214) issued by the U.S. Department of Defense.
- Certified copy of a government-issued marriage certificate.
- Unexpired color-photo permit to carry a firearm or concealed weapon, issued by a U.S. police department or sheriff.
- Current pilot's license issued by the Federal Aviation Administration.
- Certified secondary or post-secondary school transcript containing full legal name and date of birth.
- U.S. nonmetal, non-laminated social security card or Georgia social insurance card.
- Current secondary school student identification cards with student's name, photograph, and date of birth or unique identification number

### **Driver's License Status Inquiries**

To find out about your Georgia driver's record, you may send a letter to:

Driver and Vehicle Services  
 Attn: Licensing & Records  
 P.O. Box 80447  
 Conyers, GA 30013  
[www.dds.ga.gov](http://www.dds.ga.gov)

## CHAPTER 2: HOUSING

Finding a place to live will be difficult for some. For others, there will be no choice because of Department of Corrections' requirements. Some may be mandated to a halfway house or required to return to the county where the crime was committed.

If you have no restrictions on where you live, think hard before deciding to move back into your old neighborhood. There may be people and activities there to pull you back into committing crimes.

Some will have a supportive friend, relative, or family member to live with and housing may not be a major concern, while others will need to explore different options.

When looking for housing, keep in mind where it is located relative to your work, what transportation is available, and what stores are in the area.

### **Temporary Shelter Providers and Referral Agencies**

- **United Way 2-1-1, formerly First Call For Help**, is a service that can assist you in finding temporary shelter like the ones listed below. Resources are accessible to you through the library transition resource center, the Internet (after your release), and by dialing 211.
- **Community Action Agencies** provide services to reduce the effects of poverty in the community. Many provide energy assistance, winterization, housing, and emergency shelter services. These agencies are also a good source of information and referral for related services. For agencies: [http://www.gcaaonline.org/member\\_agencies.htm](http://www.gcaaonline.org/member_agencies.htm).
- **County Social Services Agencies** administer low-income financial assistance programs such as the Georgia Family Investment Program (GFIP) and General Assistance, as well as other assistance programs such as Medical Assistance, Emergency Assistance, and Food Stamps. They may provide referrals for overnight shelter. There are strict state and federal guidelines for the above programs so immediate monetary assistance may not be possible.
- **Drop-In Centers** provide a variety of services, which may include food, clothing, and support. The centers serve as sources of information, and daytime shelter. Availability is limited to larger metro areas.
- **Emergency and Overnight Shelters** offer lodging for a short period of time (usually one or two nights) until other arrangements can be made through the county or other programs. You may use 2-1-1 (First Call for Help) to help locate these shelters. Metro-wide Engagement on Shelter & Housing (MESH) also offers a directory of shelters in the metro area that have immediate openings; call 1-888-234-1329 for this listing. There is no charge for staying at most emergency shelters. Some charity-sponsored shelters may require that you participate in their programs to use their shelter.
- **Salvation Army Units**—provide shelter vouchers to individuals in need. They may also help out with meals and other essential needs.
- **Emergency & Information/Referral Phone Numbers:**
  - Governor's Help Line - 24 hour service, live, trained counselors. Call for counseling, information and referrals 1-800-338-6745.
  - Taskforce for the Homeless - call 1-800-448-0636 for information.
  - United Way's First Call For Help – 24 hour service call 211

Adult Rehabilitation Centers - Over 100 centers with high success rate in getting off the streets and into clean living facilities. Offers meals, medical checkups, AA programs, job skill training, & counseling. Many include similar programs for women.  
<http://www.salvationarmy.org/arc.htm>.

## **Types of Housing**

**Transitional (halfway housing)**—some offenders are mandated to this type of housing as a condition of their release and to provide some structure as the offender adjusts to life on the outside. If space is available, others may also live there, provided they meet the shelter’s guidelines. You may use 2-1-1 (First Call for Help) to help you locate transitional housing in your area or you may want to ask your caseworker for assistance.

- May provide shelter for up to one year.
- Expects you to be accountable at all times and cooperate with any programming identified by the referring agency.
- Provides opportunity to ease back into the community by gaining employment, accumulating savings, developing a plan of working toward independent living, and establishing community support services.
- Includes support services (such as counseling and job search help) in addition to food and shelter.
- Provides you time to save money for your own place. Costs will depend on services provided.

**Sober Housing**—is NOT a treatment program and often will not accept sex offenders.

- Provides long-term support, allowing residents to stabilize and develop healthy relationships with other people pursuing similar goals.
- Generally, the only requirements are sobriety and lawful means of paying bills. Often, there is no second chance—a resident who “uses” one time will be “out.”
- Is much less expensive than an apartment and makes saving money for more independent living easier.

**Renting**—be sure to consider all expenses such as application fee, security deposit, utilities not included in rent, etc.

- Search for listings in local newspapers, network with friends and family, and utilize apartment referral services.
- Be sure you understand terms of lease before signing.
- People with criminal records may not be allowed to reside in some apartment complexes, mobile home parks, etc. Price range is variable depending upon the type of building, location, and number of roommates.
- Will probably be required to sign a lease, meaning you must follow terms of the contract.
- Check with the property manager before you pay an application fee. It goes toward a background check.

**Single Resident Occupancy**— (SRO) is only for single, childless adults.

- SRO is usually furnished housing with shared bath or kitchen facilities that is made available to income eligible individuals at reduced rates.

**Buying a Home**—not an option for many offenders, but may be appropriate for some, especially when renting is too challenging.

- First-time home buying programs may be available in many areas —neighborhood associations can usually help you find these grants.
- Military veterans may qualify for home buying assistance.

*Obtain a copy of the HUD booklet that covers steps involved in buying a home—available in the library transition resource center.*



### **What Property Managers Look for in Tenants**

- **Past Rental History**—Know names and addresses of those you rented from in the past. Before you apply, be sure to take care of any unlawful detainers.
- **Employment History**—Name, address and phone number of your employer, as well as your monthly income (generally rent should not exceed one third of your income).
- **Credit History**—Property managers do check into your on-time and late payments. Try to clean up any outstanding bills from creditors. If you have a copy of your credit report, it is helpful to bring it with you.
- **Criminal History**—Most property managers do a criminal history check. They may ask you if an offense was committed in a residence. An honest, straightforward response is best.

### **Questions to Consider Before Signing a Lease**

- How long is the lease?
- How much notice is required (30 or 60 days) before moving?
- What is the penalty for moving out before the lease is up?
- Is there a security deposit for the apartment/rental unit and what is the amount?
- What are the property manager's conditions for full return of the security deposit plus interest at the time of moving out?
- Are any utilities included in the rent?
- Is there a security deposit for the utilities?
- What is the average monthly cost for the utilities in the apartment/rental unit?
- Is public transportation available nearby?
- Where are the nearest schools, shopping centers, etc.?
- For what reasons can the property manager evict you? With how much notice?

**RENTAL EXPENSES**

Property Address				
Rent (Monthly)				
Security Deposit				
Heat				
Gas/Electricity				
Parking/ Garage				
Garbage				
Other				
Other				
Total Cost				

**Tenant’s Rights and Responsibilities**

**You have the following responsibilities as a tenant:**

- Your property manager can require references from you.
- You must pay rent on time.
- You must follow all legal clauses in your lease.
- You must not disturb other tenants.
- You must give proper written notice when you want to move out.
- You must pay for damages beyond normal wear and tear to your apartment.

**As a tenant in Georgia, you have the following rights:**

- Your property manager must follow your lease.
- Your property manager must keep your apartment free from health and safety hazards.
- Your property manager must keep your apartment in good repair.
- Structures, fixtures, plumbing, and furnished equipment must be kept working.
- You have the right to call health /safety inspectors to inspect your apartment

- Your building must be insulated and weatherized.
- You have the right to peaceful and undisturbed possession of your apartment.
- You have the right to privacy.
- Your property manager cannot enter without your permission without giving you notice unless the lease says he/she can or in the event of an emergency.
- Your property manager must give you his/her name and address.
- Your property manager may not end or change the lease without giving you written notice.
- Your property manager cannot evict or retaliate against you for exercising your rights.
- Your property manager cannot shut off utilities or lock you out of your apartment.
- Your property manager cannot force you to leave your apartment without going to court.
- Your property manager cannot hold your personal belongings for non-payment of rent.
- Your property manager must provide certificates of rent paid so you can claim a tax credit.
- You are entitled to the return of your security deposit, with interest, within three weeks after you move. Be sure to give your property manager a forwarding address. However, your property manager may retain any amount of the security deposit that is reasonable to pay for unpaid rent if the property manager gives you a written explanation within three weeks. Your property manager cannot charge you for normal wear and tear to the apartment.

## **Buying A Home**

Buying a home may not be possible for some time after release—until you have saved enough for a sufficient down payment and meet income eligibility guidelines. But for many people, home ownership is within reach and may even be more affordable than renting. This basic information can help you plan for the time when home buying is an option. The first step in choosing a home is figuring out how much you can afford to spend. As a general guide, you can buy a home with a value of two or three times your annual household income, depending on your savings and debts.

## **Mortgage**

Taking out a mortgage is probably the biggest concern facing future homeowners. Lenders ask questions about how much you make, your credit, and your collateral, because the house you can afford is largely a question of how big of a loan you can afford. Lenders use the questions to decide how much to lend you, which is sometimes less than you hope for!

Put yourself in the lender's shoes: If you were going to lend people money, what would you want to know about them? You would certainly want to know 1) if they make enough money to pay you back, 2) if they have been trustworthy in the past, and 3) if they are unable to pay back the money, do they have something else of value to repay their debt (collateral).

There are two main types of mortgages. Fixed-rate mortgages have interest and principal that never change. Property taxes and insurance may increase, but the monthly payments are stable for life of the mortgage—30 years, 20 years, 15 years, or less. Adjustable-rate mortgages (ARMS) generally begin at an interest rate that is 2-3 % below a similar fixed rate mortgage, but the rate changes at specified intervals, depending on varying market conditions. This type starts with lower payments but may increase as interest rates change.

Mortgage payments include three parts: a payment on the principal of the loan (the amount borrowed); a payment on the interest; and payments into an account (escrow) that your lender maintains to pay for things like property taxes and homeowners insurance. This is called P.I.T.I. (Principal-Interest-Taxes-Insurance). For example, a \$100,000 loan at 7% interest for 30 years would cost \$665.00 principal and interest. You must add a minimum of \$250 to cover costs for insurance and property taxes making the grand total \$915.00 per month.

### **Do you make enough to pay the lender back?**

Your lender will want to know not only how much money you have, but how much you will be likely to make over the next 30 years—the usual mortgage term. Also, what are your other debts? Do you owe money for credit card charges or other loans? Do you have any other assets such as personal property like a boat or a car?

Ideally, you will want to come up with at least 20% of the value of your new home as a down payment, to avoid additional expenses like mortgage insurance payments. But you may qualify for special programs for first-time homebuyers that will get you into a home for little, if any, down payment.

### **What are closing costs?**

The price you pay for a home does not include the costs of the transaction that are called closing costs. They can add to a significant sum and must be factored into the total cost. Following are price ranges for various common closing costs:

- Title search fee (\$50-\$150)
- Title insurance (\$100-\$600)
- Attorney's fee (\$100-\$700)
- Appraisal fee (\$200-\$300)
- Recording fees, transfer taxes (\$50-100)
- Credit report (\$25-\$75)
- Lender's origination fee (1-3% of loan amount—minimum of \$1000 for \$100,000 loan)
- Reserves for home insurance and property taxes (amount varies)
- Interest paid in advance (if applicable)

### **Have you been trustworthy in the past?**

What is your credit rating? You can request credit reports from a major credit reporting agency. Credit reports are a compilation of your personal financial history and will reveal whether or not, you have a track record of paying your bills on time. If not, there are ways to clean up your credit that will make you more attractive to lenders. Pay bills on time—if you had a problem that's been corrected, and your payments have been on time for a year or more, your credit will probably be considered satisfactory.

## **What is collateral and do I have any?**

Collateral is another word for assets or something of value. The house you buy will generally be considered collateral for your mortgage. As a result, in case you can't pay the monthly loan payments, the lender can decide to do something really nasty: foreclose on the mortgage and repossess the house! You will find yourself out on the street, your house now belongs to the lender, and it is very unlikely that anyone will ever loan you money again.

## **Considerations from your point of view**

### **Your timeline**

To determine whether you should buy a new home, think about how long you are planning to stay in it. It generally doesn't make economic sense to buy if you are only planning to stay there for a couple of years. That is because you pay fees both in buying and in selling your house, which could make a short-term purchase too costly.

### **Your comfort zone**

Before you borrow \$90,000, 150,000 or whatever you need for your mortgage, figure out whether you can really afford it. Just because the bank will loan it to you, doesn't mean that you will live your life in such a way as to be able to pay it back. Are you willing to give up certain expenditures or status symbols to make the house a reality? Your house payment is just one piece of your personal financial puzzle.

### **Is owning a home in your future?**

The advantages of owning a home are feeling a sense of ownership that brings security and peace of mind, as well as stable housing costs, increase in property value over time and tax benefits. Home ownership requires responsibility in making payments and in maintenance and repairs as well as commitment to the community. Only you can decide if home ownership is for you.

## **Questions**

Describe your rental history. List any evictions, unlawful detainers, or problems you have had with property managers.

---

---

---

---

Where do you plan to live in the future?

---

---

---

---

Do you have family or friends that would allow you to stay with them temporarily?

---

---

---

---

Will you have children living with you? If so, list the ages, gender, and any special housing requirements.

---

---

---

---

What do you need in regard to housing (services, space, location, etc.)?

---

---

---

---

What money do you have available for housing and how will you pay each month's rent?

---

---

---

---

What special housing conditions will be placed on you by the Department of Corrections?

---

---

---

---

## **WEB LINKS FOR HOUSING**

### **DEPARTMENT OF COMMUNITY AFFAIRS (DCA) – SPECIAL NEEDS HOUSING**

Click on the link below for a listing of DCA-funded programs for the homeless and other individuals with special needs.

<http://www.dca.state.ga.us/housing/SpecialNeeds/index.asp>

### **HOUSING OPPORTUNITIES FOR PERSONS LIVING WITH HIV/AIDS (HOPWA) PROGRAMS**

Link here for a listing of housing programs statewide for persons living with HIV/AIDS. For help with housing programs for those in the metro-Atlanta area, contact the Living Room at (404)616-6332.

<http://www.dca.state.ga.us/housing/specialneeds/programs/hopwa.asp>

### **OFFICE OF REGULATORY SERVICES, GA DEPT. HUMAN RESOURCES**

Click on the link to do a search for personal care and long-term care homes that may accommodate persons with mental health problems. <http://www.ors.dhr.state.ga.us/>

The office of Regulatory Services (ORS) ensures that a wide variety of health care and long term care providers operate at acceptable levels. These levels are mandated by State statutes and regulations adopted by the Department of Human Resources (DHR) Board of Human Resources. They also offer consumers services, information and resources to help you learn how to best choose a provider.

### **GEORGIA HOUSING SEARCH**

Link here to connect to a locator of affordable rental housing across the state of GA.

<http://www.georgiahousingsearch.org/>

### **LOW-COST, NO COST HOUSING GUIDE (Metro-Atlanta ONLY)**

Link here to connect to a website with information about subsidized, non-subsidized affordable, special needs, transitional, and shelter housing in the metropolitan Atlanta area.

<http://www.chrcatalanta.org/lowcostnocost.html>

### **RE-ENTRY PARTNERSHIP HOUSING**

Re-Entry Partnership Housing (RPH) is a means to provide housing to convicted felons who remain in prison after the Parole Board has authorized their release due solely to having no residential options. Re-Entry housing partners must provide (directly or through written agreement with third parties) released offenders stable housing and food (room and board). This partnership pays for the first two months' fees, with the possibility of a third month, so that the offender has a chance to get out of prison and find employment. Contact Crystal Moon with the State Board of Pardons and Paroles at (404) 651-6409 for more information about getting an offender qualified for this program.

<http://www.dca.state.ga.us/housing/specialneeds/programs/rph.asp>

## Chapter 3

### EMPLOYMENT

Information in this section will help you when filling out employment applications, putting together a résumé, interviewing, and keeping a job.

#### Job Searches

Statistics show that nearly two-thirds of all positions in the workforce are filled by “hidden” job-seeking methods. Below are descriptions of both “traditional” and “hidden” job-seeking methods.

#### Job-Seeking Methods

- **Help-Wanted Ads in the Newspaper** — only 15 percent of all jobs available are listed in the help wanted ads, and competition is fierce because almost everyone reads them.
- **Sending out Résumé** — almost all job search books recommend it, but doing that alone as a job search method does not work very well.
- **Private Employment Agencies** — charge fees for finding you a job. The fees range from 10 to 15 percent of your annual income.
- **Georgia Department of Labor, TOPPSTEP** — provides assistance to rehabilitated offenders in obtaining and maintaining employment, through one-on-one job counseling and a series of specially designed workshops that will assist in résumé writing, interviewing skills, job search and networking techniques.
- **Local Government Workforce Centers (WIA)** — post job openings and will post your résumé for potential employers. They also provide assistance in résumé writing. Workforce centers have a number of useful publications to help you choose a career.
- **Job Clubs** — various community agencies and local churches host job club meetings in their facilities. The meetings provide job leads, job search tips, and support.
- **Warm Contact** — let it be known to others that you are seeking employment. Let friends, relatives, neighbors, former employers, former co-workers, church members, etc., know that you are looking for a job.
- **Cold Contact**—means going directly to possible employers. This requires a lot of time and traveling around town. Cold contacts may not be easy for most, but remember the worst that can happen is that they will say no.
- **Public Library**—is a great resource for job seekers. It has directories for local, state, and national organizations, businesses, and corporations. Most libraries also have out-of-town newspapers and phone directories for assistance as well.
- **School Placement Offices**—at private, trade, technical, and vocational schools. Some prospective employers notify these schools of openings, and schools may reserve these prospects for their own students.
- **Trade Magazines and Journals**—often list jobs available in their field. Review only current issues.
- **Accept an Entry-Level Position**—to get your foot in the door and then volunteer to help with more responsible positions within the business.
- **Temporary Help Agencies**—are a fast source of income and supply you with helpful experience, even though the pay may be lower and fewer benefits offered. Many times the temporary job can turn into a full-time position.

- **Volunteer Work**—shows employers a positive work ethic and may serve as a foot in the door to a potential employer. It is also an excellent opportunity to network. If you are volunteering for an organization, ask your volunteer coordinator to be a job reference for you.
- **Internet**—allows you to browse at your convenience at home and most public libraries. You can find many different websites containing possible employment opportunities. Be sure you have no special release conditions prohibiting your use of the Internet.
- **Job Card**—example of a pocket-sized card to leave with an employer. These are especially handy for “drop in” or cold contacts for employment.

**Name:** Lana Loftus

**Telephone:** (612) 555-6873

**Position:** Computer Technician

**Skills & Experience:** Two-year degree in Computer Science, Two-year degree in Business Management. Worked as the supervising technician for Steffen’s Mortgage Company (five years). Type 80 words per minute. Excellent problem-solving skills. Very motivated. Able to manage multiple tasks at the same time.

**Comments:** *I am able to start immediately and willing to travel or relocate if necessary. I will also work over-time hours as needed.*

### **Federal Bonding Program**

Fidelity bonding is employee dishonesty insurance that protects employers against theft of money and property by employees. This insurance is a job placement tool because, in effect, it guarantees the job honesty of the applicant. It helps market the applicant’s strengths to the employer, and can apply to any job. The Federal Bonding Program provides individual fidelity bonds to employers for job applicants who may be denied coverage by commercial carriers because of a:

- Record of arrest, conviction, or imprisonment
- History of alcohol or drug abuse
- Lack of employment history
- Dishonorable discharge
- Poor credit history

Either the job applicant or the prospective employer (on behalf of the applicant) may make the initial contact with a local Georgia Department of Labor Office to apply for bond insurance coverage. Georgia Bonding Program pamphlets are available in the library transition resource center.

### **Georgia Work Opportunity Tax Credit**

This is a program that lets an employer reduce his or her taxes by hiring individuals in certain “targeted” groups. Ex-felons are one of these groups! The employer can deduct a percentage of the first \$6,000 in wages paid to you directly from his or her taxes. None of this comes out of your pocket. In fact, it helps your chances of being hired, providing that the employer knows of this program. Georgia Work Opportunity Tax Credit pamphlets are available in the library or from Georgia Department of Labor.

## **Employment History**

Fill out the following profile worksheet. You may need to write or call someone to research accurate names and addresses. Georgia phone directories and a Georgia Business Directory are available in the library transition resource center for your use.

Personal History:

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

### **Work History #1:**

Company: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

### **Work History #2:**

Company: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

### **Work History #3:**

Company: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

Position: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Work History #4:**

Company: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Employment Dates: \_\_\_\_\_  
Position: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education History Worksheet**

When people think of education, school comes to mind. However, school is not the only source of obtaining knowledge. You may have had other types of training in your lifetime such as CPR, parenting, or operating a forklift. Keep this in mind when completing this section.

**Education History #1:**

School Class: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Degree/Certificate/Date: \_\_\_\_\_

**Education History #2:**

School Class: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Degree/Certificate/Date: \_\_\_\_\_

**Education History #3:**

School Class: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Degree/Certificate/Date: \_\_\_\_\_

**Education History #4:**

School Class: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Degree/Certificate/Date: \_\_\_\_\_

**Personal Skills**

Employers will pay close attention to these. List five skills you have. They may be personal skills (loyal, good communicator, good work ethic, etc) or technical skills (data processing, public speaking, artistic, etc.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Job Search Strategies**

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

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Which of the three search strategies was most successful for you? Why?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

---

---

---

### **Job Search**

Complete the following three job search worksheets. Look for three specific job openings in the community that match your skills and interests. Unfortunately, being incarcerated limits available resources to newspapers, library references, trade magazines, and journals.

### **Job Search (example)**

Seeking Method: Employment Weekly Newspaper.

Company: Steffen's Custom Motorcycles.

Contact Person: Mr. Olson.

Applying Position: Custom Motorcycle Technician.

Address: 123 42<sup>nd</sup> Ave. North.

City: Bloomington State: Georgia Zip: 55420.

Phone: (612) 555-5555

### **Job Search #1:**

Seeking Method: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Applying Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Job Search #2:**

Seeking Method: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Applying Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Job Search #3:**

Seeking Method: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Applying Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Reference Worksheet**

An employer may want to contact someone who has knowledge of your job performance and/or character. It is important when filling out a job application to have your reference's permission before using his or her name. References should be chosen from a professional standing rather than personal relationships, if possible. List three potential references you might use.

**Reference #1:**

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Professional Relationship: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_

**Reference #2:**

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Professional Relationship: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_

**Reference #3:**

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Professional Relationship: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_

**Résumés and Applications**

A good résumé is an important job search tool and “sells” your employment skills to a prospective employer.

**Tips for an Effective Résumé**

1. **Try to Use a Computer** - There are computer programs that make it much easier to prepare your résumé. Your local library, work force center, or “quick print” shop can help. Practice on the computer in the library transition resource center.
2. **Be Specific** - Don’t waste valuable space with overused, general statements. An example of a general or “flowery” statement is: “A challenging position enabling me to contribute to organizational goals while offering an opportunity for growth and advancement.” Be direct and to the point in identifying your accomplishments.
3. **One or Two Pages** - If your career justifies a two-page résumé, go ahead and create a document that explains the full range of your experiences and accomplishments. On the other hand, don’t ramble on about unrelated experiences. Ask yourself, “Will this statement help me land an interview?” Every word should sell you.
4. **Avoid Use of Personal Pronouns** - There should be no mention of “I” or “me” and only limited use of articles such as, “a,” “an,” and “the.” Also, do not use abbreviations.
5. **List Only Necessary Information** - Do not include your interests unless they are related to the job. For example, if applying for a position as a ski instructor, list cross-country skiing as a hobby. Personal information such as date of birth, marital status, height and weight, and salary or wages should not be on the résumé.

6. **Center or Align Headings** - All headings should be easy to locate and consistent in layout.
7. **Avoid Making Excuses** - Don't include the reasons you are no longer working at each job listed on your résumé. The phrases, "company sold," "boss was an idiot," and "left to make more money" have no place on your résumé. Be positive.
8. **Check for Typos** - Check for typos, grammatical errors, and coffee stains. Use the spell check feature on the computer and ask one or two friends to review the résumé to find mistakes you might have missed.
9. **Use Quality Copy Paper** - Don't try to save money by printing your résumé on cheap copy paper instead of good quality stock. A résumé should be printed on paper with a high percentage of cotton fiber; *it should also be mailed in an envelope with a high percentage of cotton fiber. You can find résumé paper and envelopes at any store that sells office supplies.* Inspect copies for smudges and marks before distributing.

### **Action Verbs**

Use the following list of action verbs on your résumé to describe your skills, and what your job requirements and activities were at your previous jobs.

Accomplished	Conducted	Drafted	Hired
Accelerated	Confined	Drew-up	
Achieved	Consolidated		Identified
Activated	Constructed	Earned	Illuminated
Actuated	Consulted	Edited	Illustrated
Addressed	Contracted	Enhanced	Implemented
Administered	Consulted	Enlarged	Improved
Advertised	Contracted	Established	Improvised
Advised	Contributed	Evaluated	Initiated
Analyzed	Controlled	Executed	Innovated
Approved	Converted	Expanded	Interpreted
Arranged	Coordinated	Expedited	Installed
Assembled	Corrected		Instituted
Assisted	Corresponded	Facilitated	Instructed
Attracted	Counseled	Filed	Introduced
Audited	Created	Forecasted	Invented
Authored	Criticized	Formulated	Investigated
	Cut	Founded	Interviewed
Backed			
Began	Decreased	Galvanized	Launched
Bid	Delegated	Gathered	Led
Brought	Demonstrated	Generated	Logged
Budgeted	Designed	Ghostwrote	
Built	Determined	Governed	Maintained
	Developed	Graduated	Managed
Calculated	Devised	Grew	Maximized
Charted	Diagnosed	Guaranteed	Minimized
Closed	Diagrammed	Guarded	Modernized
Collected	Directed	Guided	Modified
Compiled	Disciplined		Motivated
Completed	Discovered	Halved	Negotiated
Composed	Disseminated	Hastened	
Compounded	Distributed	Headed	
Conceived	Documented	Heightened	
Consulted	Doubled	Helped	

Obtained	Recommended	Shut down	Tracked
Opened	Reconciled	Simplified	Traded
Operated	Recorded	Slashed	Trained
Optimized	Recruited	Sold	Transferred
Ordered	Redesigned	Solved	Transformed
Organized	Reduced	Staffed	Translated
Originated	Rendered	Started	Triggered
Oversaw	Reorganized	Streamlined	Tripled
Performed	Replaced	Strengthened	Trimmed
Planned	Represented	Stressed	Traced
Prepared	Researched	Stretched	Uncover
Prescribed	Restored	Structured	Unified
Presented	Reviewed	Studied	Unravel
Procured	Revised	Succeeded	Upgrade
Produced	Revitalized	Summarized	Utilize
Programmed	Routed	Supervised	
Promoted	Safeguarded	Supplied	Vacated
Proposed	Scheduled	Synthesized	Verified
Protected	Secured	Systematized	
Provided	Selected	Taught	Won
Purchased	Served	Terminated	Worked
Realized	Serviced	Tested	Wrote
Received	Set up	Took over	

### **Getting Your Résumé Out**

- Résumé should be sent to a person by name; make the extra effort to find out the name and title of the appropriate person.
- If you are asked to send a résumé to Personnel or Human Resources, also send a résumé to the person in charge of the department for which you want to work. Though the personnel staff executes the screening, the department manager has the final hiring authority.
- Always send your résumé with a cover letter.
- When directly contacting employers, always have a copy of your résumé available and offer it to them.
- When applying for a job with an employment application, you may want to attach your résumé. Always take the time to completely fill out the application. NEVER write on the application, “see résumé.”
- Give a copy of your résumé to your references as it provides information about you and helps them talk to an employer about your qualifications.
- Always phone the employer before or after sending your résumé. Be courteous and professional and sell your qualifications.
- Always bring extra copies of your résumé to an interview.
- Finally, follow up, follow up, follow up! It is no use mailing résumé if you do not take the time to follow up your efforts.

### **Functional or Skills Résumé**

- Emphasizes your abilities and often doesn't mention employers and job titles.
- Helps mask limited experience or gaps in your employment record.
- Places attention on results you can produce—emphasizes your skills and how you can use them.
- Looks different than more common résumé, and potential employers may find it harder to read or assume that you are trying to hide something.

## Cover Letters

- Introduce you, your skills, and your experiences.
- Always include a brief, professional, and positive cover letter when sending a résumé.

### Cover Letter (Sample)

January 1, 2003

William Barnett  
Supervising Engineer  
Montgomery Water Company  
P.O. Box 1875  
Montgomery, Alabama 26134

Address the letter to a person by name.

Explain purpose of your letter. Identify the position you are applying for and how you found out about the position.

Tell why you are qualified.

Dear Mr. Barnett:

Please accept this letter of application for the chemical engineer position recently advertised.

My experience includes managerial and practical engineering work in both the water treatment and chemical industries. It is my intention to pursue a position where I can utilize my past experience and education.

The enclosed résumé highlights my qualifications. I will call your office next week to schedule an interview to discuss the industry and any future openings you may have at Montgomery Water Company.

Thank you for your consideration.

Thank them for considering you.

Sincerely,

Juanita Hartly  
1986 Glen Street  
Dothan, Alabama 26134  
Phone (205) 555-1754

Always include a daytime telephone number.

Enclosure: résumé

If this is a pre-interview letter, enclose résumé.

## Résumé (Functional, Sample #1)

Paper color such as off-white can get more attention for your résumé. Odd colors, however, may look unprofessional.

**Johnny G. Doe**  
**5656 110<sup>th</sup> Street**  
**Huntington, Ohio 59123**  
**(234) 555 – 1123**

Always include a daytime telephone number.

**OBJECTIVE:** To be a baker in a food service setting.

### **EXPERTISE:**

- Able to work from scratch or with mixes
- Experience making uniform breads, buns, Danish, and sweet rolls in large quantities
- Expertise creating raised and cake donuts
- Developed a variety of cakes and icings from scratch
- Maintained clean work environment

### **ABILITIES:**

- Experience using bread molder, bun rounder, sheeter, and donut fryer
- Able to operate reel, rack, and conventional ovens
- Work with horizontal and spiral bread mixers and bread and bun slicers
- Experience with proof boxes
- Possess basic computer skills

### **STRENGTHS:**

- Capable of effectively supervising others
- Able to troubleshoot problems
- Offer good customer relations
- Work well alone or with others
- Quick to learn new skills
- Dependable, reliable, and self-motivated

Keep to one page if possible but no more than two pages. Use action verbs.

### **WORK HISTORY:**

1996-present: MCF- Moose Lake, Painter

1990-1996: MCF- Faribault, Baker

### **EDUCATION:**

1990-1994: Central Georgia Vocational School

1999: RSAT Transitional Program

You may add a section: References available upon request. Be prepared to produce the references.

**REFERENCES AVAILABLE UPON REQUEST**

## Résumé (Functional, Sample #2)

**Johnny G. Doe**  
**5656 110<sup>th</sup> Street**  
**Huntington, Ohio 59123**  
**(987) 345 – 1121**

**OBJECTIVE:** General Labor

**EXPERTISE:**

- Accurately read measuring devices
- Able to meet required specifications and tolerances
- Experience driving fork lift
- Auto and small engine mechanic
- Computer experience
- Operating skills with front loaders, bobcat, boom truck, tractors, and dump trucks

Be concise when listing specific descriptions.

**ABILITIES:**

- Experienced in shipping and handling
- Capable of doing inventories and keeping accurate supplies for running departments
- Ability to work and communicate well with others
- Can organize tasks and complete jobs within time schedules
- Dependable, reliable, and self-motivated

**WORK HISTORY:**

1997-present: MCF- Moose Lake, GEORGIA; Mechanic, Heavy Equipment Operator, Plow Truck Driver, and General Labor

1996-1996: Baldinger Bakery, Inc., St. Paul, GEORGIA; Truck Driver and Dock Worker

1993-1995: Quality Mobile Wash, Little Canada, GEORGIA; Truck Driver and Operator of Power Washer

**EDUCATION:**

- Pine Tech Community College - Major Focus: Computers and Human Relations
- Dakota County Vo-Tech - Major Focus: Auto Mechanics
- 916 Vo-Tech - Major Focus: Nurse's Aide

**REFERENCES:**

- Available upon request

List major study focus, degrees, licenses, certificates and/or any coursework applicable.

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY / STATE / ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**OBJECTIVE:**

**EXPERTISE: (skills)**

- 
- 
- 
- 
- 

**ABILITIES:**

- 
- 
- 
- 
- 

**STRENGTHS:**

- 
- 
- 
- 
- 

**WORK HISTORY:** (include your job in the institution)

**EDUCATION:**

## **Matching Your Skills to the Job**

In considering your résumé, employers will be interested in the skills you can bring to a position. There are three categories:

### **Technical or Job Skills**

Technical or job skills are acquired through learning and on-the-job training; specific skills acquired for specific jobs. The following are examples of technical or job skills.

- welding
- taking blood pressure
- carpentry
- automobile repair
- keyboarding

### **Self-Management Skills**

Self-management skills are very similar to personality traits. If you are a person who is always on time, you are punctual. Other examples include being logical, creative, friendly, organized, helpful. Think about who you are and how you go about your life to determine your self-management skills.

#### **Key Self-Management Skills**

\_\_\_ accepts supervision    \_\_\_ gets along with co-workers    \_\_\_ hard worker    \_\_\_ honest  
\_\_\_ good attendance    \_\_\_ completes work on time    \_\_\_ punctual    \_\_\_ productive

#### **Other Self-Management Skills**

\_\_\_ ambitious    \_\_\_ dependable    \_\_\_ loyal    \_\_\_ mature    \_\_\_ eager  
\_\_\_ capable    \_\_\_ energetic    \_\_\_ flexible    \_\_\_ efficient    \_\_\_ enthusiastic  
\_\_\_ responsible    \_\_\_ independent    \_\_\_ intelligent    \_\_\_ cheerful    \_\_\_ thrifty  
\_\_\_ competent    \_\_\_ creative    \_\_\_ friendly    \_\_\_ good-natured    \_\_\_ self-confident  
\_\_\_ conscientious    \_\_\_ patient    \_\_\_ imaginative    \_\_\_ open-minded    \_\_\_ well-organized  
\_\_\_ reliable    \_\_\_ helpful    \_\_\_ industrious    \_\_\_ problem-solver    \_\_\_ tactful  
\_\_\_ modest    \_\_\_ sincere    \_\_\_ flexible    \_\_\_ sense of humor    \_\_\_ trustworthy  
\_\_\_ motivated    \_\_\_ versatile    \_\_\_ patient    \_\_\_ learn quickly    \_\_\_ resourceful

#### **Transferable Skills**

Transferable skills are similar to job skills, but tend to be more general. These skills can be easily “transferred” from one type of job to another. Customer service and conflict resolution are examples that can be used in a variety of job types.

#### **Key Transferable Skills**

\_\_\_ instruct others    \_\_\_ meet deadlines    \_\_\_ organize/manage projects  
\_\_\_ manage money, budget    \_\_\_ meet the public    \_\_\_ public speaking

**Skills Working With Things**

- \_\_\_ assemble things    \_\_\_ good with hands    \_\_\_ use complex equipment    \_\_\_ drive/operate vehicles
- \_\_\_ construct/build    \_\_\_ inspect things    \_\_\_ operate tools/machines    \_\_\_ repair things

**Skills Working With Data**

- \_\_\_ analyze data    \_\_\_ audit records    \_\_\_ check for accuracy    \_\_\_ evaluate
- \_\_\_ budget    \_\_\_ calculate/compute    \_\_\_ detail-oriented    \_\_\_ observe/inspect
- \_\_\_ compare    \_\_\_ manage money    \_\_\_ keep financial records    \_\_\_ record facts
- \_\_\_ research/investigate    \_\_\_ take inventory    \_\_\_ locate information

**Skills Working With Words, Ideas**

- \_\_\_ communicate verbally    \_\_\_ design    \_\_\_ public speaking
- \_\_\_ correspond with others    \_\_\_ inventive    \_\_\_ remember information
- \_\_\_ create new ideas    \_\_\_ logical    \_\_\_ write clearly

**Skills Working With People**

- \_\_\_ administer    \_\_\_ help others    \_\_\_ diplomatic    \_\_\_ perceptive    \_\_\_ instruct
- \_\_\_ advise    \_\_\_ interview skills    \_\_\_ persuade    \_\_\_ patient    \_\_\_ listen
- \_\_\_ care for others    \_\_\_ kind/understanding    \_\_\_ pleasant    \_\_\_ sensitive    \_\_\_ trusting
- \_\_\_ coach    \_\_\_ negotiate    \_\_\_ tactful    \_\_\_ outgoing    \_\_\_ tolerant
- \_\_\_ counsel

**Leadership Skills**

- \_\_\_ arrange social functions    \_\_\_ initiate new tasks    \_\_\_ negotiate agreements    \_\_\_ self-motivated
- \_\_\_ competitive    \_\_\_ make decisions    \_\_\_ plan events    \_\_\_ solve problems
- \_\_\_ delegate    \_\_\_ manage/direct others    \_\_\_ results-oriented    \_\_\_ influence others
- \_\_\_ explanations to others    \_\_\_ mediate problems    \_\_\_ risk-taker    \_\_\_ motivate people
- \_\_\_ self-confident

**Creative/Artistic Skills**

- \_\_\_ artistic/expressive    \_\_\_ perform, act    \_\_\_ drawing, art
- \_\_\_ dance, body movement    \_\_\_ present artistic ideas

List your additional technical, self-management, and transferable skills:

---



---



---



---



---

## Thank-You Letters

- A well-written thank-you letter helps you stand apart from the crowd.
- Thanks interviewer or job search contacts for what they did, and at the same time puts your name in front of the employer again.
- Shows that you are someone who takes time to show appreciation for the efforts of others.

### Thank You Letter (Sample)

May 30, 2001

Follow up quickly. Send a letter the same day if possible.

Nancy K. Doe  
Personnel Director  
Dexter Manufacturing Company  
Dexter, Maine 04930

Indicate specifically the reason for the thank you.

A thank you letter should be short and friendly. Be sure to use proper grammar and correct spelling.

Dear Ms. Doe:

Thank you for interviewing me last Wednesday for the position of Line Quality Inspector. I believe Dexter Manufacturing Company and I have a lot in common!

The information you provided about your community was very helpful. Relocating to such a beautiful area is very appealing.

As you requested, my references and transcripts are enclosed. I look forward to meeting with you again. Until then, don't hesitate to call me with any further questions regarding my candidacy for this position.

Sincerely,

Let them know that you are available at their convenience and you are happy to supply any information needed.

Ray T. Simmons  
268 6<sup>th</sup> Ave.  
Laconia, New Hampshire 03246  
(397) 222-1111

A personal letter can be handwritten. If your handwriting is not neat and legible, type it.



## Applications

Sometimes a company's policy may require you to fill out an application before being considered for a job. An application allows an employer to compare you to other applicants.

- Read the directions carefully.
- Keep it as neat as possible; re-do poorly done applications, if possible.
- If an application is mailed to you, make a photocopy. Fill out the copy first, and then rewrite your information on the original.
- Provide positive information.
- Hobbies and interests that you list could relate to what the employer is looking for or could include tasks needed on the job, requiring less training by the employer.
- Application request for "pay desired" is best left "negotiable" or "open."
- If possible, do not indicate a specific title for position desired—leave it broader.
- Do not use lazy responses such as "see résumé" or "same."
- Include volunteer work as it shows that you are responsible and may include skills needed for the job.
- Criminal record checks by employers are common. The employer may even ask you to sign a release form to allow them to look beyond what is just public record.

### Notes

---

---

---

---

---

# Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job-related medical condition or handicap, or any other legally-protected status.

*(Please Print)*

Position(s) applied for:			Date of Application
How did you learn about us?			
Advertisement <input type="checkbox"/>	Friend <input type="checkbox"/>	Walk-in <input type="checkbox"/>	
Employment Agency <input type="checkbox"/>	Relative <input type="checkbox"/>	Other _____	
Last Name	First Name	Middle Name	
Address	City	State	ZIP
Phone Number(s)			Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes  No

Have you ever filed an application with us before? Yes  No   
If yes, give date \_\_\_\_\_

Have you ever been employed with us before? Yes  No   
If yes, give date \_\_\_\_\_

Are you currently employed? Yes  No

May we contact your present employer? Yes  No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes  No

*Proof of citizenship or immigration status will be required upon employment*

On what date would you be available for work? \_\_\_\_\_

Are you able to work  Full-Time  Part-Time  Shift work  Temporary

Are you currently on "lay-off" status and subject to recall? Yes  No

Can you travel if a job requires it? Yes  No

Have you been convicted of a felony? Yes  No

*Conviction will not necessarily disqualify an applicant from employment*

If yes, please explain \_\_\_\_\_

---



---



---

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# Education

	Elementary School	High School	Undergraduate College / University	Graduate / Professional
School name and location				
Years completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma / Degree				
Describe course of study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities.				
Describe any honors received.				
State any additional information you feel may be helpful to us in considering your application.				
<b>Indicate any foreign languages you can speak, read and / or write</b>				
	Fluent	Good	Fair	
Speak				
Read				
Write				
<b>List professional, trade, business, or civic activities and offices held</b> <i>You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status</i>				
_____				
_____				

# References

**Give name, address, and telephone number of three references who are not related to you and are not previous employers.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you ever had any job-related training in the United States Military?  Yes  No  
 If yes, please describe \_\_\_\_\_

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes  No

# Employment Experiences

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, handicap or other protected status.

<b>Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
Address				
Telephone Number(s)		<b>Hourly Rate/ Salary</b>		
		<b>Starting</b>	<b>Final</b>	
Job title	Supervisor			
<b>Reason for leaving</b>				
<b>Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
Address				
Telephone Number(s)		<b>Hourly Rate/ Salary</b>		
		<b>Starting</b>	<b>Final</b>	
Job title	Supervisor			
<b>Reason for leaving</b>				
<b>Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
Address				
Telephone Number(s)		<b>Hourly Rate/ Salary</b>		
		<b>Starting</b>	<b>Final</b>	
Job title	Supervisor			
<b>Reason for leaving</b>				
<b>Employer</b>		<b>Dates Employed</b>		<b>Work Performed</b>
		<b>From</b>	<b>To</b>	
Address				
Telephone Number(s)		<b>Hourly Rate/ Salary</b>		
		<b>Starting</b>	<b>Final</b>	
Job title	Supervisor			
<b>Reason for leaving</b>				

## Special Skills and Qualifications

Summarize special job-related skills/qualifications acquired from employment or other experiences.

---

*If you need additional space, please continue on a separate sheet of paper*





## **Things to Remember for Completing Applications On-site**

- Take along a copy of information and dates that you might need to complete the application, rather than trying to remember them and making mistakes on the application.
- Remember that false information given on an application may be grounds for dismissal even after you have been employed for any length of time.
- Take “white-out” or an erasable pen, as well as a small dictionary, with you when completing applications.

## **Face-to-Face Contacts**

### **Creating a Good First Impression**

People form an opinion of someone they meet in the first two to four minutes. For that reason, it is important that you pay attention to detail to create the best first impression you can. Some factors that affect the impression you make are appearance (hair, clothes, hygiene, jewelry, make-up), movement, mannerisms, personal space, and speaking manner. A weak or too firm handshake makes a negative impression. You should practice shaking hands before an interview. To help enhance your chances of making a favorable impression, follow the basic rules discussed below.

### **Communicate Your Best Image in Appearance**

Dress appropriately. Keep your dress understated, conservative, and neat. If you’re unsure about what to wear, a good rule of thumb is to dress slightly better than you would to report to the job every day. For example, if blue jeans are acceptable attire at the work place, you could wear casual dress pants to a job interview with such an organization. You can determine the dress code in a work place by asking or observing, if it is a public place. If you are still unsure, a suit in a dark or neutral color is almost always a good choice. (Some social service agencies provide appropriate interview clothing to those in need.)

### **Dress For Success**

It is helpful to try a “dress rehearsal” before a job interview. You can increase your confidence by seeing your put-together, professional self; you can be assured that the clothing is clean and in good repair; and you can ask the opinion of a friend or relative.

#### **■ Women should avoid:**

- Hair that is over styled, teased, or moussed. It is best to keep hair conservatively styled.
- Dangling or large earrings.
- Too many earrings, rings, necklaces, or bracelets.
- Too much make-up. Too little is always better than too much.
- Too much perfume - none is better.
- Low-cut, tight, or short apparel.
- Exposed undergarment.
- Leather or suede apparel.



- Ruffles, bows, or fringe (they do not project a professional or businesslike image).
  - Patterned nylons. Plain nylons are best.
  - Very high heels.
  - Glittery, silver, gold, or open-toe shoes.
  - Showing tattoos or body piercings—cover with clothing or make-up if possible.
- **Men should avoid:**
- Earrings, bracelets, pinkie rings, or similar jewelry.
  - Too much aftershave or cologne - none is better.
  - Unbuttoned shirts.
  - Tee shirts.
  - Patterned tee shirts under dress shirts.
  - White socks with dress pants. Wear dark colored dress socks.
  - White pants.
  - Novelty or leather ties.
  - Sneakers.
  - Showing tattoos or body piercings—cover with clothing or make-up if possible.

### **Communicate Your Best Image by Being Prepared**

- **Arrive early.** Plan your schedule and route so you arrive 10-15 minutes prior to the appointment. Allow time to stop in the building's bathroom, if there is a public one, for a last-minute check on your appearance.
- **Bring a black pen,** extra copies of your résumé, your reference list, copies of licenses, driving record (for jobs requiring it), and social security or alien card.
- **Bring any other documentation** supporting your qualifications (portfolio, work samples, references, etc.).
- **Introduce yourself politely** using your first and last name and stating the first and last name of the individual you are to see.
- **Do not chew gum.**
- **Do not smoke.** It is best not to smoke just before an interview as many people find the smell on your clothes and hair offensive.
- **Say, “It’s nice to meet you”** in your initial greeting to the interviewer. Shake hands firmly.
- **Address the interviewer as Mr. \_\_\_\_\_ or Ms. \_\_\_\_\_** unless you are requested to do otherwise. Don’t assume that if the interviewer calls you by your first name you are both on a first-name basis!
- **Be willing to make a bit of small talk,** possibly about the weather, about the interviewer’s good directions, or about traffic on the way to the interview.
- **Speak clearly,** and in a positive, audible manner – but don’t be too loud.



## **Interview Do's and Don'ts**

### **Do – Do – Do:**

- Do bring a pen.
- Do arrive early to show how organized, prepared, and dependable you are.
- Do greet everyone including the receptionist in a courteous, friendly way.
- Do smile and show a positive attitude; be enthusiastic.
- Do greet the interviewer by name (not first name!).
- Do look the interviewer in the eye.
- Do offer a firm handshake and introduce yourself.
- Do wait for the interviewer to ask you to be seated.
- Do speak clearly and loud enough to be easily heard.
- Do relax if you can; remember the interviewer may be as nervous as you are.
- Do sit still.
- Do thank participants for their time, smile, and shake hands when the interview is over.
- Do depart in a positive manner.
- Do send a thank-you letter recapping your interest in the job.

### **Don't – Don't – Don't:**

- Don't chew gum or smoke; even if the interviewer does.
- Don't put anything on the interviewer's desk (elbows, purse, notebooks, etc.).
- Don't play nervously with your keys, rings, or pens.
- Don't slouch or look tired.
- Don't mumble or speak too softly.
- Don't avoid looking the interviewer in the eyes.
- Don't look too scared or nervous.
- Don't argue or act defensive or secretive.
- Don't talk too much or too little.
- Don't wear a hat or dark glasses.
- Don't talk about personal problems.
- Don't talk negatively about past schooling, jobs, or supervisors.
- Don't ask the interviewer if the company is stable or unstable.
- Don't fidget.
- Don't use slang.

### **Communicate Your Best Attitude**

- **Sit straight and relatively still.** Avoid distracting wiggling or jiggling of your hands or legs or tapping and clicking of a pen.
- **Fold your hands comfortably in your lap** or on top of your résumé materials. Do not cross your arms over your chest (makes you appear disagreeable) or spread them across the back of the chair or couch (makes you appear too relaxed, lazy, or disinterested).
- **Maintain good eye contact.**
- **Show reserved confidence.** Let the interviewer start the dialogue. Listen carefully.
- **Avoid interrupting**, even if the interviewer does most of the talking.
- **Ask questions** if you don't understand something.
- **Be positive and upbeat** in your remarks.
- **Avoid complaining** about a previous job or employer. Whether or not your remarks are true, you won't appear professional if you "harp" on these subjects.
- **Avoid criticizing or disagreeing** with the interviewer.
- **Tell the employer about your skills.** If you don't, no one else will! Don't make the employer work harder than you during the interview.
- **Welcome all questions** and give direct, honest answers. Take your time by developing the answer in your head before you respond.
- **Try to plan ahead for tough questions** and practice your answers before the interview.
- **For women, crossing your legs is acceptable**, but wear a skirt of appropriate length to do so.

### **Communicate Your Best Image by Finishing Strong**

- **Don't overstay your time.**
- **If you want the job, say so!** Summarize why you are qualified. This is the time to state strengths and qualities you may have forgotten to emphasize earlier.
- **Thank the interviewer for his or her time and interest** and extend your hand for a strong parting handshake.
- **Be proactive in your follow-up.** Ask how you will be notified or arrange to call the employer to learn their decision.
- **Send thank-you letters or notes** within 24 hours to each person with whom you interviewed.
- **Use each interview as a building block for the next one.** You may go through many interviews before you connect with the right job. It is not what happened at the last interview that is important, but what happens at this one!

## **Reasons Employers Give for Not Hiring an Applicant**

- Sarcastic or defensive responses.
- Boastful or “know it all” attitude.
- Over aggressive or high-pressure type.
- Makes excuses or lies about unfavorable facts in record.
- Seems unprepared for interview—late, cannot answer questions, etc.
- Poor grooming or personal appearance.
- Immature or ill-mannered behavior.
- Speaks negatively of former co-workers, school, or other people.
- Lazy or low on energy.
- Talks about personal problems.
- Radical ideas—politics, religion, dress, life-style, etc.
- Seems overly concerned about salary and benefits.
- Shows no interest in company or job.
- Undecided—appears to rely on others to make their decisions.
- Doesn’t ask any questions about the job.
- Poor work history—a “job hopper.”
- Fails to make good eye contact.
- Limp handshake.
- Lack of confidence—poor posture, shy, etc.
- Unable to take criticism.
- Appears to have trouble getting along with others.



## **Questions Interviewers May Ask You**

- Why should I hire you?
- Why do you think you might like this particular job?
- Why would you like to work for this company?
- Tell me about yourself.
- What are your main strengths? (skills, abilities, etc.)
- What do you consider your main weakness?

- Describe a time when you did not get along with a supervisor, teacher, or co-worker and how you handled the situation.
- What would you like to be doing five years from now?
- Tell me about your last job (likes and dislikes).
- How do you work under pressure?
- Tell me about any work gaps in your employment history.
- Have you ever been fired or asked to leave a job?
- Have you ever been convicted of a felony?
- What are your salary expectations?
- When would you be able to start work?
- Would you be willing to work overtime and/or weekends?
- Can you travel; do you have a car for travel?
- What can you offer our company?
- Do you have any questions? Always have at least one question!

**All interview questions are really the same question:**  
**Why are you the best person for the job?**

**Suggested Questions You May Ask an Employer**

- What are the hours?
- Are there any special duties in this job?
- Is there weekend or overtime work?
- Would I be working with other people?
- What is the most important part of the job?
- Is this a permanent position?
- Are there chances for career growth with this company?
- Why is the position open?
- What is the 5-10 year plan for the company and how does this position fit into those plans?
- Never ask about salary or benefits until the interviewer brings the subject up or until you are offered the job.
- If offered the job, ask what clothes are appropriate on the job.
- Ask them to describe the ideal candidate for the position.



## **Discussing Your Conviction Record**

Be aware that the law prohibits felons from holding some types of jobs. However, there are many jobs available for offenders. Remember it is important to tell the truth.

For many just out of prison and applying for a job, the most difficult part is facing the question on the job application, “Have you ever been convicted of a felony?” Let’s say the employer needs someone with your energy and skills. He or she says, “I see that you checked ‘yes’ on the felony question. Can you please tell me about that?” What will you say?

### **Three Choices for Discussing Your Record**

- Tell the truth—always the best choice.
- Lie about it—and get disqualified or fired.
- Avoid the subject—refusing to discuss it will “kill” the interview.

## **Steps to Discussing Your Conviction Record**

**Step 1:** Own it. Take responsibility for your actions. Show them you are owning up to your behavior. Statements should begin with “I.” Placing blame on someone or something else (it wasn’t my fault or I didn’t know) is the worst thing you can do. Suggested openers could be: In the past,

- I made some bad choices.
- I made bad judgments.
- I made a bad decision.
- I did something I shouldn’t have.

**Step 2:** State the positive changes you have made since the conviction:

- Completed GED.
- \*Completed a Critical Thinking Skills course.
- Paid restitution.
- Participated in counseling or treatment. Maintained aftercare.

**Step 3:** Tell them what you have learned or realized:

- Express your regret and speak about the lessons you have learned.
- I’m not proud of what I’ve done; I’m sorry it ever happened.
- I wanted fast money and now I see it was wrong.
- I wish I had realized sooner just how immature and irresponsible I was being.
- I lost sight of what was really important; my priorities were really mixed up.

**Step 4:** Talk about the new goals you have and how that part of your life is over.

- I now have new goals in life. I’m very focused on establishing a successful career. I’m moving forward and am willing to work hard to make it happen. I can’t un-do the past, but I did learn from it and will not repeat the same mistake.

## **If Asked – Were You Incarcerated?**

- I did spend some time at an adult correctional facility for some bad choices I made.
- My time there helped me to focus and set new goals.

- I used the time to take advantage of education offered and by participating in various courses (name a few) and volunteering to work while I was there.
- I'm ready to work hard and do a good job.

Remember: Once you get the job, the word may get out that you are an ex-offender. Stay professional – never discuss your past with fellow workers.

**Don't lie!**

**Don't give details!**

**Don't get defensive!**

**Don't volunteer information!**

**Keep answers brief and to the point!**



## **Telephone Etiquette**

It is almost guaranteed that you will talk to a potential employer on the telephone at some point in the hiring process. In an extensive job search you will be using the telephone to conduct research, cold-call employers, make networking contacts, schedule meetings, and to interview. Your first phone call to a potential employer can often mean the difference between getting an interview and being overlooked as a candidate.

- Whenever your first contact with an employer is by telephone, always be courteous to whomever answers the phone. The support staff is often who decides whether calls should be put through, and it is not uncommon for supervisors themselves to answer the phone.
- Wear a smile on the telephone—they may not see it, but they will hear it.
- In general, it's best to make calls in the morning when people are alert and not yet involved in the day's events.
- If you can't get past a shrewd receptionist, try before 8:00 a.m., during lunch, after 5:00 p.m., or Saturday morning. If you still can't get through, ask for the receptionist's assistance.
- If you were referred by a mutual contact, give that person's name to the receptionist.
- The first rule of telephone etiquette is to be prepared. Know whom you want to speak to and what you want to say. If you sound hesitant or unsure of yourself, you may have more difficulty getting past the person answering the phone.
- Outline in writing what you want to say. This is important in the early stages of cold calling or when the call is very important. As you gain confidence, you will "script" most of your calls in your head.
- Make sure there are no distracting noises in the background; crying children, loud lawnmowers, kitchen noise, barking dogs, etc., will detract from your professionalism.
- Like it or not, voice mail is a part of our lives. Speaking to a machine adds a new dimension to telephone skills. Knowing what you will say if you get someone's voice mail and having a "script" ready will enable you to leave a simple, clear, and concise message. Your message should be 30 seconds or less and include a phone number with area code.
- Do not ask a potential employer to hold while you answer, "call waiting."

## Chapter 4

# CAREERS

### Career Centers

Inmate Career Centers provide inmates with materials to assist them with career decision making. While all facilities may not currently have Career Centers, all facilities do have TOPPSTEP Representatives from the Department of Labor who will assist inmates in developing a career plan. Facilities with Career Centers have inmate clerks who have been trained to assist other inmates in career development. The goal is to eventually have career centers with inmate career clerks in every facility.

The Career Center objective is to enable inmates to raise their self-awareness regarding career development and job retention, by developing the career/employability skills necessary to transition back into society as a more informed and marketable person.

A certified Offender Workforce Development Specialist (OWDS) conducts the Inmate Career Clerk training. The Inmate Career Clerk will be responsible for assisting the other inmate participants in matching jobs to interests, assisting them with completing and interpreting the John Holland based Interest Profiler Occupational Assessment, conducting career exploration activities using the assessment information and the Occupational Outlook Handbook, and assisting inmates in developing a career plan that includes job retention planning, contingency planning and advancement planning. A GDC counselor is designated to monitor and coordinate the selection of inmates into the career center and monitor the career clerk's overall work performance. All GDC counselors are responsible for reviewing with the inmate, the individual career plans at least 2 weeks to a month prior to release, and making a referral - via - telephone to the appropriate Department of Labor - TOPPSTEP Counselor, who in turn, would contact the Parole or Probation office as applicable.

See list of Career Web Sites in Appendix B.

**Notes:**

---

---

---

---

---

---

---

---

---

# INMATE CAREER PLAN

Prepared by Participant

Name \_\_\_\_\_ Date \_\_\_\_\_

**INTEREST PROFILER Scores:** R \_\_\_\_\_ I \_\_\_\_\_ A \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ C \_\_\_\_\_

**Career Choice/Interest #1** \_\_\_\_\_ **Zone** \_\_\_\_\_

**Steps 1 to employment: Retention Planning**  
(note further preparation or immediate employment)

1.

2.

3.

**Career Choice/Interest #2** \_\_\_\_\_ **Zone** \_\_\_\_\_

**Steps 2 to employment: contingency planning**

1.

2.

3.

**Career Choice/Interest #3** \_\_\_\_\_ **Zone** \_\_\_\_\_

**Steps 3 to employment: Advancement Planning**

1.

2.

3.

(use additional paper as necessary)



## CHAPTER 5: WORK ETHICS

### Job Survival Skills

There are things you can do to increase your chances of success on a new job. If you want to do well, you may need to change the way you act and some of your attitudes. Employers say more people lose their job because they do not use good work habits rather than because they are not able to do the job. The following list of suggestions is based on feedback from employers.

- **Positive attitude**—do not carry negative feelings into your new workplace. Take care of them elsewhere.
- **Always be on time.** Set an alarm clock to help you get up. Allow a few extra minutes for traffic problems and getting children to daycare. Reliability and dependability gain the trust and respect of your employers.
- **Good attendance and promptness** are always important. Ask your supervisor for the proper method of informing him/her in the event you will be unavoidably late or out sick. Unreliability may disrupt the work of other people who have to make up for your absence and sets a bad example—employers place this problem high on the list of reasons for firing people.
- **Honesty** – employers don't want to pay someone who steals from them or can't be trusted. Dishonesty is one of the top reasons employers give for firing an employee.
- **Know and follow** all office rules, policies, and procedures. Read the employee manuals.
- **Follow directions and get along with your supervisor**—in a battle with a supervisor, you will almost always lose! This is one of the top three reasons people get fired.
- **Listen and learn.** Be open to new ways of doing things, even if you were taught differently in school or on a different job.
- **Work efficiently.** Working too slowly or making too many mistakes is a major reason for job failure. You can see why—unproductive employees cost more than they earn!
- **Treat co-workers with respect, courtesy, and dignity.** Know your employer's harassment policy—monitor your own behavior and act early if you feel you have been placed in an uncomfortable position. Harassment can occur at any time and any place (before and after work, on and off work premises). Harassment can be verbal, physical, or visual and can occur whenever employees interact with each other, supervisors, customers, vendors, and other third parties.

### Communication

- **Be a team player.** Be willing to help. Try to fit in with the team.
- **Ask for help** when you need it. If you make a mistake, let your supervisor know immediately.
- **When you need to talk** with your supervisor, ask when would be a good time to meet.
- **Follow the proper chain of command.** Discuss items with your supervisor first.

## Getting Along With Others

- **Treat everyone with courtesy and respect.**
- **Always be friendly** to everyone. Be willing to go the extra mile. This creates goodwill with employers, co-workers, and customers.
- **Do not express your opinions, biases, or prejudices** about others while you are at work. Respecting differences is a priority in the workplace.
- **Accept criticism** as constructive. Do not become defensive or take criticism personally.
- **Keep your emotions under control.** The job is not the place to express or show your opinions or feelings.
- **Find a mentor**, someone who knows the company and the job well enough to coach you or show you the ropes.
- **Realize playing politics or power games** could be dangerous and backfire on you.
- **Show appreciation.** Let your supervisor and co-workers know you appreciate their training, support, input, feedback, etc.
- **Be willing** to do more than you are asked to do.

## Personal

- **Be clean and well groomed.** Wear clean and job-appropriate clothes. Avoid wearing strong perfumes or colognes.
- **Be willing to learn new skills.** Keep a record of classes you are taking that relate to the job and review with your supervisor at an appropriate time.
- **Find positive and upbeat co-workers** as new friends. Avoid negative, critical, and gossiping people.
- **Keep your personal life and problems at home.** If you are having trouble working out personal problems, seek out counseling, support groups, or employee assistance programs.
- **Prior to starting the job**, try to have all appointments with doctors, dentists, etc., out of the way. Have your transportation and day care lined up so you do not immediately have to take time off. Have an emergency plan for day care and transportation.
- **Be patient with yourself and your employer.** It takes time to get used to, learn, and like a new job.

## When You Make A Mistake (on the job or in life)

To err is human; we've all been guilty of mistakes large and small. Remember the following when the inevitable mistake occurs:

- First take a deep breath. Do not run, hide, get angry, or blame others. Move from "stewing" about what cannot be undone to figuring out what needs to be done next and right away.
- Figure out what went wrong, how it went wrong, and what to do about it. Think clearly and gather information so that you can solve the problem and make amends.
- Be a problem-solver. Whether it was a minor embarrassment or a major disaster, think of yourself as a problem-solver and explain to your supervisor how you will avoid a repeat.
- Tell your supervisor the mistake. Keep emotion to a minimum – be straightforward, clear, and direct, "This is what happened and I'm sorry. I know we have to deal with this, and this is what I recommend."
- Listen to your boss's response. Be prepared to hear everything, including anger, criticism, silence, etc. Above all, do not argue or offer excuses.

- Apologize and accept responsibility. Grace under fire can win you new respect.
- Check for causes of repeat mistakes. Try to change it so you can be in control in the future.
- The longer you wait to deal with a mistake, the harder it will be to correct it.

## **Questions**

What are three positive changes you have made in your life, if asked at a job interview?

---

---

---

---

What are you going to say when asked if you were incarcerated?

---

---

---

---

Give two examples of questions you may ask a potential employer.

---

---

---

---

What reasons might an employer not hire you? How will you address these?

---

---

---

---

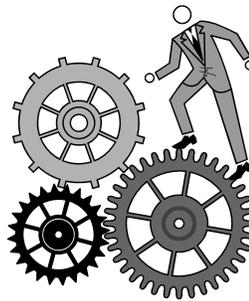
Why should you dress to impress for a job interview?

---

---

---

---



## CHAPTER 6: TRANSPORTATION

**Walking-** you can make your plans so that you live within walking or bicycling distance from work, shopping, and all of your family and recreational activities. If you are going to live miles from your work or recreation, you will need motorized transportation.

**The bus-** if you are going to Atlanta, and a number of large towns in Georgia, you will be able to take the bus. All cities with bus systems have free bus schedules available.

**Metropolitan Rapid Transit Authority rail and bus system** has a website at [www.itsmarta.com](http://www.itsmarta.com) and Customer Service number at (404) 848-5000 which helps you plan trips, get news, help, schedules, and bus passes.

### Buses

Times vary on individual routes. In General, buses run from 5:30 a.m. to 1:30 a.m. Monday through Friday and from 5:30 a.m. to 12:30 a.m. weekends and holidays. You can call (404) 848-4711 for details or use the system map.

### Rail Cars

Marta's rail system operates from approximately 5a.m. to 1 a.m. Monday through Friday and from 5 a.m. to 12:30 a.m. weekends and holidays. For locations and routes, check the website, or call (404) 848-4711 or (404) 848-5000.

### Fares

Regular MARTA fares can be purchased at each rail station, in the form of tokens, or at convenient locations around the Atlanta area. MARTA's RideStores are located at various locations in the Metro area. (see fares table).

**Taxi cabs** charge per trip, not per person. If possible, pool with family and friends. Cabs also charge for waiting, sometimes up to \$25 an hour. Cabs are the most expensive, so check the bus routes before calling a cab or call the bus hotline to see if one runs through the area.

<b><u>ATLANTA MARTA Fare</u></b>	
Single one-way fare	\$1.75
Senior citizens, disabled, Medicare recipients	.85

- **Accessibility:** Fully ADA compliant. Low-floor vehicles don't require stairs. Wheelchair access at each doorway.

*Fares are subject to change.*

<b><u>Atlanta CAB FARE</u></b>	
Meter starts	\$2.00 - 3.00
Every mile after	1.75 – 2.00
Senior Citizens and Disabled	1.50 +/-

*Fares are subject to change.*

## **GEORGIA TRANSIT LINKS**

American Public Transportation Association (APTA) links to web sites for bus, subway, ferry, and light rail systems in the state of Georgia at [www.apta.com/state local/ga.cfm](http://www.apta.com/state/local/ga.cfm) . This site lists public transportation available in every county in Georgia.

## **Buying A Car**

At one time, a brand new car was a better value than a used vehicle in terms of overall dependability. However, cars of the last decade are built so much better and last so much longer that buying new mostly means the extra money goes for depreciation and that new car smell. For about half the cost of an entry-level new car, you can buy a seven- to eight-year old used vehicle in good condition that still offers years of service and includes many standard safety features.

The Internet is a wonderful tool for the used-car buyer. You can read expert reviews on older vehicles, then type in a make, model, year, and mileage to receive a professional estimate of a particular car’s worth. For example, the Kelly Blue Book breaks prices down by method of sale (dealer or private party) and car condition (poor, fair, good, or excellent).

Once you have found a car that interests you, take it to an independent mechanic. For about \$50-\$75, many mechanics will check out a car’s major systems, give you a list of work that the car needs, and estimate how much these repairs are likely to cost. This is good “lemon insurance” and may also help you get a better deal if there are significant repairs to be made.

## **Insurance Costs**

The cost of owning a car today is much more than the price on the window. Before you can drive your car you must also purchase insurance. It is **required by law** and protects you from paying costly bills in the unfortunate event of an accident. Insurance costs widely vary, ranging from \$30.00 a month to \$300.00 a month. The cost is calculated by a number of factors including the year of the car, the make and model of the car, your age, your gender, and your driving record.

### **There are two types of car insurance:**

- **Liability** – will cover the bills of the other driver in the event that you cause an accident but will not pay anything to you if you are hurt or your car is damaged. This type of insurance costs you less per month, but may be more costly in the event of an accident as you must pay to fix the damages to your car.

- **Full Coverage** – will cover all bills\* of all drivers in the accident, including you. This type of insurance costs more per month but may save you money in the event of an accident. (\*a deductible applies in all policies. This is the amount you are responsible for before the insurance company will pay.)

**The following tips may help when choosing the right car for you:**

1. **Go with low mileage if at all possible.** Lower miles are a benefit if you resell and should mean more time before repairs are necessary. Try to avoid cars with excessive mileage (more than 15,000 miles per year).
2. **Learn about previous owner(s).** Find out the number of previous owners. Ideally, a two year-old car should have one owner, and a five-year old car shouldn't have more than two owners. If it has more owners, it may be a warning sign. Beware of missing or inconsistent service records. If possible, check the car through CARFAX before you buy.
3. **Do your homework.** Research everything about the vehicles you have in mind. Read up on current trade-in and market values; safety ratings; consumer and professional reviews of the vehicles; and the options, mileage adjustment, and condition of the cars.
4. **Investigate the lease and rental market.** There are many excellent lease return cars on the used-car market, especially cars driven by an individual for personal use or in a company.
5. **Get everything in writing**—especially price, terms, repairs, and/or trade-ins. This should be clearly written into the sales agreement.
6. **Make sure you can afford to own the car once you have bought it.** The True Cost to Own (TCO) takes into account all ownership and operation costs for five years, giving the breakdown year by year. The purchase price is the tip of the iceberg, and the TCO reveals all costs such as:
  - Depreciation
  - Loan/ Interest
  - Taxes and fees
  - Insurance premiums
  - Fuel costs
- Maintenance and repairs associated with buying, owning, and operating a car over a five-year period



If possible, research these costs on the Internet by going to [Edmunds.com](http://Edmunds.com).

**Check the library transition resource center for additional information regarding car purchases.**

## **CHAPTER 7:**

# **MONEY MANAGEMENT**

As difficult as prison may be, there is security in not having to make too many choices, especially with money. Once you are “on the streets,” you will be earning money, deciding how to spend it, and will have expenses you did not have in prison. You will have to decide between “wants” and “needs”—what is a “want” to one person may be a “need” of another.

People all have different ways of dealing with money. Some like to organize their money and plan for the future. Others prefer to spend their money without planning—they focus on today and don’t look ahead to what tomorrow may bring.

There aren’t “right” or “wrong” ways of dealing with money, but planning tends to give people a feeling of more control over their money and their lives. Ask yourself:

- Does your money always seem to disappear long before the next check?
- Do you often wonder where your money went?
- Do you ever run out of food or gas between paychecks?
- Do you often get collection notices for past due bills?
- Do you need to buy things you can’t seem to afford?
- Do you pay some of your bills late every month?
- Do you need to borrow money to make ends meet each month?
- Do you owe a lot of money on credit cards?

If your answer to any of these questions is “yes,” a plan can help you manage your money and avoid some of these problems. The first step in making a spending and saving plan is to start keeping track of where your money is going. You have to know how much you are spending and what you are spending it on before you can make a plan.

### **Wants Versus Needs**

- How do you decide what to buy? What do you absolutely need? What can you do without for the time being? A wise man once said, “Most problems in life can be figured out by sitting down with a paper and pencil.” Here is your chance.
- Use the pages included in this chapter as a sample budget. Complete it the best that you can, and then ask a friend to check your numbers. Check the newspapers for apartment rent figures, the Sunday paper grocery ad for the cost of food, etc. This will be your budget for your first month out of prison.

- Make your numbers as realistic as possible. When you are released, this will help you create a budget plan of how and where to spend your money appropriately. Write the actual amounts that you spend next to your budgeted numbers so when you make your budget again it will be accurate.
- Some bills you will pay every six months or once a year. Budget these expenses by including one month's cost of that bill in each month's budget. For example, if your car insurance premium is due twice a year and is \$360, then budget 1/6 of that bill ( $1/6$  of \$360 = \$60) every month and put that amount into your savings until you need it.
- *Keep this book and use your filled out sample budget pages in this chapter as a guide.* Purchase a budget book when these pages run out. Keeping a budget will help you organize your life and avoid running up expenses you cannot afford.
- Remember to keep receipts from purchases. Keep them in a folder or a place that you will not lose them. Sit down once a week and, using your receipts and/or checkbook, update your budget.
- Before you go shopping, consult your budget to see how much money you can spend. For purchases like groceries, do your shopping once a week or every two weeks. This will make it easier to limit how much you spend. Try not to buy on impulse. However, if you do, make sure to keep the receipt and enter the amount into your budget. Also, try not to grocery shop when you are hungry.
- Before you go shopping, make a list of what you intend to buy and how much you can afford to spend. Look for sales, discounts, deals, and coupons.
- If you have a pocket calculator, keep track of the cost of items as you select them. This will help you choose the right mix of items to stay within your budget. Using a calculator and adding up the cost of your purchases as you shop is a good way to avoid impulse shopping. If you leave the store with the items that you came for and money left in your pocket, congratulate yourself.

### **Your Gate Money and Savings**

At your release you will receive \$25.00 gate money, plus any money you have saved. You should begin your budgeting with this money. Think about needs you will have immediately upon release. Avoid the temptation to spend this impulsively, as fun money. Include it in your overall budget plan.

### **Keeping Track of Your Spending**

The first step in making a spending and savings plan is to start keeping track of where your money is going. You have to know what you are spending and what you are spending it on before you can make a spending and savings plan.

As soon as possible, start writing down everything that you spend by cash, check, and credit card.

- When you write a check, write down the date, item, and amount in your checkbook.
- When you spend cash, write down the date, item, and amount in a notebook or calendar.

You need to keep track of your spending for at least one month before you can get a good picture of where your money goes. At the end of the month, total the amount you have spent for each spending category.

For example, for January your list might look like this

	<b>Date</b>	<b>Item</b>	<b>Amount</b>
#1	Jan. 1, 2002	Rent	\$450.00
#2	Jan. 1, 2002	Video rental	3.25
#3	Jan. 2, 2002	Bus pass	30.00
#4	Jan. 5, 2002	Groceries	45.00
#5	Jan. 7, 2002	Shoe polish	5.00
#6	Jan. 10, 2002	Billfold	6.00
#7	Jan. 12, 2002	Gas	11.50
#8	Jan. 15, 2002	Electric bill	33.25
#9	Jan. 18, 2002	Groceries	75.00

At the end of January, you would add these nine items together to get the following category totals:

<b>January Total By Category</b>		
Housing and Utilities	Items 1 + 8	\$483.25
Food and Beverage	Items 4 + 9	120.00
Transportation	Items 3 + 7	41.50
Personal	Items 5 + 6	11.00
Entertainment	Item 2	3.25
	<b>TOTAL</b>	<b>\$659.00</b>

### **Creating a Realistic Budget Plan**

These are some basic expense classifications and guidelines suggested for planning your budget.

#### **Housing (20-30%)**

- Rent
- Mortgage payments
- Repairs and improvements
- Property taxes

#### **Food (15-30%)**

- All food items
- Restaurant/meals delivered
- Pet foods

#### **Family Necessities (2-4%)**

- Laundry and dry cleaning
- Toiletries and cosmetics

#### **Utilities (4-7%)**

- Gas and electric
- Waste disposal
- Water
- Telephone

#### **Medical (2-8%)**

- Insurance
- Medicine
- Hospital, doctor, and dentist bills
- Barber and hairdresser
- Postage and stationery
- Minor home furnishings

**Automobile and Transportation (6-30%)**

- Purchase and installment payments
- Gas and oil
- Insurance
- Repairs
- Rental, taxi, and bus fare

**Clothing (3-10%)**

- All clothing purchases, alterations, repairs, and dry cleaning.

**Recreation and Entertainment (2-6%)**

- Admissions
- Games and hobbies
- Musical supplies
- Sporting goods
- Vacations

**Personal Improvement**

- Books, magazines, & newspapers
- Tuitions and course fees

**Savings and Investments (5-9%)**

- Long-term saving/ investment goals
- Emergency funds

**Outlay for Fixed Assets (2-8%)**

- Major purchases or installment payments on appliances, garden equipment, and furniture
- Repairs (appliance, TV)

**Gifts, Church and Charity\*****Life Insurance\*****Taxes\*****Child Care\*****Legal Services\*****Unspecified Debt Repayments\*****Union / Professional \***

**\*These categories have no suggested limits since costs vary greatly from person to person.**

**All percents are estimated and can vary due to income levels, family size, and personal choice.**

**The Case of the Missing Money!!**

Do you have any missing money? Think about your daily routine. Do you get a snack from a vending machine every afternoon? Do you buy a pack of cigarettes every day? Do you play the lottery every week? These are all examples of “missing money” that will eat away at your spending plan. To see where your money is going, record these items below. Then you can either make changes or include this cash in your spending plan. Otherwise, it will continue to disappear.

For example: Each workday, Lin buys three snacks from a vending machine:

Cupcake twin pack	\$ .95
Bag of potato chips	.70
Can of pop	.60

Just three snacks add up to just a few dollars a day. Although this doesn't seem like much, over a period of time it grows:

Every day	\$ 2.25
Every five days	\$11.25
Every four weeks	\$45.00
<b>Every year</b>	<b>\$585.00</b>

Item	Cost per day	Per week (day x 5)	Per month (wk. x 4)	Per year (mo. x 12)

### **Smart Changes to Save Dollars**

Stretch your paycheck by looking for smart ways to spend less.

#### **1. Plan ahead and shop around.**

- Plan your spending carefully, especially for expensive items.
- Comparison-shop before you buy. Check catalogs, thrifty classified ads, garage sales, and secondhand and discount stores.
- Do most of your food shopping at discount grocery stores. Save convenience stores for emergencies. Don't get fast food just because you haven't planned ahead; save it for a treat.
- Look for sales and specials on food staples, soap, paper products, and personal items. Use coupons if they help you save on things you would buy anyway.
- Eat before you go to the store. Don't shop for groceries when you're hungry.
- Make a list of what you need before you go grocery shopping and stick to it. Don't buy anything that isn't on your list, unless it is a good buy and you will use the item(s).
- Check around for lower cost insurance, but be sure the company is reputable.
- Buy clothes that go with items you already have. Mix and match outfits.

Your ideas: \_\_\_\_\_

#### **2. Use wisely.**

- Make the items you buy last longer by taking proper care of them.
- Use food promptly to avoid spoilage. Talk to your children about not wasting food.
- Do regular car maintenance, such as oil changes. Tuning up your car and inflating the tires properly will improve your gas mileage.
- Wash your car yourself (a clean car rusts less).
- Pay your bills on time to avoid finance charges and late fees.

Your ideas: \_\_\_\_\_

### 3. Don't buy.

- When you think of buying something, ask yourself: Do I really need this item, or is there something else I would rather do with the money?
- Be able to say no to yourself, your children, and salespeople whenever you feel pressured into buying something.
- Check your phone bill. If you have any custom-calling services (like Call Waiting), do you really need them? Basic service costs the least.
- Check your cable television bill. Do you really need more than the basic plan? Do you need cable television at all?

Your ideas: \_\_\_\_\_

### 4. Substitute

- Buy one all-purpose cleaner for floors, walls, woodwork, and appliances.
- Use less expensive homemade cleaners. You can use baking soda to scrub sinks and countertops and a vinegar and water solution for cleaning glass.
- Find out if a lower-priced brand works as well as the one you usually buy.
- Instead of taking the family to a movie, rent one from the store, check one out from the library, or borrow one from a friend.
- Instead of going to the mall, play games together.
- Instead of going to a restaurant, get prepared food from a grocery store deli.
- Take the city bus whenever possible. If you use the bus a lot, buy a bus pass. For short trips, walk or ride a bike.

Your ideas: \_\_\_\_\_

### 5. Find it free.

- Many items are available for free. You can borrow books, CDs, music tapes, and videos (and sometimes even games, toys, and pictures) from the library.
- Check the local newspaper for free or low-cost activities for the family.
- Get your exercise in public playgrounds or parks.
- Check if you're eligible for free or discounted classes, food, or meals (such as community or school meals, WIC, food stamps, or senior meals).
- Find out about all the health care benefits to which you are entitled.

Your ideas: \_\_\_\_\_

**6. Keep track of the little things that can add up.**

- Record how you are spending the cash in your wallet.
- Reduce your spending on snacks, magazines, phone calls, and lottery tickets.
- Turn off the radio and television when no one is using them.
- Teach your children to turn off the lights when they are the last person to leave a room.

Your ideas: \_\_\_\_\_

**7. Be creative.**

- What are some other smart ways you could reduce your spending?

---

---

---

---



**Notes**

---

---

---

---

## Sample Money Tracking Format

Use the following format or create your own to keep track of your money spending. At the end of each month be sure to total each category. You will then be able to reevaluate your money values and the way you make financial choices.

Date	Item	Amount	
		\$	
<b>Total</b>		\$	

Category	Total	
Housing and utilities	\$	
Food and beverage		
Transportation		
Personal		
Entertainment		
<b>Total</b>	\$	

<b><u>Monthly Budget</u></b>			
<b>Income</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Difference (+or-)</b>
Job # 1			
Job # 2			
Other Income			
Total Income			
<b>Fixed Expenses</b>			
Rent/Mortgage			
Home Owner's/ Renter's Insurance			
Property Taxes			
Credit Card Payment Minimum			
Health Insurance Premium			
Telephone			
Utilities			
Child Support/ Childcare			
Supervision Fees			
<b>Variable Expenses</b>			
Food-Groceries			
Food-Meals Out (not entertainment)			
Toiletries, Household Items			
Clothing			
Medical Expenses			
Entertainment			
<b>Transportation</b>			
Car Payment			
Bus Fares			
Gas			
Repairs and Maintenance			
Auto Insurance Premium			
Parking			
	<b>Savings</b>		
	<b>Total Expenses</b>		
	<b>Balance</b>		

## **If you buy on credit, how much can you afford?**

As a general rule, there are two methods you may use.

### **Method 1**

Usually credit payment (excluding mortgage payments) should be no more than 12 to 15 percent of your take-home pay.

My take-home pay \$ \_\_\_\_\_ X 15% (0.15) = \$ \_\_\_\_\_

### **Method 2**

For safe credit use, fill out the following worksheet to see how much you can safely spend on credit payments each month.

A) Your monthly take-home pay / income	\$
B) Housing (mortgage / rent), insurance	\$
C) Utilities (phone, electric, gas, waste, cable tv)	\$
D) Food	\$
E) Clothing	\$
F) Transportation (gas, repairs, insurance)	\$
G) Medical expenses (insurance, dentist, medications)	\$
H) Child care and other fixed monthly expenses	\$
I) <b>Total Monthly Expenses</b> (add together items above B - H)	\$
J) <b>Monthly Spendable Income</b> (subtract I From A)	\$
K) <b>Divide Monthly Spendable Income (J) by 3</b>	\$

*Note: Method 2 generally gives you less spendable income than Method 1. For most consumers, the second method is the safest way to guard against overspending*

## **Banking**

Ask these important questions of any bank or credit union before opening an account:

- What is the minimum I need to open an account?
- What is the interest rate on the account and the minimum balance I must keep in order to earn interest?
- Is there a monthly fee and is there any way to avoid monthly fees, such as maintaining a minimum balance?
- What happens if my account balance falls below the minimum requirement?

- Is there a charge for each check or no charge up to a certain number of checks (such as 10 checks per month)? If there are a limited number of checks allowed per month, how much is the charge for going over that number? If you write a lot of checks, an account that has no monthly fee or per-check charges is for you.
- Is there a fee for using an ATM? A non-network ATM is a privately owned ATM that charges a fee for using its services. A non-network ATM will have a notice posted on the machine stating the transaction fees. Depending on your bank they may also charge you a fee for using a non-network ATM. You can find out by asking a bank representative or by reading your bank contract.

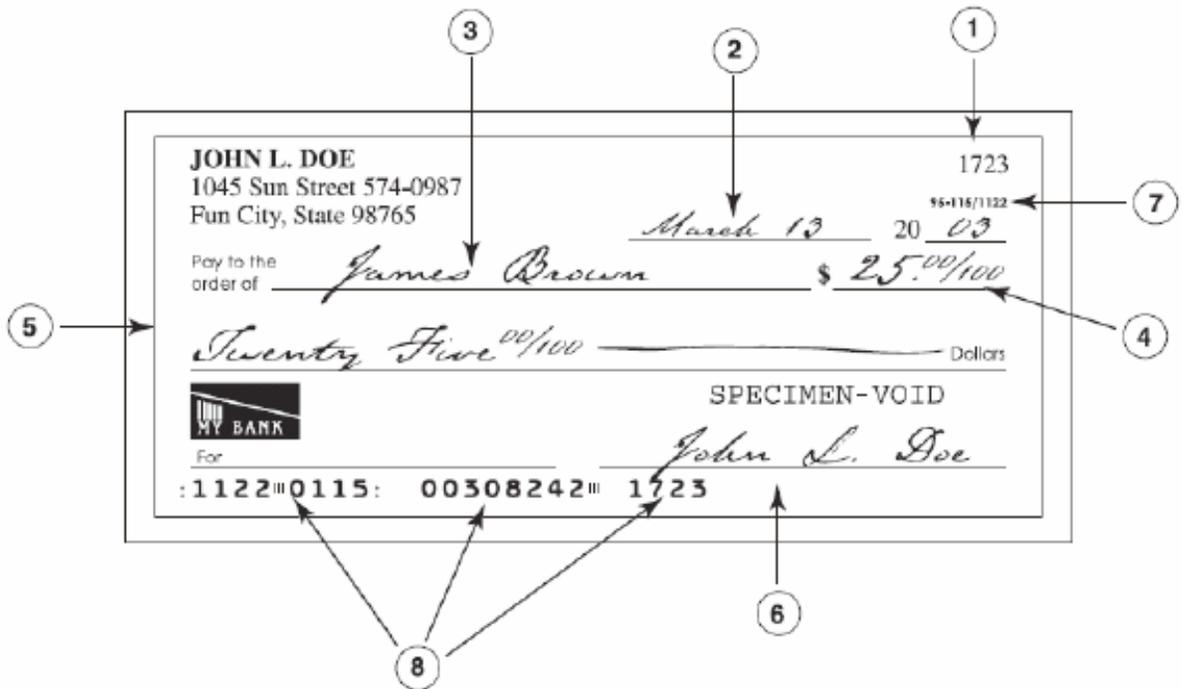


### Depositing Money Into A Checking Account

322-21 1610		<b>Your First Bank</b> <i>Anytown, USA</i>						<b>2</b>
		<b>CASH</b>	CURRENCY					
			COINS					<b>3</b>
<b>1</b>	DATE _____		LIST CHECKS SINGLY					<b>4</b>
	SIGN HERE IN TELLER'S PRESENCE FOR CASH RECEIVED							<b>5</b>
			TOTAL FROM OTHER SIDE					<b>6</b>
			<b>TOTAL</b>					<b>7</b>
			LESS CASH RECEIVED					<b>8</b>
			<b>NET DEPOSIT</b>					<b>9</b>
:9124 6027 486586519 30937 3620000 108								

1. Write the date you are making the deposit in this blank.
2. If you are depositing cash, write total amount here.
3. If you are depositing coins, write the total amount here.
4. If you are depositing a check, write the check number, which is the number printed in the upper corner of the check.
5. Write the amount of the check here.
6. If you are depositing more checks than can be listed on the front, continue to list them on the back, and write the total amount of the checks on the back in this blank.
7. Write the total amount you are depositing here.
8. If you are making a deposit at a bank with a teller and want to receive cash back from your deposit, write the amount you want in this field.
9. Write the total amount you want deposited (total amount minus cash received).

## Steps To Take When Writing Out a Check



- 1. Check number** Checks come pre-numbered when you receive them. Numbering helps in balancing your account or spotting a lost or stolen check.
- 2. Date** Enter the date you are writing a check.
- 3. Pay to the Order of** Enter the name of the person or company to whom the check is written.
- 4. Amount of check in numerals** Enter the amount of the check, in numbers. Don't leave any space between the pre-printed dollar symbol (\$) and the numbers indicating the amount of the check; there should be no room for someone to add in extra numbers.
- 5. Amount of check in words** Enter the amount of the check in words. Start writing at the far left side of the line. Follow the dollar amount by the word "and," then write the amount of cents over the number 100. Draw a line from the end of the 100 to the end of the line.
- 6. Signature** Sign your check exactly the way you signed your name on the signature card you filled out when you opened your account.
- 7. Bank numbers** These numbers are so that the check can be delivered to your bank after your purchase.

- 8. Identification numbers**-These numbers are used to identify the bank, your account number, and the check number. They are printed in special magnetic ink that machines can read.

## Proper Way To Endorse A Check

### **blank endorsement**

Anyone can cash check

A check with a handwritten signature "John Doe" in the endorsement area. The check number is #127, and the MICR line at the bottom is 7534964 127. The amount is written as 19 DOLLARS.

### **restrictive endorsement**

More secure than blank endorsement

A check with a handwritten signature "John Doe" and the text "For deposit only" and "Acc# 0417-678" in the endorsement area. The check number is #127, and the MICR line at the bottom is 7534964 127. The amount is written as 19 DOLLARS.

### **special (or full) endorsement**

Transfer check to another party

A check with a handwritten signature "John Doe" and the text "Pay to the order of Jane Smith" in the endorsement area. The check number is #127, and the MICR line at the bottom is 7534964 127. The amount is written as 19 DOLLARS.

## Keeping Track Of Your Bank Transactions

### (a) Keeping a Running Balance: Check Transaction

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT		DEPOSIT AMOUNT	BALANCE	
						366	97
161	6/4	Sound Out	216	30		216	30
		new tape deck				150	67

### (b) Keeping a Running Balance: ATM Cards

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT		DEPOSIT AMOUNT	BALANCE	
						366	97
161	6/4	Sound Out	216	30		216	30
		new tape deck				150	67
ATM	6/18	withdrawal	35	00		35	00
		spending money				115	67

### (c) Keeping a Running Balance: Check Cards

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT		DEPOSIT AMOUNT	BALANCE	
						366	97
161	6/4	Sound Out	216	30		216	30
		new tape deck				150	67
ATM	6/18	withdrawal	35	00		35	00
		spending money				115	67
ChkCrd	6/18	check card	55	00		55	00
		Foodland groceries				60	67

## Reading a Monthly Checking Account Statement



**Your name**

**Dates that this statement covers**

**STATEMENT FOR**  
Jane Doe  
4 Primrose Lane  
Anytown, USA

**THIS STATEMENT COVERS**  
12/20/99 through 1/18/00

---

CHECKING ACCOUNT 0471-678	<p><u>Previous Statement Balance On 12/19/99</u> <span style="float: right;">612.04</span></p> <p>Total of 3 Deposits For <span style="float: right;">1,980.68 +</span></p> <p>Total of 10 Withdrawals For <span style="float: right;">1,705.25 -</span></p> <p>Total Service Charges <span style="float: right;">3.50 -</span></p>	
	<b>Account activity during the month</b>	
	<u>New Balance</u>	<u>883.97 +</u>

---

	CHECK	DATE PAID	AMOUNT	CHECK	DATE PAID	AMOUNT
<b>CHECKS AND OTHER DEBITS</b>	181	12/24	15.00	184	12/17	1232.27
	182	1/04	17.00	* 186	12/31	54.47
	183	12/26	217.54	187	1/03	53.97
			Monthly Maintenance Charge			1/18
		Withdrawal #00281 at ATM #423A			12/24	40.00
		Withdrawal #02628 at ATM #423A			12/31	20.00
		Withdrawal #08744 at ATM #430E			1/15	20.00
		Withdrawal #02456 Check Card			1/16	35.00

---

	DATE POSTED	AMOUNT
<b>DEPOSITS AND OTHER CREDITS</b> Transfer from 4039-557 at ATM #423C	12/27	1200.00
Customer Deposit at ATM#423A on 1/12	1/14	521.78
Direct Deposit from #05323 on 1/17	1/18	258.90

---

**ATM LOCATIONS USED**

423A: 2500 Centre Plaza, Anytown, USA  
 423C: 2500 Centre Plaza, Anytown, USA  
 430E: 945 Hamilton Ave., Big City, USA

**THANK YOU FOR BANKING WITH Your First Bank**

### Reconciling A Checking Account

When you get your bank statement, sit down with the statement and your checkbook to make sure that your checking account record is correct and that the bank has not made any errors. Following the directions listed below will help you keep an accurate record of your account.

1. Obtain the current balance from your bank statement.
2. Add any deposits that you have recorded in your check register but that are not on this statement.
3. Subtract any outstanding checks (checks you have written but that have not yet cleared the banking system).
4. Compare the results with the current balance in your check register.



NOTE: The balance in your check register should be adjusted to include a) deductions for service fees or other charges; and b) additions for direct deposits and interest earned.

**Some other important things to consider as you look for a checking account include:**

- Convenience
  1. Bank location
  2. Disability access and services
  3. Hours
  4. Online banking
  5. ATM availability
- Check clearing—what are the policies? Some banks put a “hold” on deposits that are personal checks, with a longer hold for out-of-state checks; others may give you instant access to only part of a deposit (for example, the first \$100) until the check clears. Remember, banks usually subtract from your balance any checks you have written against your account **BEFORE** adding any deposits to your account, even though the bank received all on the same day.
- Fees for services, overdrafts, etc. Some banks have very steep fees for “bounced” checks (written by or to you). Banks vary in the amount charged for using their or other bank’s automatic teller machines (ATM’s) or even for returning your cancelled checks to you each month.
- Cost for personalized checks from the bank (some banks charge as much as \$25 for a box of 200 checks). Mail-order check printing services offer lower-cost checks.

**Availability of electronic banking services—if you are interested in using these services. Examples of electronic banking services are:**

1. Direct deposit of earnings into accounts.
2. Automatic payments to utility companies/other businesses deducted from your checking account as pre-arranged by you.
3. Telephone teller allows you to authorize certain transactions and access account information over the phone. Fees usually apply to these transactions—access is from anywhere there is a touch-tone phone.
4. Online banking offers a time-saving, cost-effective way to check balances, pay bills, transfer funds, compare savings plans, and apply for loans on the Internet (provided you have computer access).
5. Automated teller machines (ATMs)/debit card services offer an easy way to complete simple banking transactions such as deposits and withdrawals.
  - ATM machines are usually conveniently located outside banks, shopping malls, supermarkets, and convenience stores. They allow 24-hour access to your account, but that also means you can be tempted with overspending and impulse buying.
  - ATM convenience is a pricey one—on average, the fee a bank charges you to use another institution’s ATM is \$1.36. That’s on top of the average \$1.45 that other institution charges you to use its ATM. Use your own bank’s machines if at all possible and take out larger sums less frequently to avoid repeat fees on numerous smaller withdrawals.
  - You can get a free copy of your file if you have been denied a bank account in the past 60 days because of information provided by an account verification company. Ask the bank to give you the address or telephone number of the company.

- To use an ATM machine or debit card, you need your card and “personal identification number” (PIN). Never write your PIN on the card or keep it with the card. If you give your card and PIN to someone, you are responsible for any withdrawals, even if you didn’t authorize them. Guard your PIN carefully. Tell the bank right away if your card is lost or stolen.
- If you have an ATM card with a MasterCard or Visa logo on it, you also have a debit card connected directly to your bank account. When you use it, money goes from your account to the company you are paying. It can be used wherever MasterCard or Visa cards are accepted.
- If you apply to open a bank account and are rejected, it is probably because your name is listed in the database of the major national account verification company. This service helps banks screen out applicants who have mishandled bank accounts in the past. A financial institution may require that you open a savings account before allowing you to open a checking account with them if you have been screened as a poor risk.

### **Electronic Banking Services**

Electronic banking can be very convenient. It can also cost you money. Electronic banking is not a substitute for an accurate record in your checkbook.

- **Direct deposit** ...earnings (or government payments) automatically deposited into bank accounts, saving time, effort, and money.
- **Automatic payments**... utility companies, loan payments, and other businesses use an automatic payment system with bills paid through direct withdrawal from a bank account.
- **Automatic teller machines** (ATMs) allow customers to withdraw cash and conduct banking transactions; some ATMs sell bus passes and postage stamps.
- **Point of sale transactions**... acceptance of ATM/check cards at retail stores and restaurants for payment of goods and services.
- **Online banking**... Banks with websites allow customers to check balances, pay bills, transfer funds, compare savings plans, and apply for loans all on the Internet.

### **What Is Credit?**

If you have ever taken out a loan to buy something—a car, for example—you were given credit. Credit means you are using someone else’s money to pay for things. It also means you are making a promise to repay the money (the loan) to the person or company that loaned you the money.

Good credit means that you make your loan payments on time and repay your debts as promised. Good credit is important because it makes it more likely that you will get a new loan in the future when you want to make a major purchase, such as a car or home. When you have a good credit record, lenders feel more confident that you are willing and able to pay back the new loan.

### **Comparing The Cost Of Buying On Credit:**

- Rent-to-own contracts and catalog or television ads that feature monthly payments may look like a good deal. You don’t have to make a deposit or have a good credit history. However, this kind of credit is expensive and may cost two to four times as much as paying cash or charging the item.

- When you buy from a store with an installment plan, you can pay on an average of 18 percent interest. For example, if you purchase an item for \$177 over a period of 12 months, you will pay \$27 in interest charges.
- Many people only make minimum payments on their charge accounts each month. This means you will pay much more for your original purchase. For example: you owe a department store \$500 for a new TV set. Every month you pay the minimum amount due, \$12.50. At this rate, it will take you five years (60 months) to pay off the loan, if you don't charge anything else on the account.
- If you make only the minimum payments, you will actually end up paying \$762 for the TV set, instead of the \$550 it would have cost you if you had paid it off in one year.

View the graph below to see how the length of time a loan is paid back can make a difference on the total cost of a purchase.

Original Loan	Interest Rate	Length of Loan	Number of Payments	Loan Paid	Interest Paid	Total (real) Cost
\$500	18%	5 years	60	\$500	\$262.00	\$762.00
		4 years	48	\$500	\$205.12	\$705.12
		3 years	36	\$500	\$176.08	\$676.08
		2 years	24	\$500	\$99.04	\$599.04
		1 year	12	\$500	\$50.00	\$550.00

**Remember, make more than the minimum payment.**

**Pay off as much as you can, as fast as you can. It will save you money!**

## **How Do I Know If I Have Good Credit?**

Sometimes people think they have good credit. Then they apply for a loan and are surprised to learn that there are some problems with their credit. The best way to find out if you have good credit is to get a copy of your credit report.

## **What is a Credit Report?**

A credit report is a record of how you have paid your credit card debt and other loans. A credit report shows how much debt you have, if you have made payments on time, or if you have not paid back some loans. Credit reports do not show information about your race, religion, medical history, personal lifestyle, political preferences, criminal records, or any other information unrelated to credit.

Credit reports are compiled by national credit-reporting agencies. The typical credit report includes three types of information:

### **1. Identifying Information:**

Your name, address, phone number, social security number, date of birth, and current and previous employers. This information comes from your credit application.

## 2. Credit Information:

Specific details about your credit cards, student loans, and other loans. This information includes the date opened, credit limit or loan amount, balance, and monthly payment. The report also shows your payment history during the past several years and the names of anyone else responsible for paying the account, such as a spouse or co-signer. Late payments, skipped payments, accounts turned over to a collection agency, and repossessions appear here. This information comes from companies with whom you do business.

## 3. Inquiries Information:

The name of those who obtained a copy of your credit report and how often you have applied for credit in the past two years.

## How To Order A Credit Report

The best way to know what your credit report shows is to order one and review it carefully. It's a good idea to order your credit report once a year to make sure there are no errors on it. You can contact the three major credit bureaus at the following addresses.

Experian PO Box 9600 Allen, TX 75013 1-888-397-7742 <a href="http://www.experian.com">www.experian.com</a>	Equifax PO Box 740241 Atlanta, GA 30374 1-800-685-1111 <a href="http://www.credit.equifax.com">www.credit.equifax.com</a>	Trans Union PO Box 1000 Chester, PA 19022 1-800-916-8800 <a href="http://www.transunion.com">www.transunion.com</a>
------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------

## How To Correct Errors On Your Credit Report

Credit reports should be accurate, but it is important to make sure they are. If there are errors or outdated information on your credit report, it could hurt your chances of getting a new loan. The good news is that you have the right to have the mistakes corrected at no charge to you. Here's how:

- The credit report may include information on how to correct errors. Follow the instructions that you get with the credit report to tell the credit-reporting agency about the mistake.
- If additional information is needed to correct the error, the credit-reporting agency will tell you what to send. For example, the agency may ask for copies of cancelled checks or other payment information. If you have kept good records of this information, it will be much easier to show them where the mistake was made.
- A phone call to the agency alerting it of the error often will take care of the problem.
- You may also wish to explain the problem in a brief letter. The credit-reporting agency must investigate your complaint within 30 days and get back to you with the results. If the agency finds that the information in the credit report is inaccurate, the creditor must notify the other major credit-reporting agencies of the error so they can correct their information. If the credit-reporting agency does not find an error and you still believe your credit report is inaccurate, you can contact the creditor directly to try to straighten out the problem. You also have the right to explain your side of the story on the credit report if the issue still remains unsolved. You may write up to 100 words to explain the situation. The statement will appear on your credit report.



## Ways To Create A Credit History

Some people prefer to pay cash for all their purchases. However, this does not create a positive credit history. If you have never taken out a loan or have never had a credit card, you may not have any credit history. This may become a big problem when you want to apply for a home mortgage because you do not have any credit history. You can create a credit report of your own by putting together your own personal credit history. This is called a non-traditional credit history. This is a way to show your lender that you have been responsible for paying your bills on time. You may use these suggestions when it is time to create your own credit report:

- Keep copies of your bills including rent, telephone, electric, insurance, cable, etc.
- Keep copies of cancelled checks that you used to pay your bills.
- Ask your property manager and utility providers to give you a letter stating that your payments have been made on time.
- Show your record of bills, payments, and letters to lenders to prove that you have been paying your bills on time. A record of two years would be ideal.
- You may consider asking your bank to give you a “secured” credit card. This card might be backed by your savings account. Be sure you understand the terms of this type of card because there may be fees involved. Be sure to use the card and make the payments.
- You may qualify for department store credit cards. The limit may start out small but will be raised after you show your ability to make the payments. Try to pay the balance each month; this will make a difference on your credit report.

**Be aware that if you have a joint account with your spouse, any debt that results is your responsibility, even if you were not aware of the charges. Before getting a joint account, you may want to ask a non-profit credit-counseling agency for assistance.**

## Ways To Improve Credit: A Credit History

The following are steps you may take on your own to improve your credit:

- Pay your loans first. Pay the loans before you spend on things like going out for dinner and movies. Recreation and leisure are important parts of life, but there are other ways to do these things without spending funds that are to be used for bills.
- Pay your total credit card bill(s) every month. If you cannot do this, cut up your cards or put them away and don’t use them unless you have an emergency.
- Use your credit cards to establish good credit. Using the credit card and paying the balance each month shows that you can manage money well. Don’t be afraid to use the card if you know that you can easily pay the balance. Just because you have a credit card doesn’t mean you have good credit.
- Before you use a credit card, ask yourself, “Would I take out a loan to buy this?”
- Charge less than the maximum amount available. Even if you can make the payments, creditors may think you have accumulated too much debt.
- Apply for only the credit you need. Every time you apply for credit, it appears on your credit report. Even if you do not accept the credit, lenders may feel you have a cash flow problem and then become hesitant of your application. Avoid applying for credit cards just for the fun of it, to receive a free gift, or just to discount a purchase.

- If you can wisely use a credit card, choose one that offers a low interest rate and has no or low annual fee. Cards from department stores usually charge a higher interest rate than one from a bank. Compare the rates and fees of any offer you receive. Don't pay an up-front fee. It is different from an annual fee and is often a scam.
- Try to pay more than the minimum amount due each month. When you pay only the minimum each month, you end up paying a lot in interest. For example: assume you use a credit card with an interest rate of 18 percent to purchase a sofa for \$1000. You make a minimum payment of two percent (about \$20). At that rate, it would take you about 90 months (or 7½ years) to pay off the couch, and you would pay about \$800 in interest alone.
- Look for different ways to cut your everyday expenses. This will give you more money to pay off credit card balances and loan payments early. Be careful when you pay off loans early, however. Some repayment plans penalize you for paying too soon. Be sure to ask the lender first.
- Keep track of your bills and past due notices. Just because you haven't received a bill after a few months doesn't mean the bill does not exist. Sometimes hospitals and doctors, after a few months, stop sending out bills and turn them over to a collection agency. Along with unpaid student loans, these will always show up on a credit report. Check your credit report to see if you have any of these debts. If so, make arrangements to start paying on these before you apply for another loan.

### **Getting Help**

If you are having problems paying your debts, call your creditors to discuss your options. Call them before you miss a payment. This may be a difficult step, but it is less embarrassing than receiving phone calls demanding payment.

If you owe money to any businesses, it may be time for expert help. Consider going to a nonprofit credit-counseling organization. These organizations can work with you and your creditors to set up a repayment plan. They will provide this service for no or little cost to you. Don't get these confused with credit-repair companies that offer to fix your credit history for a fee. It can't be done. To check a company's reputation, call the Better Business Bureau or the State Attorney General's Office.

### **Bankruptcy**

If your loss of income has made your debt impossible to handle, as a last resort you may need to consider filing for personal bankruptcy. You don't have to be absolutely broke to file a petition; you may be coping with only one major debt and little hope of repayment. The purpose of bankruptcy must not be fraudulent.

While it is not necessary to have a lawyer file the petition, you may want to seek legal advice about the details of exemptions and method of filing which best fit your situation. Legal fees are often required in advance, so be organized with your facts and papers and request a half-hour consultation. The court filing fees must be paid in advance.

### **Alternative High-Cost Financial Services**

**Check Cashing Outlets:** Charge high fees just to have a paycheck or government check cashed, sometimes 2-3 percent (that's a \$10-\$15 charge for a \$500 check).

**Check Deferral Services:** Allow customers to get a cash advance on their paycheck. However, these short-term loans are very expensive. A \$200 two-week advance may cost over \$30.

**Pawn Shops:** Charge very high interest rates for loans based on the value of tangible assets (Such as jewelry or other valuable items).

## CHAPTER 8: EDUCATION

### Education and Marketable Skills

So you want to work? Who is going to hire you? What can you do that an employer will pay you for doing? The skills you possess that someone will pay you for are *marketable skills*. Knowing how to frame a house is a marketable skill. Typing 50 words per minute and knowing Microsoft Word are examples of marketable skills. Programming a computer is a marketable skill.

However, going to school does not just teach you specific skills, such as how to program a computer or how to frame a house. Continuing your education will help you develop *other marketable skills*. Basic abilities in problem solving, verbal skills, mathematical skills, as well as general scientific/ technical skills, management skills, critical thinking, medical knowledge, and human service skills are important in the job market.

Use the *Georgia Careers* publication by the Georgia Department of Economic Security to research high-paying jobs in fast growing areas of employment, the required skills needed, and the placement outlook. This publication is available in the library transition resource center.

### Apprenticeships, Practical Education On-the-Job

Many jobs, especially in the construction trades, offer apprenticeships. An apprentice works at the occupation he or she wants to learn. The apprentice learns along the way and receives pay increases with increasing skill. Getting into an apprenticeship can be competitive. You will start at less than half of the salary that the job will eventually pay, work full-time, and get paid to go to school. Typically it takes about five years to work up to full salary. There were over 3,000 new apprenticeships in 2000. There are over 8,000 apprentices working in Georgia today.

Apprenticeship training is available in selected trades at correctional facilities. Apprenticeship training does not guarantee job placement upon the offender's release. Hiring decisions and credit for on-the-job training remain the final decision of the employer and associated union, but training does improve the offender's opportunities and likelihood of finding employment in the trade.

### Part-Time Student Options

After getting released from a correctional facility, most offenders need to focus upon getting themselves reestablished with employment so that they can support themselves. This does not mean that you cannot continue your education. It is possible to work a job and attend school part-time. Many schools offer evening and weekend programs, and these programs often qualify for financial aid. If your release requirements do not restrict Internet access, check out some of the excellent educational opportunities offered on the Internet.

Often, it is not easy being a part-time student. However, education is the key to a better life. It may take longer to reach your goals by attending school part-time, but it is well worth the rewards. Remember – **Knowledge is power.**

### Acceptance & Enrollment

Each school may have different requirements for enrollment in their programs. As a rule, colleges and technical schools require a high school diploma or GED certificate. Schools may require testing such as an ACT or SAT, which will demonstrate your knowledge of a broad range of academic subjects.

- 1) Most schools require a non-refundable fee for processing your application.
- 2) You will need to supply a copy of your high school transcript or GED certificate. Write for what you need now if you don't have it with you.

- 3) Most schools will have you speak to an advisor to help set up your class schedule. You may need to take additional placement testing.
- 4) It is a requirement that students' immunizations be up-to-date.
- 5) Make sure that you know when your classes will start.

You can research school offerings using the computer in the library transition resource center. If a school interests you, use the skills that you have learned to write and ask for an application form and college admission packet.

When your application form arrives, fill it out and send it back to the school you have chosen. You may need to visit the school for an interview once your application has been returned. Keep a notebook with the dates for any necessary school visits, class registration, visiting with guidance counselors, and the date classes start.

### **Financial Aid**

Private schools cost more than public schools. Four-year colleges cost more than trade and technical schools. Most people do not have the money to go to school without help from family, working full or part-time, getting loans, or being granted a scholarship.

When you receive a grant or a scholarship, an institution gives you money for your schooling. Usually the money is paid directly to the school. You do not have to pay anything back.

#### **To get a scholarship or grant you need to do at least one of the following:**

1. Demonstrate ability by getting high grades or by competing in a contest.
2. Demonstrate need by showing that you don't have the means to pay for schooling.
3. Show that you belong to a group for which grants and scholarships are available.

The best way to find out about scholarships and grants is to contact the **Financial Aid Office** at the school you want to attend.

To get a loan for your education you will also have to demonstrate need. Getting loans is not as competitive as getting a scholarship. After you graduate you will have to pay back your loans and any applicable interest.

***Focus on Financial Aid*** is available in the library transition resource center. This publication has extensive information on the kinds of financial aid available and how to get it.

**TRIO**, Educational Opportunity for Low-income and Disabled Americans can be reached online at <http://www.trioprogams.org/abouttrio.html>.

### **FAFSA - Free Application for Federal Student Aid**

The FAFSA Form is the first step to take to get financial aid for school. You can fill out one of these forms while still in prison. The library transition resource center has these forms.

Read the direction sheet which is titled *What is FAFSA?* on one side and *What Does Your School Want You To Know?* on the other. Make sure that you apply early. When you decide on a school, read their admissions forms to see if the school uses any different or additional forms for Financial Aid. After you fill out and mail the FAFSA form, you will receive a Student Aid Report (SAR) by mail. Check this for errors. Correct any mistakes in the SAR form and send corrections to the address indicated on the form.

The federal government considers your financial need for schooling to be the cost of attending school minus the **“expected family contribution.”** In filling out this form you will be telling how much money you make and how much your family makes. If an individual and/or the individual's family have high incomes or a lot of money, he or she will be eligible for less financial aid.

### **Work Programs**

- Many schools offer work/study programs where you work part-time and go to school part-time. In work/study programs you will continue to pay tuition and other expenses for your education. However, you will learn and get paid while working at your chosen occupation.

## Loans

- Federal Subsidized Stafford Loan Program
- Federal Unsubsidized Stafford Loan
- Federal Direct Student Loans
- Federal Parent Loans for Undergraduate Students (PLUS)
- Student Educational Loan Fund (SELF)
- Federal Perkins Loan Program

## Veterans of United States Military Service may be Eligible for:

- Veteran's Education Assistance Program
- Montgomery GI Bill
- Operation Desert Shield/Desert Storm Veteran's Programs
- National Guard Benefits
- Georgia Veterans' Dependents Assistance Programs
- Georgia Educational Assistance for War Orphans and Veterans.

## Private Funds

- Check with the financial aid office at the school you expect to attend.

## Tax Benefits

Look in **Focus on Financial Aid** for information regarding these.

- Hope Scholarship Tax Credit
- Lifetime Learning Tax Credit
- Student Loan Interest Deduction
- Employer-Paid Tuition Assistance
- Series EE Savings Bond interest for tuition and fees
- Education Individual Retirement Account
- Georgia College Savings Plan
- Penalty-Free IRA Withdrawals
- State Grant Savings Allowance

\*\*Focus on Financial Aid is available in the library transition resource center.\*\*

## Georgia State University:

DO YOU NEED HELP FINDING OR PAYING FOR EDUCATION OR TRAINING?

Then you'll want to know about the FREE services offered by the **Educational Opportunity Center...**

The EOC's services include...

- + Academic and career assessments (COPS)
- + Help selecting and enrolling in colleges, universities, and state technical colleges
- + Assistance finding and filing for financial aid including FAFSA on-the-web (Ask about help with defaulted student loans)
- + Referral to appropriate GED, SAT, GMAT, GRE & TOEFL prep locations
- + Free Basic Computer Classes including Microsoft 2002 WORD, EXCEL, ACCESS & POWERPOINT (Tuesday & Thursday 2-3<sup>P.M.</sup>)
- + Individual and group counseling sessions
- + Referrals to other agencies when needed

For More Information Contact  
GEORGIA STATE UNIVERSITY  
404/651-2566

Se Habla Español!

Or visit our website at:  
[www.gsu.edu/eoc](http://www.gsu.edu/eoc)

## CHAPTER 9:

### INCARCERATED VETERANS PROGRAM

TOPPSTEP Regional Coordinators and TOPPSTEP Representatives along with various Veterans Service Organizations, Certified Service Officers, provide guidance and assistance to incarcerated and recently released veterans on:

- Filing a claim for VA compensation or pension benefits.
- Resumption of previously awarded VA compensation or pension benefits.

By addressing the following questions an inmate or recently released veteran will have a better understanding of what they may or may not be eligible for. The list of questions below represents the most frequently asked questions that are of great concern to incarcerated and recently released veterans. By no means does this list represent the only questions that will be addressed by the TOPPSTEP Regional Coordinators, TOPPSTEP Representatives or Veterans Service Organizations, Certified Service Officers.

- **Can A Veteran Receive VA Benefits While In Prison?**
- **Are You Eligible For VA Medical Care While Imprisoned?**
- **Will Your Benefits Be Automatically Resumed When You Get Out Of Prison**
- **How Will Your Imprisonment Affect The Payment Of:**

*VA Disability Compensation?*

*VA Disability Pension?*

- **Can Your Spouse, Children Or Dependent Parent(s) Receive Any Of The Money Not Paid To You Because Of Imprisonment?**

There is a TOPPSTEP Representative in each of the 53 Georgia Department of Labor Career Centers serving the State of Georgia. In addition to TOPPSTEP personnel there are other highly trained individuals who are capable of providing assistance to all recently released veterans. They are the Disabled Veterans Outreach Program Specialist, (DVOP) and the Local Veterans Employment Representative, (LVER). Both of these individuals are also located in the Georgia Department of Labor Career Centers.

---

### VOTING RIGHTS

In addition to the qualifications in subsection (a) of Code section O.C.G.A. 21-2-216, no person who has been convicted of a felony involving moral turpitude may register, remain registered, or vote except upon completion of the sentence and no person who has been judicially determined to be mentally incompetent may register, remain registered, or vote unless the disability has been removed.

## CHAPTER 10: HEALTH & LIFE SKILLS

### **Substance Abuse:**

Each of the Substance Abuse Treatment Programs has been designed and is monitored by the Risk Reduction Services of the Georgia Department of Corrections. The mission of these programs is to provide services to offenders who have been identified as high risk and in need of substance abuse treatment. All substance abuse programs are cognitive-behavioral in design and are based on the “What Works” literature. Each program adheres to the National Institute on Drug Abuse “Principles of Drug Addiction Treatment.” Programs have been developed to address the needs of the individual. Special attention has been given to create a “seamless system” of services and a continuum of care culminating in our aftercare services. Programs are offered in several settings including Detention Centers, Diversion Centers, Prisons, and Day Treatment Programs.

### **Community Aftercare for Substance Abuse:**

Even if you have no supervision following release, if you or a family member have a substance abuse problem, it is essential that you seek aftercare to assist you in dealing with this potential problem. Below is a list of phone numbers that are provided to assist you with Substance Abuse Aftercare.

### **Georgia Crisis and Access Line**

Click on the link below or call 800-714-4225 to reach Georgia’s Crisis and Access Line for Mental Health, Substance abuse and Developmental Disability services in the community. Representatives will be able to assist you in referring and scheduling an individual for services in the community. Such services include both inpatient and outpatient treatment services and many of the providers to whom they refer are what many people know as the “Community Service Boards”

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

### **Substance Abuse Information Phone Numbers**

Alcohol & Drug Abuse HOTLINE (US Dept. of Health & Human Services) — 1-800-662-HELP

Alcoholics Anonymous — 1-800-212-870-3400

Narcotics Anonymous (NA World Services) — 1-818-773-9999

Relapse Prevention (Phoenix House) — 1-800-RELAPSE

### **The Four Corners of Fitness**

#### **1. Exercise**

- Relaxes muscles where tension has accumulated.
- Improves health and endurance.
- Clears minds.
- Improves self-image.
- Builds resistance to fatigue.
- Positively channels stress.

#### **2. Eating Right**

- Eat a variety of foods.
- Maintain a healthy weight.
- Drink plenty of water.
- Select a diet low in fat, saturated fat, and cholesterol.
- Choose a diet with plenty of vegetables, fruits, and whole grain products.
- Consume salt and sugar in moderation.

#### **3. Relaxation**

- Decreases wear and tear on your body.
- Increases self-control and ability to handle stressful situations (ACT instead of REACT).
- Helps control muscle tension by recognizing the difference between tense and relaxed.
- Increases total body awareness.

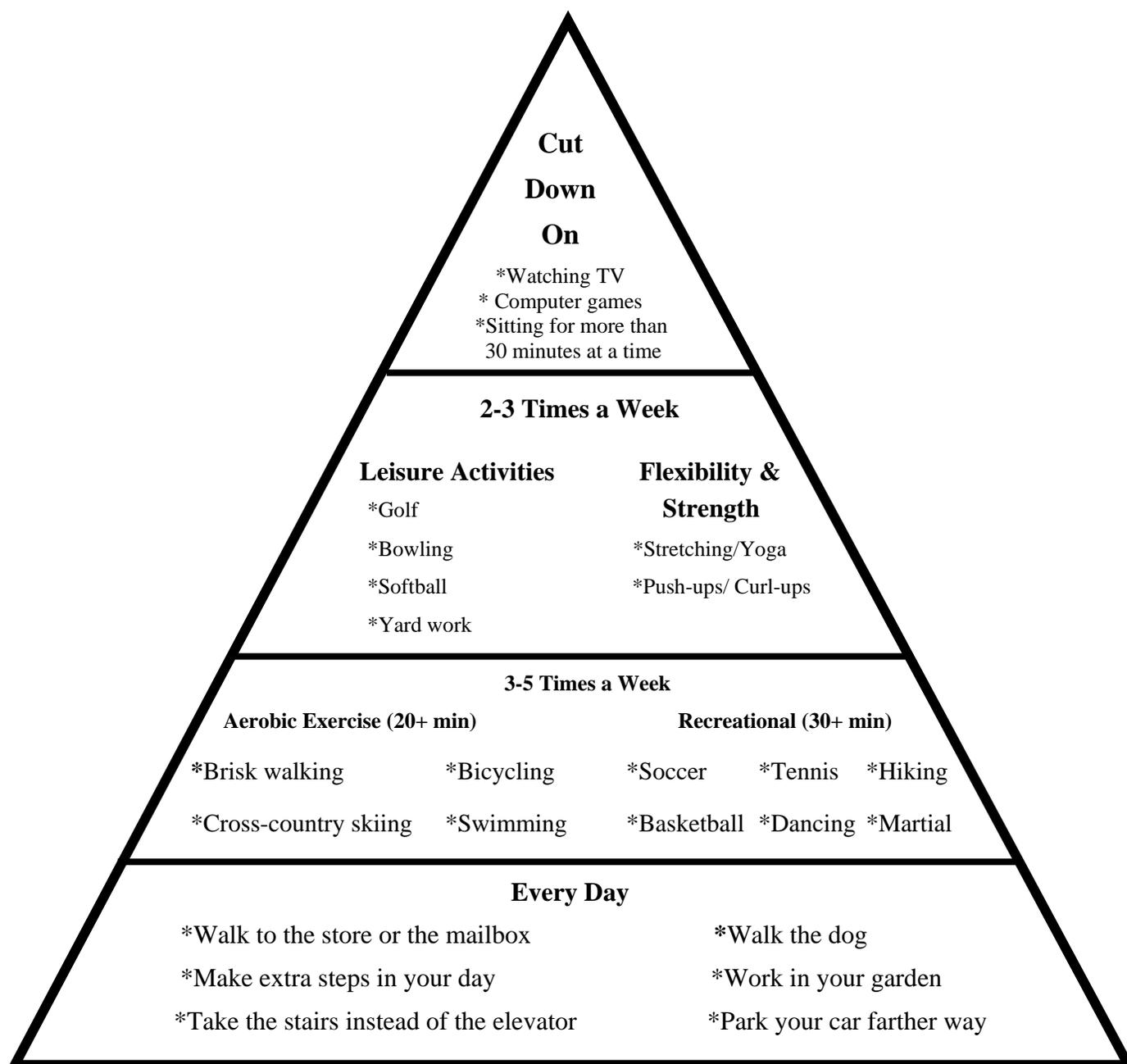
#### 4. Emotional Fitness

- Choose how stress can affect you—make it a wise choice.
- Be responsible for your own self-talk, emotions, and outcomes. Everything we do, everything we say, is the result of our thinking.
- Negative thinking is a heavy burden—it literally bends the body and drains energy every bit as much as carrying a heavy weight.

#### Physical Activity

It has been shown that frequent physical activity reduces your risk of heart disease and high blood pressure, as well as depression. Staying physically active will help you keep your weight down and feel better about yourself. Any level of exercise, from a mile walk three times a week to daily running, has conditioning value and can simply make life more enjoyable.

Here is a visual display of how much and what types of exercises are good for you. A lifetime commitment to routine exercise is physically healthy and a safe choice for something to do in your free time.

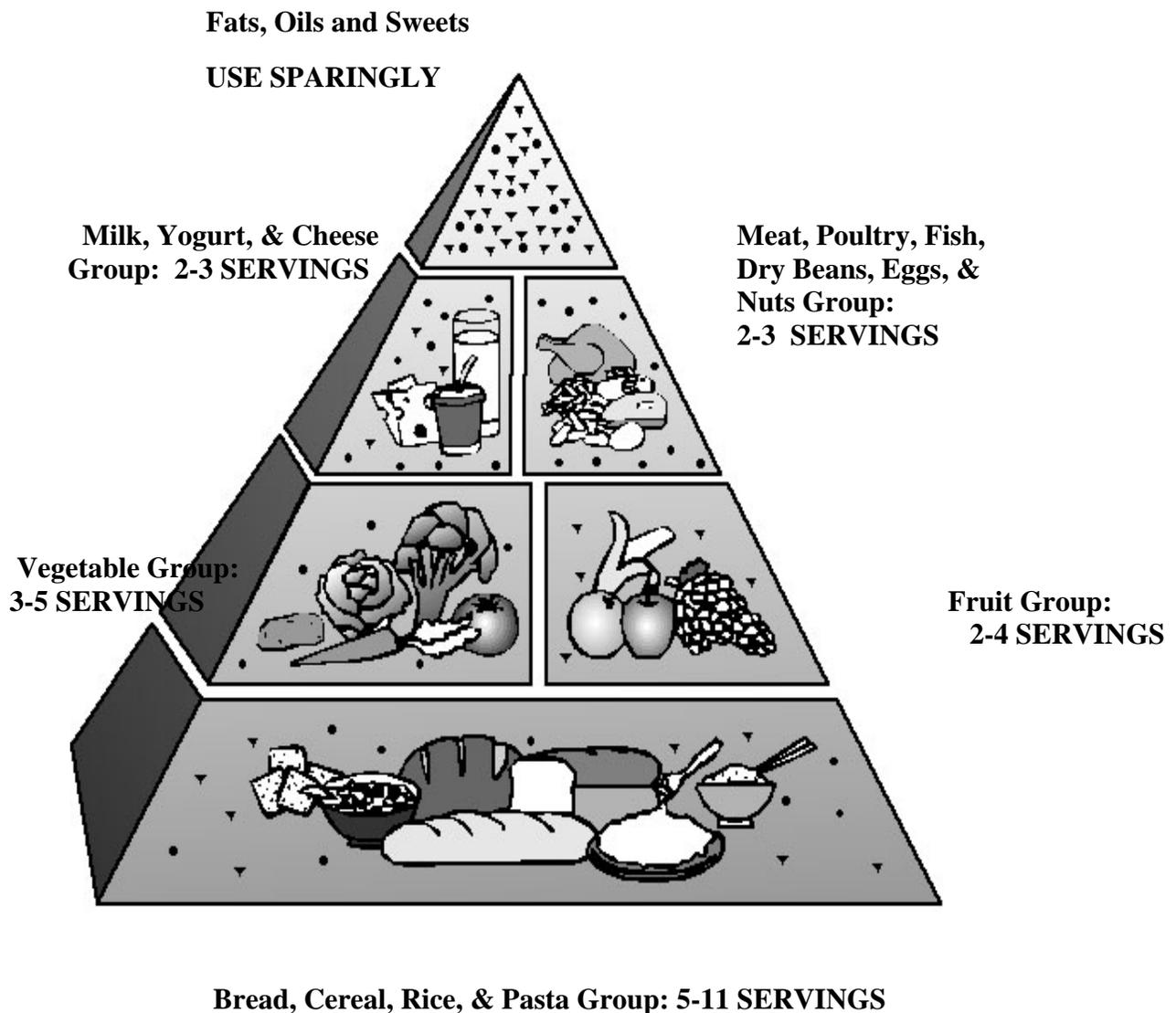


## Diet

A healthy diet is a building block of a healthy life. The illustration below shows the basic food groups necessary for good nutrition.

● Fat (naturally occurring and added)

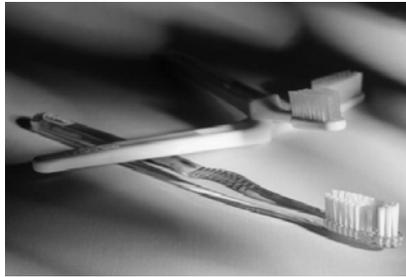
▼ Sugars (added)



## **Dental Health**

Remember to follow these tips to maintain a healthy smile:

1. **Brush your teeth carefully at least twice every 24 hours.** Ideally, you should brush after every meal. At the very least, brush once a day and always before you go to bed.
  2. **Floss your teeth daily.** Flossing cleans those areas your toothbrush can't reach.
  3. **Eat a well-balanced diet!**
  4. **Don't smoke or chew tobacco!** It promotes serious dental problems such as gum disease and oral cancer.
  5. **Check your gums regularly for signs of disease**—red, puffy gums or gums that bleed even slightly when you brush or floss. Notify your dentist if any of these signs appear.
  6. **If you wear full or partial dentures, clean your dentures daily.** Be sure to remove stains and plaque that may build up and irritate your gums. Also remember to take your dentures out when you sleep to help your gum tissue stay healthy.
  7. **See your dentist professional**
- regularly for checkups and cleanings.**



## **Life-Long Health Concerns**

Here are some things to do to reduce your risk of disease:

- Quit smoking or chewing tobacco.
- Check your cholesterol. If it is too high, follow your doctor's advice on a diet and/or medication.
- Check your blood pressure. Treat if it is high. Treating high blood pressure helps prevent heart problems and strokes.
- Be physically active. A regular program of exercise reduces your risk of a heart attack by 35 to 55 percent. Try to get at least 20-30 minutes of moderate physical activity on most days.
- Maintain a healthy weight. Being overweight increases your risk of developing diabetes, hypertension, and high cholesterol, which in turn increases your risk of heart disease.
- Practice moderate or no consumption of alcohol.
- Get plenty of rest.

## **Avoidance of Automobile Accidents**

A low-risk driver is 1,000 times less likely to die in a car accident than a high-risk driver. **High Risk**

- Age 18
- Intoxicated

- Male
- Light truck
- Not wearing seat belt

### **Low Risk**

- Age 40
- Sober
- Female
- Always wears seat belt

The most important auto accident factors are age, intoxication, and wearing a seat belt. Age is an important factor because older drivers tend to drive much more responsibly than younger drivers. They use better judgment to avoid accidents. Drive carefully, use your seat belt, and do not drink and drive.

### **Immunizations**

If you have questions or concerns about immunizations once you are released, please contact your health care provider or city or county health department. You may also dial 2-1-1 to obtain assistance.

- All adults require tetanus and diphtheria immunizations at 10-year intervals.
- All adults aged 65 or older, as well as anyone aged 2-64 who have diabetes or chronic heart, lung, liver or kidney disorders, need protection against pneumococcal disease. Normally only one immunization is needed, which is good for life. Consult with your health care provider or city or county health department.
- Influenza vaccination is recommended for older adults, pregnant women, and persons with chronic diseases. This vaccine is given yearly, due to new strains of the virus not covered by previous vaccines.
- Hepatitis B vaccine is recommended for adults in certain high-risk groups.



### **Depression**

Feeling “down” from time to time is normal. Feeling “down” all of the time is not. You can become depressed because of things that happen in your life, such as loss of a loved one, losing your job, or losing your freedom when sent to prison. For some people, not accomplishing life goals can lead to depression. Physical illness can also lead to depression. Some types of depression run in families as well. Depression affects people of all ages, races, and social classes. For some, it will be a one-time event and for others it may recur. Some 19 million Americans suffer from it each year. Symptoms of depression are:

- Persistent sad, anxious, or “empty” mood
- Feelings of hopelessness, pessimism
- Feelings of guilt, worthlessness, helplessness

- Loss of interest or pleasure in hobbies and activities that were once enjoyed, including sex
- Decreased energy, fatigue, being “slowed down”
- Difficulty concentrating, remembering, making decisions
- Insomnia, early-morning awakening, or oversleeping
- Appetite and/or weight loss or overeating and weight gain
- Thoughts of harming self or others
- Restlessness; irritability
- Persistent physical symptoms that do not respond to treatment, such as headaches, digestive disorders, and chronic pain

If you have a few or many of the above symptoms that last for days at a time, you may need to be treated. Depression is normally a very treatable illness—medications, counseling, and life style changes can all help to relieve symptoms.

Depression is made worse by the use of alcohol or sedating drugs to “treat” depression. It can become a vicious circle of suffering with depression resulting from excessive drinking. Sometimes people consider harming themselves because they see no other way out of their situation. It is important to seek help from a medical doctor, psychologist, psychiatrist, clinic, or anyone skilled in dealing with depression.

**If you need help to find mental health resources, dial 2-1-1. If you are afraid you may harm yourself or others, dial 9-1-1 immediately.**

### **Sexually-Transmitted Diseases (STDs)**

Of the top ten most frequently reported diseases in 1995 in the United States, five are sexually transmitted diseases (STDs). The term STD is not specific for any one disease but represents more than 25 infectious organisms spread through sexual activity and the dozens of disease symptoms they cause.

STDs are almost always spread from person to person by sexual contact. Some STDs such as Hepatitis B and C virus infections and HIV infections are also spread by blood-to-blood contact, particularly among intravenous drug users through contaminated needles, etc. In addition, pregnant women with infections may pass their infections to infants before birth, during birth, or through breast-feeding.

If you:

- Are afraid you might have a sexually-transmitted disease;
- Have questions about tests or treatments; or
- Need to find a doctor or clinic;

Call the National STD Hotline at 1-800-227-8922. Trained health professionals are available to answer your questions and provide referrals 24 hours a day, seven days a week. All calls are private, personal, and confidential.

### **Human Immunodeficiency Virus (HIV) & Acquired Immunodeficiency Syndrome (AIDS)**

The only way to determine for sure whether you are infected is to be tested for HIV. You cannot rely on symptoms to know whether you are infected. AIDS is caused by infection with a virus called HIV. As with HIV, you cannot rely on symptoms alone to diagnose AIDS. A medical doctor makes the diagnosis based on certain clinical criteria.

If you test positive for HIV, the sooner you take steps to protect your health the better. Early medical treatment and a healthy life-style can help you stay well. Early medical care can delay the onset of AIDS and prevent some life-threatening conditions. HIV can weaken the immune system to the point that it has difficulty fighting off certain infections. Your immune system can be weakened by: smoking cigarettes, drinking too much alcohol, and using illegal drugs.

AIDS National HOTLINE (CDC Info) — 1-800-342-2437

### **Stress Reducers**

- Procrastination is stressful. Don't put off until tomorrow what you can do today.
- Don't put up with things that don't work; get them fixed or throw them away!
- Don't rely on memory; make lists, write down appointments, keep a calendar.
- Surround yourself with positive people!
- Don't just put it down – put it away!
- Become more flexible; laugh at yourself!
- Be prepared to wait; take reading material and read the time away.
- Accentuate the positive – use positive self-talk!
- Do one thing at a time. Plan and prioritize.
- Simplify. Simplify. Simplify.
- Forget about counting to 10. Count to 1000!
- Take care of the todays the best that you can, and the yesterdays and tomorrows will take care of themselves.
- Forgive. Forgive. Forgive.
- Turn “needs” into preferences. Our basic needs are food, water and keeping warm. Everything else is a preference. Don't get attached to preferences.
- Get up 15 minutes earlier in the morning. The inevitable morning mishaps will be less stressful.
- Get plenty of sleep.
- Eat healthy.
- Exercise daily.
- Learn something new.
- Relax daily and take time to do something you enjoy.
- Moderation – make one change at a time. Many changes add stress.

### **Rules For Handling Conflict**

- **Don't fight to win.** Nobody wins. Remember you are fighting to solve the problem, not to win. Be willing to negotiate or give-in when necessary.
- **Be sure that you understand exactly what the problem is.** If you are not sure why you are having a conflict, discuss it.

- **Take care of the problem when it comes up.** Don't let it get too big to handle. Even if the problem seems small, if you don't deal with it when it happens, the problem will only get bigger.
- **Talk about only one conflict at a time.** Don't bring up old problems that have happened in the past. Stick to the problem that you are having at the moment.
- **Don't blame others for problems you are having with someone else.** If you are mad at your brother, don't yell at your best friend. Directly tell each person what is bothering you.
- **Think before you speak.** If you say mean things to your family and friends or speak sarcastically to them even though you are just teasing, you are really hurting them. If you have something constructive to say, be sure you say it in a way that will be helpful and not harmful.
- **Never strike another person to get your way.** Physical violence or abuse (hitting, punching, kicking, shaking, or slapping) is **NEVER** acceptable behavior.
- **Try writing down your feelings.** If the person that you are having a conflict with will not discuss the problem, or you are not comfortable enough to talk to him or her about it, write a letter. You can decide later if you want to mail it. Even if you are not able to talk it over with another person, you will understand more about how you feel when you have read your words over again.
- **Listen to what the other person has to say.** Each person involved has his or her own point of view and should have the chance to express it.
- **When the fight is over, drop it.** Forgive and forget. Don't keep bringing up the fight or hold onto your anger once the argument is over, even if it was not resolved the way you wanted.



### Low-Cost Leisure Activities

- **Spend time outdoors**— a walk in the park, neighborhood, or wilderness relaxes and increases energy at the same time.
- **Take a class** (craft, adult education, self-improvement, etc.) – learning new things is a great way to relax, and when we accomplish something we feel better about ourselves, thus relieving stress.
- **Become involved in a cause** – volunteer.
- **Play sports** – You can join a community team or simply play with family or friends.
- Join a support group.
- **Listen to music**— Music is used for fun, for releasing tension, for comfort, for getting away from yourself, and for uplifting the spirit, as well as inspiring you into action.
- **Read a book.**
- **Exercise.**
- **Check local newspapers** for free or low-cost activities.
- **Go to the library**— books, CDs, cassettes, videos, and sometimes even games, toys, and pictures can be borrowed from the library.
- **Gardening** (even in a small space) relieves tensions, promotes exercise, and soothes nerves.

## CHAPTER 11: FAMILY/FRIEND Relationships

Just as you had to adjust to life in prison, you will have to adjust to life as you return to the free world. You cannot expect to feel comfortable in the real world for quite awhile, but the following suggestions will help:

- Begin by appreciating the small things that others take for granted—such as privacy, being able to come and go as you please, etc.
- Avoid talking about life behind bars as your only conversation topic—practice making “small talk” about daily happenings instead. Begin visualizing positive ways to react to possible situations.
- Don’t try to catch up on what you have missed; you cannot re-live time lost.
- Be patient—know that you have to take small steps toward a new way of living.
- Gradually you will feel more “here” than “there” (prison).

### **Family Relationship Changes**

- You can’t expect to just walk back into a family’s life without adjustments on both sides. A partner may have learned to do things around the house (budgeting, grocery shopping, car repair, etc.) that you did before. Once you return, who does them?
- Children may get used to living without their mom or dad. You may be rejected as a disciplinarian/parent or role model because of your “ex-con” status or just because you haven’t been around.
- Your children aren’t the same as when you left—don’t try to treat them the way you did before you left. You can’t treat a child like you would an infant or a teenager like you would a child. Show your children that you care about their needs, are interested in what they are doing, and that you are willing to spend time with them.
- A divorce or child custody proceeding may have occurred and significantly affected the family as you once knew it.
- Your relationship with your parents will change, or maybe has already changed, because of aging.

### **Show your family that you understand how you have hurt them.**

- **Allow** members of your family to share painful memories with you,
- **Admit** you were wrong, and
- **Ask** for forgiveness.

If asked about your incarceration, answer questions honestly. Do not tell people it was “no big deal.” Acting “tough” about your experience does a serious disservice to your family and friends. Let them know that being incarcerated is no way to spend your life. As your family learns to trust you, they will be able to start treating you like your crime and imprisonment didn’t happen.

### **Former Friends/Associates**

Let go of a negative past and look forward to a positive future!

That may mean no longer associating with old friends that have not changed. If your former associates are still into drugs, violence, and stealing, you need to find new friends!

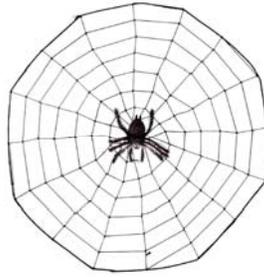
**Don’t be pulled back into your former lifestyle!**

**Remember that it’s you who comes back to prison!**

## **Rebuilding the family can be likened to a spider's web**

Although it is made of thin, delicate strands, the web is not easily broken. However, a web gets torn every day by the insects that kick around in it, and a spider must rebuild it when it gets full of holes.

*E.B. White*



## **Your Parents**

Will you be living with your parents following release? Is their advancing age becoming a factor in your relationship with them? If so, it is essential that you prepare yourself for a changed, more supportive role with them. You may even find yourself caring for other relatives or friends.

Families are a primary source for caregiving of an older adult. In fact, the National Alliance for Caregiving estimates that one in four households are providing care to someone who is at least 50 years old and has a disabling condition.

### **Will you be a Caregiver?**

You may be a spouse, son or daughter, neighbor, close friend, or distant relative that is helping someone maintain their independence. You may be young or older yourself. It doesn't really matter your relationship or age! As a caregiver, you are making concessions and personal sacrifices to provide care for another person. The 21<sup>st</sup> century will be marked by a dramatic increase in the size of the older population as the baby boomer generation ages and helps elders and, in turn, will need assistance.

The job of caregiving can evolve slowly, over a long period of time, or suddenly, in the case of an accident or illness. Caregiving can mean having an elder live with you, or live hundreds of miles away, with you dealing with issues from a distance.

### **Take this simple test to see if you identify yourself as a caregiver:**

- Will you do errands like shopping, telephoning, arranging for health care?
- Will you travel to and from your relative's home more often than usual?
- Will you provide social activities?
- Will you supervise medications and arrange medical visits?
- Will you listen, talk, and provide emotional support?
- Will you provide round-the-clock supervision?
- Will you supervise others who provide direct care?
- Will you maintain two homes – your own and that of your relative?
- Will you assist with personal care like lifting, bathing, dressing, or feeding?
- Will you manage financial/legal affairs?

If you answer “yes” to one or more of these questions, you are a caregiver. The wide range of needs defies definition. Whether you provide round-the-clock assistance or are just becoming aware of the needs, you are still a caregiver. You are responsible, to some degree, for another person’s well being. At any point on the continuum of caregiving, the challenges and demands can become too great. It can cause emotional and physical exhaustion, depression, marital, and family problems as well as work conflicts.

One solution is to access resources to help you in this job. Locally, an entry point is the Senior Linkage Line (1-800-333-2433). It is an easy way to find community resources and support in Georgia. If you live a distance from your family member, a national toll-free line – Elder Care Locator (1-800-677-1116) can locate resources in the area where they reside as well as local Area Agencies on Aging. They can direct you to local resources in your area that will support your efforts to do a successful job of caregiving.

More information on eldercare and aging is available in the library transition center.

### **Seven Characteristics of Strong Families**

The following are simple reminders as to what is important in keeping a family strong. You aren’t expected to have all characteristics in your family, but begin by concentrating on one or two:

**1. Appreciation**

At least once a week show appreciation to your children or spouse when they are being good.

**2. Democratic Decision-Making**

It is important to involve all members of the family in making family decisions.

**3. Flexibility and Openness to Change**

Change is unavoidable.

**4. Communication**

Family members share their feelings, hopes, dreams, fears, joys, sorrows, experiences, and needs. We communicate by our words, with our bodies, and by our behavior.

**5. Shared Values**

Values provide direction and meaning to life—parents have to know what they expect of their children and how to communicate this clearly.

**6. Quality Time Together**

The family bond is valued and efforts are made to make time for family activities and interaction.

**7. Connections with Others**

Building and maintaining supportive relationships between family members and others in the community helps families cope with stress and crises.

*Source: Building Family Strengths, A Tool Kit for Families—University of Georgia Extension Service*

## **Tips For Incarcerated Parents**

- Establish and maintain a positive relationship with the other parent of your child. Even if your relationship has ended, try to find ways to connect respectfully for the sake of the child.
- Make a plan of how you can connect with each of your children and follow the plan.
- Be honest with your children regarding why you are not living with them but respect their ability to understand, depending on their age.
- Let children know how important they are to you, but remember they may not necessarily respond as you might want. They may be angry because you did something wrong and cannot be there with them.
- Be prepared to make amends, and say you are sorry.
- Take your time. Don't expect big changes from family members overnight.
- As much as possible, find ways to support your child emotionally, financially, and spiritually.
- Be consistent in your approach and contact schedule. Your children need to be able to rely on you to call or write regularly.
- Observe family celebrations, special occasions, and cultural events from the inside.
- Make gifts, if you are able, using the classroom, carpentry, craft, or metal shop.
- Create a game to play long distance. Make up a story for the children to finish. Draw pictures and make them into a coloring book that tells a story. It may help if they have a stuffed animal to hug or talk to when they miss you.
- Focus on clearing up any outstanding legal problems before your release, especially things like unpaid fines and tickets which can affect your driver's license. If you have a court-ordered child support obligation, contact the child support officer assigned to your case.
- Develop a realistic plan to reconnect with your child after you are released.
- Connect with others inside who share your situation as a parent behind bars trying to connect with their children.
- Don't be afraid to ask for counseling from the prison psychologist, chaplain, or your caseworker.
- If possible, take some time to read about becoming a better parent. Look in the library transition resource center for parenting information.

**If your offense history includes victimization of children, you may have restrictions prohibiting contact with them. Abide by these rules.**

## **CHAPTER 12:**

# **CHILD SUPPORT**

The information in this section has been compiled with the cooperation of the Georgia Office of Child Support Services in the Georgia Department of Human Services. This resource gives you general information about child support and is not legal advice.

### **Values of OCSS Include:**

- Put children first
- Children need both parents

### **Collecting Child Support:**

The Office of Child Support Services (OCSS) serves Georgia parents who need assistance. Either parent may apply at the OCSS office that serves their county or online through the website [www.ocse.dhr.georgia.gov](http://www.ocse.dhr.georgia.gov). There is an application fee of \$25 that is waived for TANF recipients. The parent is asked to furnish legal documents, if available, and other necessary information.

### **Child Support Services Include:**

- Establishing paternity through genetic testing
- Establishing and enforcing child support orders
- Establishing and enforcing medical support orders
- Collecting and distributing support payments

### **Georgia Fatherhood Program**

This program helps non-custodial parents pay child support by providing them with assistance in employment readiness and workforce preparation, transitional employment, job placement, life management and survival skills. Click on the link below to find a program near where the offender will be returning. Call to schedule an appointment for the offender post-release.

<http://www.ganet.org/GAFatherhood/>

The national Web Site is [www.fatherhood.org](http://www.fatherhood.org)

### **Internet Access to Case and Payment Information:**

*The fastest way to check on your case...[www.ocse.dhr.georgia.gov](http://www.ocse.dhr.georgia.gov)*

Click on “Constituent Services Portal” and apply for services, view payment information, view the status of your case and update case information 24 hours a day, everyday. Through this site you can find contact numbers and the location of Child Support offices throughout the state. In order to access an individual case you will need your secure number (IRN). This can be provided by the Hotline number listed below.

The website also provides a list of Frequently Asked Questions and Answers as well as information on most any topic involved with Child Support. The public website provides all the service information. You do not have to have a case with OCSS to obtain information.

### **Child Support Hotline:**

In the 404, 678, or 770 area codes, call 404-463-8800

In the 229, 478, 706, 762 & 912 area codes, call 800-227-7993

Automated information is available 24 hours a day, everyday. Operators are available 7:00<sup>AM</sup> and 5:30<sup>PM</sup> Monday - Friday except on state holidays.

### **OCSS Does NOT:**

- help anyone get a divorce;
- find *custodial* parents;
- take legal action about visitation rights or custody;
- enforce court-ordered payment of unpaid bills not related to child support payments

### **How is the Amount of Child Support Determined:**

In Georgia, child support is determined using the guidelines established in state law. There is a commission appointed to review these guidelines. There was a change in legislation this year (2006) that changed the guidelines in Georgia. These new guidelines will go into effect January 1, 2007. Particular rules and procedures are being established but these new guidelines will take into account the income of both parents as well as the circumstances of the child. The current guidelines in Georgia have only taken into account the income of the Non-Custodial Parent. The website listed above for OCSS has current information on guidelines and will also have a calculator to determine the amount of current child support once this has been established based on the new guidelines. This is on the public part of the website so anyone can access this information.

### **What Incarcerated Parents Need to Know About Child Support:**

- It is important for your local child support office to know that you are incarcerated.
- During the time of incarceration your current child support continues and your arrears (past due amount) will accrue.
- If you work or have any type of income or money available during the time of incarceration then part of that should be used to pay toward your child support obligation.
- Any money available through third party payment is still subject to attachment.
- If there is no order for child support yet you may be contacted about establishing paternity through a genetic test.
- When you are released your child support is an obligation that must be handled.
- It is important for you to have immediate contact with your local office - this can be done through the Constituent Services Portal on the OCSS website.

## CHAPTER 13:

### RESTORATIVE JUSTICE & VICTIM AWARENESS

#### What is restorative justice

Restorative justice is a different way of thinking about crime and our response to it—it focuses on the **harm** caused by the crime and requires offenders to take responsibility for their actions and to assume a role in remedying that harm, often using creative forms of making amends. Offenders are provided opportunities and encouragement to understand the harm they have caused to victims and the community and to develop plans for taking appropriate responsibility. Examples of restorative justice practices include:

- community service projects;
- victim or community impact panels;
- victim empathy groups or classes;
- financial restitution to victims;
- family group conferencing;
- peacemaking circles;
- victim-offender mediation and dialogue.

The measure of success in restorative justice is not how much punishment has been inflicted, but rather how much harm to the victim, community, and offender has been repaired. Offenders in denial for years about the harm they caused, who never considered the victims, who previously had no empathy for the victims, can change and grow by having a chance to hear of the harm, to accept responsibility, to apologize, to ask for forgiveness, and to make efforts at restoring the victims of their offense.

#### What is victim awareness?

All of us have been victims of a hurtful act at some time in our lives. Each year many people have property that is stolen from them or suffer from physical injuries because someone assaulted them. Many of these people are deeply upset about what has happened to them and may face many months or years of pain before their lives can feel “normal” again. A good way to help you understand how your victims felt when you hurt them is to remember how you felt when you were victimized. If you remember the pain and feelings you experienced, you can understand what your victim(s) felt. To feel another person’s pain and to take responsibility for that pain is very difficult to do. But doing so is an important step towards the restorative justice concept which values:

- truth-telling
- accountability
- making amends (reparation)
- opportunities for healing for all parties

*“...the prevention of crime, the rehabilitation of persons, and the reconstruction of community are not three ideas. They are one idea, spoken in three different ways.”*

*Robert Woodson, “A Summons to Life”*

*Literature describing restorative justice in more detail is available in the library transition resource center.*

## CHAPTER 14: LIVING UNDER SUPERVISION

### **Supervision After Release:**

You may max out your prison sentence and have probation to follow, or you may parole out and have probation to follow. Parole and Probation Supervision may be served concurrently. You should check with your Probation Office and Parole Office upon release to set up the details of your Probation supervision and/or Parole supervision.

**Your counselor** and you will develop a reasonable release plan, including conditions and goals. Your probation/parole officer will monitor your compliance with the conditions of probation/parole and your progress in meeting the goals of supervision. Generally, offenders may be released under two forms of supervision, probation and/or parole.

If you are aware that you have personal identification documents (such as driver's license, birth certificate, or social security card) in your file, be sure to remind your counselor or send a note to the records unit to have these documents included with your release paperwork.

**Be sure that you understand the conditions of release before you are released.** If you have questions, ask your counselor. Before you leave prison, you will be signing paperwork that states you have been read and had explained to you the conditions of release and that you fully understand all the rules, regulations, and conditions in the document. At the time you actually leave the prison, you will receive copies of these documents.

### **Supervision Under Probation**

An offender released from prison may have been sentenced as a split sentence. This is a sentence divided among periods of prison, parole and probation. Another type of split sentence can occur when an offender is sentenced to prison on one count or case, but sentenced to probation on another count or case. If you fall into either one of these categories and have received a sentence of probation, you must report immediately to the Probation Office in your sentencing circuit when released from prison and/or parole. Upon your contact with the Probation Office, further instructions will be given to you concerning your conditions and reporting instructions.

\*See Appendix J for list of Probation Offices

While on Probation, you will have general conditions of Probation, which can be unique to your sentencing circuit and Judge. The following are general conditions of Probation, which may be on your sentence:

### **GENERAL CONDITIONS OF PROBATION 42-8-35**

1. AVOID INJURIOUS AND VICIOUS HABITS.
2. AVOID PERSONS OR PLACES OF DISREPUTABLE OR HARMFUL CHARACTER
3. REPORT TO THE PROBATION SUPERVISOR AS DIRECTED
4. PERMIT THE SUPERVISOR TO VISIT HIM AT HOME OR ELSEWHERE.
5. WORK FAITHFULLY AT SUITABLE EMPLOYMENT, INSOFAR AS MAY BE POSSIBLE.
6. REMAIN WITHIN A SPECIFIED LOCATION.

7. MAKE REPARATION OR RESTITUTION TO ANY AGGRIEVED PERSON FOR THE DAMAGE OR LOSS CAUSED BY HIS OFFENSE, IN AN AMOUNT TO BE DETERMINED BY THE COURT. UNLESS OTHERWISE PROVIDED BY LAW, NO REPARATION OR RESTITUTION TO ANY AGGRIEVED PERSON FOR THE DAMAGE OR LOSS CAUSED BY HIS OFFENSE SHALL BE MADE IF THE AMOUNT IS IN DISPUTE UNLESS THE SAME HAS BEEN ADJUDICATED.
8. MAKE REPARATION OR RESTITUTION AS REIMBURSEMENT TO A MUNICIPALITY OR COUNTY FOR THE PAYMENT FOR MEDICAL CARE FURNISHED THE PERSON WHILE INCARCERATED PURSUANT TO THE PROVISIONS OF ARTICLE 3 OF CHAPER 4 OF THE TITLE. NO REPARATION OR RESTITUTION TO A LOCAL GOVERNMENTAL UNIT FOR THE PROVISION OF MEDICAL CARE SHALL BE MADE IF THE AMOUNT IS IN DISPUTE UNLESS THE SAME HAS BEEN ADJUDICATED.
9. REPAY THE COST INCURRED BY A MUNICIPALITY OR COUNTY FOR WRONGFUL ACTIONS BY AN INMATE COVERED UNDER THE PROVISIONS OF PARAGRAPH (1) OF SUBSECTION (a) OF CODE SECTION 42-4-71.
10. SUPPORT HIS LEGAL DEPENDENTS TO THE BEST OF HIS ABILITY.
11. VIOLATE NO LOCAL, STATE, OR FEDERAL LAWS AND BE OF GENERAL GOOD BEHAVIOR.
12. IF PERMITTED TO MOVE OR TRAVEL TO ANOTHER STATE, AGREE TO WAIVE EXTRADITION FROM ANY JUSISDICTION WHERE HE MAY BE FOUND AND NOT CONTEST ANY EFFORT BY ANY JURISDICTION TO RETURN HIM TO THIS STATE.
13. SUBMIT TO EVALUATIONS AND TESTING RELATING TO REHABILITATION AND PARTICIPATE IN, AND SUCCESSFULLY COMPLETE REHABILITATIVE PROGRAMMING AS DIRECTED BY THE DEPARTMENT OF CORRECTIONS.

**You may also have special conditions of probation which are as follows:**

THE FOLLOWING SPECIAL CONDITIONS OF PROBATION ARE EXPRESSLY IMPOSED IN THIS SENTENCE IN ADDITION TO THE GENERAL CONDITIONS OF PROBATION. THE VIOLATION OF ANY SPECIAL CONDITION OF PROBATION WILL AUTHORIZE THE COURT TO REVOKE THE PROBATION OR SUSPENSION AND TO REQUIRE THE DEFENDANT TO SERVE UP TO THE BALANCE OF THE SENTENCE IN CONFINEMENT.

- A. PROBATIONER SHALL SUBMIT TO A SEARCH OF HIS/HER PROPERTY, BOTH REAL AND PERSONAL, THAT HE/SHE OWNS, CONTROLS, OR POSSESSES WITHOUT A SEARCH WARRANT DURING THE TENURE OF THIS SENTENCE BY ANY LAW ENFORCEMENT OFFICER OR PROBATION SUPERVISOR.
- B. PROBATIONER SHALL FROM TIME TO TIME, UPON ORAL OR WRITTEN REQUEST BY ANY PROBATION SUPERVISOR, OR BY ANY CITY, COUNTY OR STATE LAW ENFORCEMENT OFFICER, PRODUCE A BREATH, SPITTLE, URINE AND/OR BLOOD SPECIMEN FOR ANALYSIS FOR THE POSSIBLE PRESENCE OF ALCOHOL OR A SUBSTANCE PROHIBITED OR CONTROLLED BY ANY LAW OF THE STATE OF GEORGIA OR OF THE UNITED STATES.
- C. OTHER SPECIAL CONDITIONS ORDERED BY THE COURT ARE AS FOLLOWS:

DEFENDANT SHALL COMPLETE \_\_\_\_\_ COMMUNITY SERVICE HOURS.

DEFENDANT SHALL SERVE \_\_\_\_\_ DAYS/MONTHS AT A GEORGIA DEPARTMENT OF CORRECTIONS DETENTION/DIVERSION CENTER SUBJECT TO ALL RULES AND REGULATIONS OF SAID CENTER.

There are a number of special conditions that may be added, designed specifically for the individual offender. These special conditions may include, but are not limited to : Intensive Probation, Community Service, Electric Monitoring, Day Reporting Centers, Programming, Attending Treatment, Limitations on activities, and Limitations on contact with specific individuals, and/or groups of individuals. Exact wording of conditions of probation will vary

between circuits. It is incumbent that every offender be familiar with his/her own court orders and terms of probation which are listed on his/her sentence.

### **PROBATION BEHAVIORAL PROGRAMMING**

The Probation Operations Unit of Georgia Department of Corrections is offering a variety of cognitive behavioral programs to offenders. These programs are offered in a majority of statewide circuits. Cognitive programs hold offenders accountable for their actions and classes are intense and behavioral in nature. Behavioral strategies are reinforced in a firm but fair manner by qualified staff. Programs are conducted in a structured manner by enthusiastic and dedicated staff, according to established guidelines.

**Moral Reconnection Therapy (MRT)** is the primary program being presented by Probation Operations. MRT is a systematic, step-by-step cognitive behavioral treatment that is designed to alter how offenders think and how they make decisions about right and wrong. It forces the offender to look at relationships they have damaged, then come up with detailed plans on how to repair them. It encourages them to set goals for one, five, and ten years.

**Thinking for a Change (T4C)** is offered in several Probation sites. T4C directs the offender in developing problem solving skills by participating in role-playing and a variety of other activities. The class is 32 sessions, two hours each lesson.

**Prime for Life** is a 20 hour alcohol/drug curriculum designed to change alcohol/drug addictions by using education coupled with research-based persuasion protocol. The offender purchases a workbook that guides him through the course by practicing and applying the new way of thinking.

### **SUPERVISION FEES**

Offenders are required to make monthly payments on fines, court costs, restitution, probation fees, and other monetary penalties as ordered by the court. If the court does not specify a payment plan, the Probation Officer will develop a payment schedule when the offender is released from prison or parole.

### **Registration / Predatory Offender**

Many states (Georgia included) have laws requiring people convicted of certain types of offenses to register with law enforcement. Many of these states' registration laws are not limited just to sexual offenders (Georgia included). It's **YOUR** responsibility to know what these laws are and how they affect you. Ignorance of the law is no excuse. Failure to comply with these laws has serious consequences, and in many states failure to register is a felony.

It is also important to note that many offenders will be required to register for a period of time up to, and including, lifetime registration. This varies from state to state and according to the offense committed. While you are under supervised release, your agent will assist you in getting properly registered. However, after you are off supervision it is **YOUR** responsibility to keep your registration current and comply with all applicable laws if you relocate to another state.

## **Frequently Asked Questions about Registration**

**If the original charges are dismissed and I am re-charged with a non-registerable offense, am I still required to register?** Under most circumstances, if the original charges are dropped and the accusation and/or indictment are re-drawn indicating an offense that does not require registration, you will not be required to register.

**Can a judge order that an offender does not have to register?** While a Judge can order that an offender not be required to register, this condition would be in conflict with state law if the offense is statutorily a registerable offense. When this occurs, the Probation Officer is directed to follow the Court's order and send the sentence to Division Office. A corresponding email must be forwarded to the Sex Offender Administration Unit advising of the sentence. This information and sentence will be forwarded to DOC's Legal Department for further direction as the sentence may be in conflict with Georgia Law.

**If a register offense is expunged from my criminal record, am I still required to register?** If you are sentenced under the First Offender Act, you will be removed from the registry upon Discharge without Adjudication of Guilt.

**Why isn't a risk level assigned to every offender?** The Sex Offender Registration Review Board will begin assessing all sex offenders required to register that are released from incarceration or sentenced on or after July 1, 2006. Any offenders already on the registry prior to July 1, 2006, will not be assessed and assigned a risk level unless they are returned to prison and/or receive a new sentence. They will be treated as Level I/II , (or non-predator) offenders.

**What if a citizen requests information on a registered offender?** DOC can release certain information to the public. For example, information regarding the conviction (offense, conviction date, docket number, etc.) can be given to the public. Conditions of probation may also be given in order to protect the victim, a potential victim, and/or public. Information such as the offender's address, social security number, date of birth, etc., may not be given to a citizen. Some information can also be obtained by accessing <http://www.state.ga.us/gbi>.

**What if I am homeless and cannot provide an address for registration?** All offenders required to register are required to provide an address for registration per O.C.G.A.42-1-12 (Sex Offender Registration). An offender has to be registered **PRIOR** to release from incarceration or placement on probation. Failure to provide such information for registration is a felony. It is punishable for 10-30 years incarceration for the first offense and lifetime incarceration for the second offense.

**Am I still required to register even after my supervision has expired?**

Yes. Sex Offender Registration is for the life of the offender. Those offenders that have been sentenced under the First Offender Act will be removed from the registry when Discharged without Adjudication of Guilt.

**What if I receive a legal name change?** Registration information is entered utilizing the name under which you are sentenced. Any and all aliases may be included on the registration. This would include any legal name changes. The Sheriff's Department maintaining the registration must be immediately notified of any changes including a legal name change.

## **Ways to Create Problems for Yourself**

- Use drugs and/or alcohol.
- Be unaccountable/irresponsible.
- Skip support group meetings.
- Be secretive and/or lie.
- Abscond.
- Don't have a place to live.
- No support system in place.
- Sexualize women/children.
- Break the rules.
- Disrespect your PO.
- Deny your offense.
- Don't deal with feelings.
- Don't report to PO—miss appointments.
- Don't work.
- Contact past victims.
- Go into bars.
- Use pornography.
- Hang around/date minors.
- Minimize your crime.
- Create new victims.
- Leave house when you're not supposed to.
- Break curfew.
- Isolate yourself.
- Think you can do it all on your own.
- Get involved with enablers.
- Stay involved with people who will support your criminal thinking and behavior.
- Be complacent.
- Blame others for your problems—play victim.
- Stay depressed.
- Skip your prescribed medications.
- Break the law.
- Ignore your feelings.
- Go somewhere, or stay somewhere that your offense is likely to re-occur.
- Don't follow your relapse prevention plan.
- Stay angry and resentful.
- Don't seek help when you need it.
- Move without permission.
- Bottle up emotions.
- Engage in high-risk behaviors.
- Sexualize your emotional needs.
- Think, "it doesn't matter."
- Think, "What's the use of trying"—give up.
- Fail to plan your life.
- Don't believe in yourself or your ability to succeed.
- Think, "I won't get caught this time."
- Physically abuse someone.
- Make a mistake—and stop reporting to your PO because you're afraid.

## **Ways to Succeed in Your Supervision Program**

- Report to your PO as directed—even when you've made a mistake.
- Follow the rules.
- Put 100 percent into everything you do.
- Be responsible.
- Be respectful of others.
- Don't steal.
- Keep your bills paid.
- Ask your friends to help keep you in line.
- Stay drug free and sober.
- Open yourself up to people—talk about feelings.
- Don't threaten people.
- Raise your standards for the people with whom you spend time.
- Have a positive attitude—use positive self-talk.
- Always do what you say you will do.
- Be where you say you are going to be.
- Ask for help when needed.
- Develop victim empathy.
- Have achievable goals in your life.
- Admit to yourself what you know.
- Admit to yourself when you don't know.
- Learn to say NO.
- Live an honest life.
- Work on doing good.
- Stay in touch with supportive family/friends.
- Keep your guard up.
- Take time to think things through.
- Stay on prescribed medications.
- Take life in small bites—one day at a time.
- Work on your own self-doubts.
- Follow your relapse prevention plan.
- Stay away from all high-risk situations.
- Stay away from all past victims.
- Don't argue with PO—treat with respect.
- Focus on tasks ahead.
- Believe in oneself and ability to succeed.
- Make a plan—follow the plan.
- Comply with authority.
- Stay involved with all support meetings.
- Develop a meaningful job.
- Invest in your education.
- Live a balanced life.
- Follow your conditions of release.
- Maintain your support system.
- Develop satisfying hobbies.
- Want to succeed.
- Be willing to accept criticism.
- Look back at mistakes and learn from them.
- Be willing to listen to others.
- Practice healthy behavior.
- Appreciate your spouse/partner and family.

## **Parole Supervision**

### **Frequently Asked Questions**

#### **1. Who serves on the Board?**

The Board is composed of five members appointed by the Governor for staggered, renewable seven year terms subject to confirmation by the State Senate. Each year the Board elects one of its members to serve as chairman.

For current members call 404-656-5651 or email [www.pap.State.ga.us](http://www.pap.State.ga.us)

#### **2. How often does the Board meet?**

Board membership in Georgia is a full-time position so the Board is always in session. However, members do not meet as a group to discuss cases. They review and vote on cases individually.

#### **3. When are inmates considered for parole?**

Unless an inmate is serving on a life sentence, or for an offense that mandates no parole, most inmates serving a parole eligible sentence are considered on or before their statutory parole eligibility date which is generally after service of 1/3 of the prison sentence.

### **Information about the Parole Board**

The Board is composed of five members appointed by the Governor for staggered renewable seven-year terms subject to confirmation by the State Senate. Each year the Board elects one of its members to serve as chairman.

Board membership in Georgia is a full-time position so the Board is always in session. However, members do not meet as a group to discuss cases. They review and vote on cases individually.

Due to Georgia's large inmate population spread in institutions around the state, such a system would be unworkable. Currently the Board reviews more than 15,000 cases annually..

By law, the Board is required to consider clemency for all inmates under its authority. At the time of consideration, the Board may establish a Tentative Parole Month in the future or may deny parole entirely. The Board may reconsider and change a prior decision in a case, for any reason, at any time, up to the time of release. Georgia inmates have a right to be considered for parole, but they do not have a right or "liberty interest" which requires release on parole.

Inmates serving non-life sentences who are denied parole are not routinely reconsidered for parole. However, if substantive new information is received by the Board, the case may be reconsidered at the Board's discretion. Inmates who are serving life sentences who are denied parole must, by law, be reconsidered for parole at regular intervals not to exceed eight years.

The Guidelines process is used to assist the Board in making consistent, soundly based, and understandable parole decisions on inmates serving non-life sentences. Implemented in 1979, revised several times since, Guidelines help the Board decide on a Tentative Parole Month (TPM) for the inmate or that he will complete his sentence without parole.

When an inmate is considered for parole, the case file is given to one of the five Board Members, who studies it, deliberates alone, and renders his or her independent decision. On non-life cases, Board Members determine whether the Guidelines recommendation for parole denial or for a tentative release month is appropriate in each case or whether mitigating or aggravating factors

should override the recommendation. This process continues until the majority decision has been reached on whether or not to parole the individual, and if so, when.

The Parole Decision Guidelines are used for non-life cases only. In life cases, primary emphasis during consideration is given to the nature and severity of the crime.

The file contains a personal interview with the inmate, diagnostic prison data, social background information, and legal circumstances of the offense(s), possibly interviews with prosecutors or arresting officers or victims. Criminal history is included in the file, obtained from juvenile records, the GBI and FBI. Letters from the community are read and pertinent information is extracted and placed in the file along with court official comments. Prison reports of conduct, attitude or performance incentive credits are included, and lastly, the parole guidelines recommendation which has been based on factors extracted from all the information submitted.

Offenders serving a non-life sentence for one or more of the “serious violent felonies” committed on or after January 1, 1995, are not eligible for parole and must serve 100% of the prison term imposed by the Judge. The “serious violent felonies” are murder, rape, aggravated child molestation, aggravated sodomy, aggravated sexual battery, armed robbery, and kidnapping. By law, all other inmates in state custody are considered for parole at least once during their prison term, unless they are sentenced as a recidivist, to life without parole, or are under a death sentence. Georgia is the only state in the U.S. in which inmates serve 100% of their sentence for certain crimes, or if they are denied parole. There is no good time, gained time, or earned time applied to Prison sentences in Georgia.

Two-strikes legislation, effective for crimes committed after January 1, 1995, mandates that persons convicted for the first time of murder, rape, armed robbery, kidnapping, aggravated sodomy, aggravated sexual battery, or aggravated child molestation serve all of their prison sentence without possibility of parole. Persons convicted a second time of any of those seven crimes receive a life sentence without possibility of parole. For all serious crimes, Georgia law establishes the minimum time an inmate must serve in prison before being eligible for parole.

Beginning in January 1996 the Board began requiring electronic monitoring for all serious offenders released on parole. These offenders will have restricted movement from their homes for the first three or four months of their release and any violation may result in an immediate return to prison. Other parolees may be placed on electronic monitoring at any time during their supervision.

In Georgia, the Judge sets the maximum term of confinement, and the Parole Board determines the minimum time to serve. The Board was created for the purpose of providing a non-judicial review of inmate cases, to minimize sentencing disparities, to consider rehabilitative efforts by the inmate, and to select those inmates, after careful review, most likely to succeed on parole. In Georgia, as in other states, limited resources, increased incarceration rates, and lengthy sentences, has meant limited prison bed space. No system can accommodate the steady influx of full-term sentences. Without paroles from prison, overcrowding would result in Federal court intervention with mass releases and no state control over when or which inmates are released.

Prison punishes the offender but does not teach him or her how to deal successfully with society. Most inmates eventually return to society, and usually with fewer employment and social skills than when they entered. The first six months after an inmates release from prison is the most vulnerable period. While experiencing the low self-esteem and disorientation typical after prison, he is often subjected to peer pressure to return to his former lifestyle. Offenders with substance abuse problems are particularly susceptible. The fear of returning to prison is not always strong enough to overcome the immediate pressures an offender may feel. A combination of monitored

supervision and practical assistance in obtaining jobs, counseling, and support, can place the offender in a supportive, rather than destructive, context, and pave the way for his new, law-abiding life.

Parole officers, all of whom are four-year college graduates with extensive training, work to ensure the parolee re-enters society with all the community monitoring, support and guidance available to prevent the offender from returning to crime. Parolees are assigned a case plan based on the severity of their offense, their particular needs, such as literacy training, and the length of time they will have on parole. Each case is individually planned within an established structure of agency requirements such as frequent visits, reports, and other conditions to safeguard the community. Parole officer's primary responsibility is the community's safety. Georgia parole officers are POST certified peace officers who are authorized to arrest parole violators.

The cost of parole is \$4.08 per day per parolee.

There are degrees of supervision in the community just as there are in prison. Studies have shown that certain low-risk non-violent offenders actually perform better with moderate, rather than maximum, supervision. Others require much more structure and control. At the highest end of supervision is maximum supervision with electronic monitoring which is used in two ways: punitively, for parolees who are not complying fully with technical conditions of their parole and who need 24-hour monitoring to see if revocation is in order; and preventively, for offenders straight out of prison who could benefit by a more gradual transition into the community.

Each year roughly 12 percent of Georgia's 25,000 parolee population are returned to prison. Of these less than 10 percent are sent back for committing a new crime; most return for failing to abide by the technical terms of their conditional release.

**CONDITION 1**      Intervention Plan/Instructions: I will participate in the development of and comply with a rehabilitation plan designed by my Parole Officer. This plan will require me to work, be drug tested, and may require me to attend and to pay a reasonable fee for counseling or classes. I will truthfully answer all questions and follow all written and verbal instructions from my Parole Officer or any other employee of the State Board of Pardons and Paroles.

**CONDITION 2**      Law/immediate Notification/Searches: I will not violate the law of any governmental unit. I will immediately notify my Parole Officer if I am arrested for any offense, including a traffic offense. My Parole Officer or any other Parole Officer may, at any time, conduct a warrantless search of my person, papers, and place of residence, automobile, or any other property under my control.

**CONDITION 3**      Weapon: I will not receive, possess, or transport, have under my control, attempt to purchase, or obtain transfer of any firearm, ammunition, explosives or other deadly weapons.

**CONDITION 4**      Leaving State and Absconding: I will not leave my state of residence, even briefly, or change my residence without first getting permission from my Parole Officer. I will not abscond from parole supervision.

**CONDITION 5**      Child Support, Restitution, and Fees: I will support all my children as required by Georgia Law, make payments on any restitution, pay a monthly parole supervision fee as established by Parole Board Rule, and pay a reasonable fee for electronic monitoring.

**CONDITION 6**      Education: If I do not have a high school diploma or its equivalent and am unable to maintain reliable, regular employment, I will attend school to pursue a general education diploma (GED), a high school diploma, or a trade at a technical/vocational school. Education has been linked to a successful lifestyle to the extent that it is not only a condition of release but state law

(OCGA 49-9-44). Each district must have a procedure/protocol in place to meet the requirements established by the law as well as ensuring releasee compliance with this condition.

## **SPECIAL CONDITIONS OF PAROLE**

The following are some of the more common examples of special conditions added by the Board.

**Mental Health: (M.H.)** “I will obtain a mental health assessment and follow through with any treatment/service recommendations(s) until my Parole Officer authorizes termination. I agree to pay all costs of any treatment/services provided to me.”

**Substance Abuse:** “I will receive a substance abuse assessment and follow through with any recommendations made until my Parole Officer or Chief Parole Officer or designee Authorizes termination. Additionally, I agree to pay all of the costs of substance abuse counseling.” This condition alerts the Parole Officer to the Board’s assessment that there is reason to believe the releasee has a substance abuse problem. The Parole Officer should complete the referral form service provider providing any information from the file or from experience with the releasee that may help in the assessment process. If substance abuse services are needed, the Parole Officer and counselor work as a team to implement a plan of action which includes a treatment plan and supervision strategy. The Parole Officer and counselor continue to work a team to ensure the effective implementation of the plan of action. If, during the initial substance abuse assessment, the Substance Abuse Counselor determines the releasee is not at that time in need of services; or when the Substance Abuse Counselor determines the releasee has completed the mandatory portion of the treatment plan; or, for other reasons, treatment services will be ended, the Parole Officer and Substance Abuse Counselor should discuss the changes in supervision strategy. Since referral to the counselor is imposed as a condition of parole, it is the Parole Officer’s responsibility to inform the releasee that the special condition has been fulfilled. The Substance Abuse Counselor provides the Parole Officer with written notification of the releasee’s status.

**Restrictions on the Use of Motor Vehicle:** “I will not operate, or possess a motor vehicle.” In cases where Vehicular Homicide or Serious Injury by Vehicle is the present offense or there is a prior offense of this nature, the Board may stipulate that a releasee may not own, operate or possess a motor vehicle, even though the releasee has a valid operator’s permit. In such cases the Board will stipulate “No Driving.” This condition, like, all others, can be suspended in its entirety by the Chief Parole Officer. However, if the objective is to modify the special condition, then modification, like any special condition modification, requires Board approval.

**Sex Offender and Electronic Monitoring:** “I will comply with the applicable sex offender notification law, O.C.G.A. §42-9-44.1 AND/OR §42-1-12”, AND “I will be placed on electronic monitoring immediately upon release”. These two special conditions of parole are coded and are automatically picked-up by the computer.

**Sex Offender :** “I will participate in a sex offender counseling program.” No general mental health counseling is mandated. Only sex-offender specific counseling is directed.

**Fines:** “I will begin payment of my fine 90 days after my release.” If the court has set a fine of \$25,000 or higher the Board will add this special condition automatically.

**Restitution:** “I will begin payment of my restitution 90 days after my release.” This particular condition addresses Board ordered Restitution.

**Victims:** “I will not have contact with the victim(s)” This condition will include the victim’s name if given.

**HIV Positive/Releasees:** Releasees who are known to be positive for HIV are managed much the same as other releasees. They do, however, have additional conditions of parole which address their medical conditions and their responsibilities to the community both legally and procedurally.

Other: There are other special conditions not listed here and are applicable based on the offense.

**CHAPTER 15: APPENDIXES**  
(COMMUNITY RESOURCE CONTACT INFORMATION)

## Appendix A

### SOCIAL SECURITY GEORGIA FIELD OFFICES

#### Pre-Release Contacts

#### ALBANY

Public Tel: (229) 430-8400

**Counties Served:** Early, Randolph, Dougherty, Lee, Miller, Mitchell, Worth, Terrell, Baker, Calhoun, Clay

#### ATHENS

Public Tel: (706) 227-1195

**Counties Served:** Clarke, Elbert, Greene, Hart, Madison, Oconee, Taliaferro, Wilkes, Oglethorpe

#### ATLANTA DOWNTOWN

Public Tel: (404) 331-4155

**Counties Served:** Fulton, Dekalb

#### ATLANTA WEST

Public Tel: (404) 691-3419

**Counties Served:** Fulton

#### AUGUSTA

Public Tel: (706) 731-0685

**Counties Served:** Columbia, Richmond, Aiken, SC., McDuffie, Warren, Glascock, Lincoln

#### BRUNSWICK

Public Tel: (912) 264-6241

**Counties Served:** Glynn, McIntosh, Camden

#### CARROLLTON

Public Tel: (770) 830-7765

**Counties Served:** Carroll, Heard, Haralson, (Douglas 30187)

#### COLUMBUS

Public Tel: (706) 494-6100

**Counties Served:** Talbot, Stewart, Marion, Taylor, Harris, Muscogee, Russell (AL), Chattahoochee, Schley, Webster, Quitman

#### CORDELE

Public Tel: (229) 273-6311

**Counties Served:** Wilcox, Sumter, Crisp

#### COVINGTON

Public Tel: (770) 784-5791

**Counties Served:** Morgan, Rockdale, Newton, Henry

#### DALTON

Public Tel: (706) 226-1023

**Counties Served:** Murray, Whitfield

#### DECATUR S. DEKALB

Public Tel: (404) 244-4018

**Counties Served:** Fulton, Dekalb

#### DUBLIN

Public Tel: (478) 272-5347

**Counties Served:** Laurens, Dodge, Telfair, Johnson and Treutlen

#### GAINESVILLE

Public Tel: (770) 532-7506

**Counties Served:** Pickens, Union, Fannin, Gilmer, Hall, White, Forsyth, Lumpkin, Dawson, (Banks 30547, 30558)

#### GRIFFIN

Public Tel: (770) 228-3152

**Counties Served:** Spalding, Lamar, Pike, Butts, Upson

#### GWINNETT

Public Tel: (678) 380-5827

**Counties Served:** Fulton, Dekalb, Gwinnett

#### LAGRANGE

Public Tel: (706) 883-8093

**Counties Served:** Troup, Coweta and Meriwether

#### MACON

Public Tel: (478) 477-7950

**Counties Served:** Wilkinson, Monroe, Jones, Bibb, Twiggs, Jasper, Crawford

#### MARIETTA

Public Tel: (770) 424-4871

**Counties Served:** Cobb, Cherokee, Paulding, (Douglas 30133, 30134, 30135), (N. Fulton 30201, 30202, 30339, 30004, 30009, 30023, 30075, 30076 and 30077

#### MILLEDGEVILLE

Public Tel: (478) 453-2012

**Counties Served:** Washington, Hancock, Putnam, Washington, Baldwin

#### MOULTRIE

Public Tel: (229) 890-2347

**Counties Served:** Colquitt, Cook, Berrien

**ROME**

Public Tel: (706) 291-5660

**Counties Served:** Bartow, Floyd, Chattooga, Polk, Gordon

**SAVANNAH**

Public Tel: (912) 353-7059

**Counties Served:** Liberty, Chatham, Effingham, Long, (Bryan 31324)

**SOUTHLAKE (MORROW)**

Public Tel: (678) 422-1144

**Counties Served:** Fayette, Clayton, Fulton

**STATESBORO**

Public Tel: (912) 764-7591

**Counties Served:** Evans, Bullock, Screven, Candler, (Bryan 31308, 31321)

**SWAINSBORO**

Public Tel: (478) 237-6436

**Counties Served:** Emanuel, Burke, Jefferson, Jenkins

**THOMASVILLE**

Public Tel: (229) 226-5078

**Counties Served:** Decatur, Thomas, Grady, Seminole

**TIFTON**

Public Tel: (229) 382-6457

**Counties Served:** Tift, Turner, Ben Hill, Irwin

**TOCCOA**

Public Tel: (706) 886-1621

**Counties Served:** Habersham, Towns, Franklin, Rabun, Stephens, (Banks 30511)

**VALDOSTA**

Public Tel: (912) 244-5372

**Counties Served:** Brooks, Lowndes, Lanier, Echols

**VIDALIA**

Public Tel: (912) 537-9365

**Counties Served:** Montgomery, Wheeler, Appling, Tattnall, Jeff Davis, Toombs

**WARNER ROBINS**

Public Tel: (478) 922-9271

**Counties Served:** Houston, Peach, Bleckley, Macon, Pulaski

**WAYCROSS**

Public Tel: (912) 283-9282

**Counties Served:** Bacon, Coffee, Clinch, Atkinson, Pierce, Charlton, Brantley, Wayne, Ware

**WINDER**

Public Tel: (770) 307-3798

**Counties Served:** Barrow, Jackson, Walton

**Notes:**

---



---



---



---



---



---



---



---



---



---

## APPENDIX B

### **GET THE FACTS TO HELP MAKE THAT BIG DECISION!**

**[www.atlantaregional.com/workforce](http://www.atlantaregional.com/workforce)**

#### Learn About Yourself

Your Work Preferences  
Your Skills and Interests  
Choosing A Career  
Skills Assessments (some free)  
O\*Net (interest profiler)

#### Resource (web site key below)

GCIS  
[www.careerzone.com](http://www.careerzone.com)  
<http://safetynet.doleta.gov/choose.htm>  
[www.brainbench.com](http://www.brainbench.com)  
<http://online.onetcenter.org>

#### Learn About Careers

How to Choose One -Do I need to Change?  
Names of Jobs in Your Career Area  
How to Prepare for Career of Your Choice

GCIS, Career Zone  
Georgia Tech Alumni  
[www.mapping-your-future.org](http://www.mapping-your-future.org)

#### Learn About Training Opportunities

Eligible Training Providers (WIA)  
Schools for Your Career Choice  
How to get Financial Aid  
Company Information

GCIS  
[www.gcic.edu/gawia](http://www.gcic.edu/gawia)  
GCIS  
GCIS Financial Aid  
[www.anywho.com](http://www.anywho.com) or [www.reverse-lookup.com](http://www.reverse-lookup.com)

#### Learn About Labor Market

Job Listings  
Salary and Hiring Practices  
Demand for Workers  
Wage Information  
Relocation/Salary Calculator

[www.dol.state.ga.us](http://www.dol.state.ga.us)  
GCIS, O\*Net  
GCIS, O\*Net  
[www.wageweb.com](http://www.wageweb.com) or [www.salary.com](http://www.salary.com)  
[www.homefair.com/calc/salclac.html](http://www.homefair.com/calc/salclac.html)

#### Learn New Job Search Skills

Interview Tips  
Internet Job Search  
Youth Job Opportunities

GCIS  
[www.dol.state.ga.us/forms.htm](http://www.dol.state.ga.us/forms.htm)  
[www.studentjobs.gov](http://www.studentjobs.gov)

#### Brush Up On Life Skills

Practice Using Internet and Computer  
Introduction to PCs  
GED  
GED  
Math

<http://www.free-ed.net/fr02/lfc/021200/101/>  
[www.free-ed.net](http://www.free-ed.net)  
GED on TV - Channel 46, 6-7<sup>AM</sup>  
[www.free-ed.net](http://www.free-ed.net)  
[www.aaamath.com](http://www.aaamath.com)

#### Web Site Keys

Georgia Tech Alumni  
Ga. Department of Labor  
WIA Eligible Training Providers  
GCIS  
Free classes

<http://gtalumni.org>  
[www.dol.state.ga.us](http://www.dol.state.ga.us)  
[www.gcic.edu/gawia](http://www.gcic.edu/gawia)  
[www.gcic.peachnet.edu](http://www.gcic.peachnet.edu)  
[www.free-ed.net](http://www.free-ed.net)  
[www.eLearners.com](http://www.eLearners.com)  
[www.freescills.com](http://www.freescills.com)  
[www.howstuffworks.com](http://www.howstuffworks.com)

## APPENDIX C

### WEB SITES FOR JOB SEARCHS

Access Atlanta .....	<a href="http://www.accessatlanta.com">www.accessatlanta.com</a>
Atlanta Journal/Constitution .....	<a href="http://www.ajc.com">www.ajc.com</a>
Atlanta's Preferred Jobs .....	<a href="http://atlanta.preferredjobs.com">atlanta.preferredjobs.com</a>
Dice .....	<a href="http://www.dice.com">www.dice.com</a>
Get A Job .....	<a href="http://www.getajob.com">www.getajob.com</a>
Help Wanted .....	<a href="http://www.helpwanted.com">www.helpwanted.com</a>
Hire Atlanta.....	<a href="http://www.hireatlanta.com">www.hireatlanta.com</a>
Jobs .....	<a href="http://www.jobs.com">www.jobs.com</a>
Johnson Personnel.....	<a href="http://www.johnsonpersonnel.com">www.johnsonpersonnel.com</a>
Riley Guide .....	<a href="http://www.rileyguide.com">www.rileyguide.com</a>
Social Services .....	<a href="http://www.opportunitynocs.org">www.opportunitynocs.org</a>
Think Jobs.....	<a href="http://www.thinkjobs.com">www.thinkjobs.com</a>
US Jobs - Atlanta .....	<a href="http://Atlanta.usjobs.com">Atlanta.usjobs.com</a>
Wanted Jobs .....	<a href="http://www.wantedjobs.com">www.wantedjobs.com</a>
Work From Home .....	<a href="http://www.contract-jobs.com">www.contract-jobs.com</a>

### WEB SITES FOR JOB SEARCHS *(By Category)*

#### TECHNICAL JOBS

[www.atlanta.computerejobs.com](http://www.atlanta.computerejobs.com)  
[www.computerjobs.com](http://www.computerjobs.com)  
[www.justnetworkingjobs.com](http://www.justnetworkingjobs.com)  
[www.justoraclejobs.com](http://www.justoraclejobs.com)  
[www.justprojectmanagerjobs.com](http://www.justprojectmanagerjobs.com)  
[www.justsecurityjobs.com](http://www.justsecurityjobs.com)  
[www.justybasejobs.com](http://www.justybasejobs.com)  
[www.justtelephonyjobs.com](http://www.justtelephonyjobs.com)  
[www.justxmljobs.com](http://www.justxmljobs.com)  
[www.justaspjobs.com](http://www.justaspjobs.com)  
[www.justcadjobs.com](http://www.justcadjobs.com)  
[www.justdb2jobs.com](http://www.justdb2jobs.com)  
[www.justmainframejobs.com](http://www.justmainframejobs.com)  
[www.justnotesjobs.com](http://www.justnotesjobs.com)  
[www.justpdajobs.com](http://www.justpdajobs.com)  
[www.justpowerbuilderjobs.com](http://www.justpowerbuilderjobs.com)  
[www.justqajobs.com](http://www.justqajobs.com)  
[www.justsiebeljobs.com](http://www.justsiebeljobs.com)  
[www.justtechsalesjobs.com](http://www.justtechsalesjobs.com)  
[www.justunixjobs.com](http://www.justunixjobs.com)

[www.justwindowsjobs.com](http://www.justwindowsjobs.com)  
[www.topechelon.com](http://www.topechelon.com)

#### IT PROFESSIONALS

[www.justaccessjobs.com](http://www.justaccessjobs.com)  
[www.justbaanjobs.com](http://www.justbaanjobs.com)  
[www.justcoboljobs.com](http://www.justcoboljobs.com)  
[www.delphijobs.com](http://www.delphijobs.com)  
[www.justfoxprojobs.com](http://www.justfoxprojobs.com)  
[www.justjavajobs.com](http://www.justjavajobs.com)  
[www.justnetwarejobs.com](http://www.justnetwarejobs.com)  
[www.justpeoplesoftjobs.com](http://www.justpeoplesoftjobs.com)  
[www.justsapjobs.com](http://www.justsapjobs.com)  
[www.justtechwriterjobs.com](http://www.justtechwriterjobs.com)  
[www.justvbjobs.com](http://www.justvbjobs.com)  
[www.justwirelessjobs.com](http://www.justwirelessjobs.com)  
[www.justas400jobs.com](http://www.justas400jobs.com)  
[www.justcjobs.com](http://www.justcjobs.com)  
[www.justcoldfusionjobs.com](http://www.justcoldfusionjobs.com)  
[www.juste-commercejobs.com](http://www.juste-commercejobs.com)  
[www.justhelpdeskjobs.com](http://www.justhelpdeskjobs.com)

## **WEB SITES FOR JOB SEARCHS** *(By Category) Cont.*

### **GOVERNMENT** *(Federal, State, Local)*

[www.ajb.dni.us](http://www.ajb.dni.us)  
[www.co.clayton.ga.us](http://www.co.clayton.ga.us)  
[www.co.dekalb.ga.us](http://www.co.dekalb.ga.us)  
[www.co.fulton.ga.us](http://www.co.fulton.ga.us)  
[www.ganet.org](http://www.ganet.org)  
[www.gms.state.ga.us](http://www.gms.state.ga.us)  
[www.gsa.gov](http://www.gsa.gov)  
[www.thejobsite.state.ga.us](http://www.thejobsite.state.ga.us)

### **BUSINESS/OCCUPATIONS**

[www.accountingjobs.com](http://www.accountingjobs.com)  
[www.adp.com](http://www.adp.com)  
[www.att.com](http://www.att.com)  
[www.bankjobs.com](http://www.bankjobs.com)  
[www.bellsouth.com](http://www.bellsouth.com)  
[www.careermosaic.com](http://www.careermosaic.com)  
[www.equifax.com](http://www.equifax.com)  
[www.hcareers.com](http://www.hcareers.com)  
[www.hoovers.com](http://www.hoovers.com)  
[www.hospitality-1st.com](http://www.hospitality-1st.com)  
[www.hrimmall.com](http://www.hrimmall.com)  
[www.hrjobs.com](http://www.hrjobs.com)  
[www.hrstore.com](http://www.hrstore.com)  
[www.hrworld.com](http://www.hrworld.com)  
[www.itsmart.com](http://www.itsmart.com)  
[www.marketingjobs.com](http://www.marketingjobs.com)  
[www.salesjobs.com](http://www.salesjobs.com)  
[www.shrm.org/jobs](http://www.shrm.org/jobs)  
[www.sprint.com/hr](http://www.sprint.com/hr)  
[www.wachovia.com](http://www.wachovia.com)  
[www.worldcom.com](http://www.worldcom.com)

### **HEALTHCARE**

[www.emory.edu](http://www.emory.edu)  
[www.healthcareers-online.com](http://www.healthcareers-online.com)  
[www.healthcarehub.com](http://www.healthcarehub.com)  
[www.medzilla.com](http://www.medzilla.com)

### **RESEARCHING CAREERS**

[www.acinet.org](http://www.acinet.org)  
[www.careermag.com](http://www.careermag.com)  
[www.careermart.com](http://www.careermart.com)  
[www.careershop.com](http://www.careershop.com)  
[www.employment911.com](http://www.employment911.com)  
[www.federaljobs.net](http://www.federaljobs.net)

[www.federaljobsearch.com](http://www.federaljobsearch.com)  
[www.fedworld.com](http://www.fedworld.com)  
[www.jobhunt.com](http://www.jobhunt.com)  
[www.joboptions.com](http://www.joboptions.com)  
[www.theworksite.com](http://www.theworksite.com)

### **INTERVIEW PREPARATION**

[www.dynastaff.com](http://www.dynastaff.com)  
[www.sunfeatures.com](http://www.sunfeatures.com)

### **JOB HUNTING MANUALS**

[employmentguide.com](http://employmentguide.com)  
[www.mnworkforcecenter.org](http://www.mnworkforcecenter.org)  
[www.admin.uwaterloo.ca](http://www.admin.uwaterloo.ca)  
[www.works.state.mo.us](http://www.works.state.mo.us)  
[www.dbm.com](http://www.dbm.com)

### **ONLINE CAREER TESTS**

[www.review.com](http://www.review.com)  
[www.self-directed-search.com](http://www.self-directed-search.com)  
[www.keirsey.com](http://www.keirsey.com)  
[www.futurestep.com](http://www.futurestep.com)  
[www.personalitytype.com](http://www.personalitytype.com)  
[www.2.ncsu.edu](http://www.2.ncsu.edu)

### **BUILDING A RÉSUMÉ**

[www.resweb.com](http://www.resweb.com)  
[www.damngood.com](http://www.damngood.com)  
[www.prvenresumes.com](http://www.prvenresumes.com)  
[www.careerlab.com/letters](http://www.careerlab.com/letters)

### **POST RÉSUMÉ SITES**

[www.6figurejobs.com](http://www.6figurejobs.com)  
[www.acornresume.com](http://www.acornresume.com)  
[www.americasemployers.com](http://www.americasemployers.com)  
[www.bestjobsusa.com](http://www.bestjobsusa.com)  
[www.careerbuilder.com](http://www.careerbuilder.com)  
[www.careercity.com](http://www.careercity.com)  
[www.careerpath.com](http://www.careerpath.com)  
[www.careerresource.com](http://www.careerresource.com)  
[www.careers.org](http://www.careers.org)  
[www.espan.com](http://www.espan.com)  
[www.gojobs.com](http://www.gojobs.com)  
[www.jobsinthemoney.com](http://www.jobsinthemoney.com)  
[www.jobsafari.com](http://www.jobsafari.com)  
[www.monster.com](http://www.monster.com)

[www.recruiteronline.com](http://www.recruiteronline.com)  
[www.search4jobs.com](http://www.search4jobs.com)  
[www.worklife.com](http://www.worklife.com)  
[www.flipdog.com](http://www.flipdog.com)  
[www.hotjobs.com](http://www.hotjobs.com)  
[www.jobtrak.com](http://www.jobtrak.com)  
[www.net-temp.com](http://www.net-temp.com)  
[www.usajobs.opm.gov](http://www.usajobs.opm.gov)  
[www.virtualresume.com](http://www.virtualresume.com)  
[www.techjobbank.com](http://www.techjobbank.com)

#### **JOB SEARCH AGENTS**

*(E-Mail address is required)*

[www.careerexchange.com](http://www.careerexchange.com)  
[www.career.com](http://www.career.com)  
[www.careerjournal.com](http://www.careerjournal.com)  
[www.nationjob.com](http://www.nationjob.com)  
[www.searchease.com](http://www.searchease.com)  
[www.vaultreports.com](http://www.vaultreports.com)

#### **NONPROFIT ORGANIZATIONS**

[www.nonprofitjobs.org](http://www.nonprofitjobs.org)  
[www.idealists.org](http://www.idealists.org)  
[www.4work.com](http://www.4work.com)

#### **FREE TYPING TUTORIAL DOWNLOAD**

[www.aetech.co.uk/tutor/](http://www.aetech.co.uk/tutor/)

#### **EDUCATION**

[www.k12jobs.com](http://www.k12jobs.com)

#### **VETERANS**

[www.taonline.com](http://www.taonline.com)

#### **GENERAL**

[atlantajobline.com](http://atlantajobline.com)  
[www.ajb.com](http://www.ajb.com)  
[www.ipa.com](http://www.ipa.com)  
[www.joboptions.com](http://www.joboptions.com)  
[www.preferredjobs.com](http://www.preferredjobs.com)  
[www.quintcareers.com](http://www.quintcareers.com)

#### **FREE E-MAIL ADDRESS**

[eudoramail.com](http://eudoramail.com)  
[excite.com](http://excite.com)  
[hotbot.com](http://hotbot.com)  
[hotmail.com](http://hotmail.com)  
[yahoo.com](http://yahoo.com)

#### **EMPLOYMENT/VOCATIONAL REHABILITATION LINKS**

Georgia Department of Labor – TOPPSTEP Program

[http://www.dol.state.ga.us/find\\_voc\\_rehab\\_offices.htm](http://www.dol.state.ga.us/find_voc_rehab_offices.htm)

Atlanta Enterprise Center

<http://www.atlantaenterprisecenter.org>

Community Action Agencies in Georgia

[http://www.gcaaonline.org/member\\_agencies.htm](http://www.gcaaonline.org/member_agencies.htm)

**Georgia Department of Labor TOPPSTEP Contacts**

<b>Position/Location</b>	<b>Phone No.</b>	<b>Fax No.</b>	<b>Position/Location</b>	<b>Phone No.</b>	<b>Fax No.</b>
<b>State Coordinator</b>					
Sussex 276 .....	404-232-3540...	404-232-3538	Douglas .....	912-389-4254 ...	912-389-4307
<b>Regional Coordinators</b>					
Athens .....	706-583-2550....	706-369-5895	Dublin .....	478-275-6525 ...	478-275-6599
Augusta .....	706-721-3657....	706-721-7680	Eastman .....	478-374-6994 ...	478-374-6996
Griffin.....	770-228-7226....	770-729-3287	Elberton .....	706-213-2028 ...	706-213-2036
Macon.....	478-752-1173....	478-751-6639	Gainesville .....	770-535-5484 ...	770-531-5699
Statesboro.....	912-681-5156....	912-681-5228	Griffin .....	770-228-7226 ...	770-229-3287
Dekalb .....	404-298-3970....	404-298-3995	Gwinnett County...	770-840-2200	770-613-4843
Gainesville.....	770-583-5484....	770-531-5699	Habersham .....	706-776-0811 ...	706-776-0822
<b>Representatives</b>					
Albany .....	229-430-5010....	229-430-5027	Hinesville.....	912-370-2595 ...	912-370-2598
Americus .....	229-931-2520....	229-931-2433	Houston County	478-988-7130 ...	478-988-7140
Athens .....	706-583-2550....	706-369-5895	Jesup .....	912-427-5842 ...	912-427-5881
Augusta .....	706-721-3131....	706-721-7680	Kings Bay .....	912-673-6942 ...	912-673-7077
Bainbridge .....	229-248-2618....	229-248-2681	Lafayette .....	706-638-5525 ...	706-638-5529
Blairsville .....	706-745-6959....	706-745-6453	Lagrange .....	706-845-4000 ...	706-845-4005
Blue Ridge.....	706-632-2033....	706-632-7316	Macon .....	478-751-6164 ...	478-751-6639
Brunswick .....	912-264-7244....	912-262-3334	Milledgeville....	478-445-5465 ...	478-445-2040
Cairo.....	229-377-6526....	229-377-8013	Monroe.....	770-207-4111 ...	770-207-4114
Camilla .....	229-522-3630....	229-522-3633	Moultrie .....	229-891-7147 ...	229-891-7149
Carrollton .....	770-836-6668....	770-836-6770	Newnan.....	770-254-7220 ...	770-254-7277
Cartersville .....	770-387-3760....	770-387-3766	North Metro .....	404-679-5200 ...	404-679-1713
Cedartown .....	770-749-2213....	770-749-2277	N.W. Georgia....	706-961-1990 ...	706-961-0062
Clayton County	.678-479-5886....	678-479-5256	Rome.....	706-295-6051 ...	706-295-6050
Cobb-Cherokee	.770-528-6100....	770-528-6139	Savannah.....	912-356-2773 ...	912-351-3800
Columbus .....	706-649-7423....	706-649-1049	South Metro .....	404-699-6900 ...	404-699-6933
Cordele .....	229-276-2355....	229-276-2706	Statesboro .....	912-681-5156 ...	912-681-5228
Covington.....	770-784-2455....	770-784-2459	Sylvester .....	229-777-2120 ...	229-777-2121
Dalton.....	706-272-2301....	706-272-2318	Thomasville .....	229-225-4033 ...	229-225-5013
Dekalb County	..404-298-3970....	404-298-3995	Thomson .....	706-595-3665 ...	706-595-7209
			Tifton .....	229-386-3322 ...	229-386-7188
			Toccoa .....	706-282-4514 ...	706-282-4513
			Valdosta .....	229-333-5211 ...	229-333-5301
			Vidalia .....	912-538-3231 ...	912-538-3238
			Waycross	912-285-6105	912-287-6550

[http://www.dol.state.ga.us/find\\_career\\_centers.htm](http://www.dol.state.ga.us/find_career_centers.htm)

## APPENDIX E

### Georgia's System of Technical Colleges

<b>Albany Technical College</b>	Albany (229) 430-3500
<b>Altamaha Technical College</b>	Jesup (912) 427-5800
<b>Appalachian Technical College</b>	Jasper (706) 253-4500
<b>Athens Technical College</b>	Athens (706) 355-5000
<b>Atlanta Technical College</b>	Atlanta (404) 225-4601
<b>Augusta Technical College</b>	Augusta (706) 771-4000
<b>Central Georgia Technical College</b>	Macon (478) 757-3400
<b>Chattahoochee Technical College</b>	Marietta (770) 528-4500
<b>Columbus Technical College</b>	Columbus (706) 649-1800
<b>Coosa Valley Technical College</b>	Rome (706) 295-6202
<b>DeKalb Technical College</b>	Clarkston (404) 297-9522
<b>East Central Technical College</b>	Fitzgerald (229) 468-2000
<b>Flint River Technical College</b>	Thomaston (706) 646-6148
<b>Georgia Aviation Technical College</b>	Eastman (478) 374-6980
<b>Georgia Virtual Technical College</b>	Covington (770) 784-3136
<b>Griffin Technical College</b>	Griffin (770) 228-7348
<b>Gwinnett Technical College</b>	Lawrenceville (770) 962-7580
<b>Heart of Georgia Technical College</b>	Dublin (478) 275-6589
<b>Lanier Technical College</b>	Oakwood (770) 531-6300
<b>Middle Georgia Technical College</b>	Warner Robbins (478) 988-6800
<b>Moultrie Technical College</b>	Moultrie (229) 891-7000
<b>N. Georgia Technical College</b>	Clarkesville (706) 754-7700
<b>N. Metro Technical College</b>	Acworth (770) 975-4000
<b>Northwest Technical College</b>	Rock Springs (706) 764-3510
<b>Ogeechee Technical College</b>	Statesboro (912) 681-5500
<b>Okefenokee Technical College</b>	Waycross (912) 287-6584
<b>Sandersville Technical College</b>	Sandersville (478) 553-2050
<b>Savannah Technical College</b>	Savannah (912) 351-6362
<b>S. Georgia Technical College</b>	Americus (229) 931-2394
<b>Southeastern Technical College</b>	Vidalia (912) 538-3100
<b>S.W. Georgia Technical College</b>	Thomasville (229) 225-4096
<b>Swainsboro Technical College</b>	Swainsboro (478) 289-2200
<b>Valdosta Technical College</b>	Valdosta (229) 333-2100
<b>W. Central Technical College</b>	Waco (770) 537-6000
<b>W. Georgia Technical College</b>	LaGrange (706) 845-4323

## APPENDIX F

### FINANCIAL AID & JOB WEBSITES (As of 10/25/05)

<a href="http://www.dol.state.ga.us">www.dol.state.ga.us</a> .....	Main GA Department of Labor site
<a href="http://www.gcic.peachnet.edu">www.gcic.peachnet.edu</a> .....	Major GrantSite (GCIS) >Run GCIS~ID gsueo (> means "click on").....
<a href="http://www.studentaid.ed.gov">www.studentaid.ed.gov</a> .....	Fed pubs including the Student Aid Guide & FAFSA
<a href="http://www.gvtc.org">www.gvtc.org</a> .....	OnLine Certs & Diplomas from Technical Colleges
<a href="http://www.usg.ed">www.usg.ed</a> .....	University System of Georgia - Rules & Regs
<a href="http://www.gacollege411.org">www.gacollege411.org</a> .....	New! Major College Info Site
<a href="http://www.thejobsite.org">www.thejobsite.org</a> .....	Gov't jobs in GA, incl Résumé Builder
<a href="http://www.gsfc.org">www.gsfc.org</a> .....	GaStuFinComm "Mapping-Your-Future" .....
<a href="http://www.ed.gov">www.ed.gov</a> .....	US Dept of Ed site
<a href="http://www.ed.gov/studentaid">www.ed.gov/studentaid</a> .....	Fed pubs including the Student Guide
<a href="http://www.yesican.gov">www.yesican.gov</a> .....	US Gov Major WebSite
<a href="http://www.gapsc.com">www.gapsc.com</a> .....	GA Professional Standards Commission
<a href="http://www.doe.k12.ga.us">www.doe.k12.ga.us</a> .....	GA Dept Education
<a href="http://www.gradview.com">www.gradview.com</a> .....	Grad school funding
<a href="http://www.gradschools.com">www.gradschools.com</a> .....	<u>List of grad schools &amp; funding</u>
<a href="http://www.fastweb.org">www.fastweb.org</a> .....	Free personal profile grant search engine
<a href="http://www.google.com">www.google.com</a> .....	Universal search engine
<a href="http://www.blackexcel.org/100minority.htm">www.blackexcel.org/100minority.htm</a> .....	Major site for multiple scholarship links
<a href="http://www.americorps.org">www.americorps.org</a> .....	AmeriCorps Information & Funding
<a href="http://www.naces.org">www.naces.org</a> .....	National Association of Credential Evaluators
<a href="http://www.hsf.net">www.hsf.net</a> .....	Hispanic Scholarship Fund
<a href="http://www.maldef.org">www.maldef.org</a> .....	Mexican Legal Defense Fund
<a href="http://www.chci.org">www.chci.org</a> .....	Congressional Hispanic Caucus
<a href="http://www.needcollegemoney.com">www.needcollegemoney.com</a> .....	"Pathways To Scholarships" Funding Guidebook & CD
<a href="http://www.gcic.edu/gawia">www.gcic.edu/gawia</a>	Eligible WIA Programs & Providers
<a href="http://www.gsu.edu/eoc">www.gsu.edu/eoc</a>	Educational Opportunity Center
<a href="http://www.g1careernet.com">www.g1careernet.com</a>	GA One Stop Shops
<a href="http://www.nsls.ed.gov">www.nsls.ed.gov</a>	Type & status of funding used in your ed
<a href="http://www.atlantaregional.com/workforce">www.atlantaregional.com/workforce</a>	
<a href="http://www.scholaraid.com">www.scholaraid.com</a>	- A free internet based scholarship search service
<a href="http://www.fastweb.com">www.fastweb.com</a>	- Financial aid search through the web with over 400,000 private sector scholarships, Fellowships, grants and student loans available to students
<a href="http://www.gsfc.com">www.gsfc.com</a>	- Information on student loans, state grants, the HOPE scholarship and much more! Service-cancelable loans for critical shortage health and education careers
<a href="http://www.collegent.com/mach25/">http://www.collegent.com/mach25/</a>	- Free version of the Wintergreen/Orchard House Scholarship Finder database which contains more than 500,000 private sector awards
<a href="http://www.supercollege.com">www.supercollege.com</a>	- Launch a free scholarship search that connects students to a database of over 400,000 awards worth over \$1.1 billion.
<a href="http://www.freschinfo.com">http://www.freschinfo.com</a>	- Has a database of over 1,900 sources of scholarships representing approximately 130,000 awards
<a href="http://www.ed.gov/prog_info/SFA.StudentGuide/-1/pell.html">http://www.ed.gov/prog_info/SFA.StudentGuide/-1/pell.html</a>	- Pell Grant is the largest federal aid program; based on need
<a href="http://www.fafsa.com">www.fafsa.com</a>	- Complete the Free Application for Federal student Aid on the Internet study
<a href="http://www.srnexpress.com">www.srnexpress.com</a>	- Search engine and database of private scholarships for undergraduate and postgraduate study
<a href="http://www.gcic.peachnet.edu">www.gcic.peachnet.edu</a>	-at DOL, Career Resource Centers and School Career Centers Georgia Career Information System-Financial Aid Sort.
<a href="http://www.HCAcares.com">www.HCAcares.com</a>	- Living Loan Stipend for Registered Nurses

## APPENDIX G

### *Health, Mental Health, and Substance Abuse*

#### **Georgia Crisis and Access Line**

For Mental Health, Substance Abuse and Developmental Disabilities services, click the link or call the number below. A representative will assist you in referring or scheduling services in the community.

800-714-4225

<http://www.mygcal.com>

#### **Community Health Centers**

<http://ask.hrsa.gov/pc/searchresults.cfm?state=GA&zip=>

#### **Veterans Health Administration**

<http://www.va.gov/directory/guide/division-flsh.asp?dnum=1>

#### **Office of Regulatory Services, GA Dept. Human Resources**

<http://www.ors.dhr.state.ga.us/>

#### **United Way**

Dial 211 (metro Atlanta area) or 404-614-1000 (outside metro Atlanta)

<http://national.unitedway.org/myuw/browseCities.cfm?abbr=GA&app=>

#### **Substance Abuse Information Phone Numbers:**

Alcohol & Drug Abuse HOTLINE (US Dept. of Health & Human Services) — 1-800-662-HELP

Alcoholics Anonymous — 1-800-212-870-3400

Narcotics Anonymous (NA World Services) — 1-818-773-9999

Relapse Prevention (Phoenix House) — 1-800-RELAPSE

**AIDS National HOTLINE (CDC Info) — 1-800-342-2437**

---

#### **NOTES:**

---

---

---

## APPENDIX H

### State of Georgia Health Department Offices

<http://health.state.ga.us/pdfs/publications/district.county> contact

Appling County Health Dept. .... Baxley 912-367-4601	Bulloch County Health Dept..... Statesboro 912-764-3800
Atkinson County Health Dept..... Pearson 912-422-3332	Burke County Health Dept. .... Waynesboro 706-554-3456
Bacon County Health Dept. .... Alma 912-632-4712	Butts County Health Dept..... Jackson 770-504-2231
Baker County Health Dept. .... Newton 229-734-5226	Calhoun County Health Dept..... Morgan 229-849-2515
Baldwin County Health Dept. .... Milledgeville 478-445-4264	Camden County Health Dept. .... Kingsland 912-729-4554
Banks County Health Dept..... Homer 706-677-2296	Candler County Health Dept..... Metter 912-685-5765
Barrow County Health Dept..... Winder 770-307-3011	Carroll County Health Dept. .... Carrollton 770-836-6667
Bartow County Health Dept..... Cartersville 770-382-1920	Catoosa County Health Dept. .... Ringgold 706-935-2366
Ben Hill County Health Dept. .... Fitzgerald 229-426-5288	Charlton County Health Dept. .... Folkston 912-496-2561
Berrien County Health Dept..... Nashville 229-686-5411	Chatham County Health Dept..... Savannah 912-356-2441
Bibb County Health Dept..... Macon 478-745-0411	Chattahoochee County Health Dept..... Cusseta 706-989-3663
Bleckley County Health Dept. .... Cochran 478-934-6590	Chattooga County Health Dept..... Summerville 706-857-3471
Brantley County Health Dept..... Nahunta 912-462-6165	Cherokee County Health Dept. .... Canton 706-345-7371
Brooks County Health Dept. .... Quitmen 229-263-7585	Clarke County Health Dept..... Athens 706-542-8600
Bryan County Health Dept..... Pembroke 912-653-4331	

**State of Georgia Department of Health Offices (Cont.)**

Clay County Health Dept. .... Fort Gaines 229-768-2355	Effingham County Health Dept. .... Springfield 912-754-6484
Clayton County Health Dept. .... Morrow 770-961-1330	Elbert County Health Dept. .... Elberton 706-283-3775
Clinch County Health Dept. .... Homerville 912-487-2199	Emanuel County Health Dept. .... Swainsboro 478-237-7501
Cobb County Health Dept. .... Marietta 770-514-2300	Evans County Health Dept. .... Claxton 912-739-2088
Coffee County Health Dept. .... Douglas 912-389-4450	Fannin County Health Dept. .... Blue Ridge 706-632-3023
Colquitt County Health Dept. .... Moultrie 229-891-7100	Fayette County Health Dept. .... Fayetteville 770-461-1178
Columbia County Health Dept. .... Appling 706-541-1318	Floyd County Health Dept. .... Rome 706-295-6123
Cook County Health Dept. .... Adel 229-896-3030	Forsyth County Health Dept. .... Cumming 770-781-6900
Coweta County Health Dept. .... Newnan 770-254-7400	Franklin County Health Dept. .... Carnesville 706-384-5575
Crawford County Health Dept. .... Roberta 478-836-3167	Fulton County Health Dept. .... Atlanta 404-730-1205
Crisp County Health Dept. .... Cordele 229-276-2680	Gilmer County Health Dept. .... Ellijay 706-635-4363
Dade County Health Dept. .... Trenton 706-657-4213	Glascock County Health Dept. .... Gibson 706-598-2061
Dawson County Health Dept. .... Dawsonville 706-265-2611	Glynn County Health Dept. .... Brunswick 912-264-3961
Decatur County Health Dept. .... Bainbridge 912-248-3055	Gordon County Health Dept. .... Calhoun 706-624-1444
DeKalb County Health Dept. .... Decatur 404-294-3700	Grady County Health Dept. .... Cairo 229-377-2992
Dodge County Health Dept. .... Eastman 478-374-5576	Greene County Health Dept. .... Greensboro 706-453-7561
Dooly County Health Dept. .... Vienna 229-268-4725	Gwinnett County Health Dept. .... Lawrenceville 770-339-4283
Dougherty County Health Dept. .... Albany 229-430-6200	Habersham County Health Dept. .... Demorest 706-778-7156
Douglas County Health Dept. .... Douglasville 770-949-1970	Hall County Health Dept. .... Gainesville 770-531-5600
Early County Health Dept. .... Blakely 229-723-3707	Hancock County Health Dept. .... Sparta 706-444-6616
Echols County Health Dept. .... Statenville 229-559-5103	Haralson County Health Dept. .... Buchanan 770-646-5541

**State of Georgia Department of Health Offices (Cont.)**

Harris County Health Dept.....Hamilton 706-628-5037	Lincoln County Health Dept..... Lincolnton 706-359-3154
Hart County Health Dept. ....Hartwell 706-376-5117	Long County Health Dept.....Ludowici 912-545-2107
Heard County Health Dept..... Franklin 706-675-3456	Lowndes County Health Dept..... Valdosta 229-333-5255
Henry County Health Dept.....McDonough 770-954-2250	Lumpkin County Health Dept.....Dahlonega 706-867-2727
Houston County Health Dept. .... Warner 478-218-2000	Macon County Health Dept. .... Oglethorpe 478-472-8121
Irwin County Health Dept. .... Ocilla 229-468-5196	Madison County Health Dept. ....Danielsville 706-795-2131
Jackson County Health Dept. .... Jefferson 706-367-5204	Marion County Health Dept. .... Buena Vista 229-649-5664
Jasper County Health Dept..... Monticello 706-468-6850	McDuffie County Health Dept. .... Thomson 706-595-1740
Jeff Davis County Health Dept. .... Hazelhurst 912-375-2425	McIntosh County Health Dept. .... Darien 912-437-4561
Jefferson County Health Dept.....Louisville 478-625-3716	Meriwether County Health Dept..... Greenville 706-672-4974
Jenkins County Health Dept..... Millen 478-982-2811	Miller County Health Dept. .... Colquitt 229-758-3344
Johnson County Health Dept. .... Wrightsville 478-864-3542	Mitchell County Health Dept..... Camilla 229-336-2055
Jones County Health Dept..... Gray 478-986-3164	Monroe County Health Dept..... Forsyth 478-992-5083
Lamar County Health Dept. .... Barnesville 770-358-1483	Montgomery County Health Dept. ... Mt. Vernon 912-583-4602
Lanier County Health Dept. .... Lakeland 229-482-3294	Morgan County Health Dept..... Madison 706-752-1266
Laurens County Health Dept.....Dublin 478-272-2051	Murray County Health Dept. ....Chatsworth 706-695-4585
Lee County Health Dept..... Leesburg 229-759-3014	Muscogee County Health Dept.....Columbus 706-321-6300
Liberty County Health Dept..... Hinesville 912-876-2173	Newton County Health Dept..... Covington 770-786-9086
	Oconee County Health Dept. ....Watkinsville 706-769-3983

**State of Georgia Department of Health Offices (Cont.)**

Oglethorpe County Health Dept. ... Lexington 706-743-8181	Talbot County Health Dept. .... Talbotton 706-665-8561
Paulding County Health Dept. ....Dallas 770-443-7881	Taliaferro County Health Dept. ....Crawfordville 706-456-2316
Peach County Health Dept. .... Fort Valley 478-825-6939	Tattnall County Health Dept. ....Reidsville 912-557-7850
Pickens County Health Dept. ....Jasper 706-253-2821	Taylor County Health Dept. .... Butler 478-862-5628
Pierce County Health Dept. .... Blackshear 912-449-2032	Telfair County Health Dept. ....McRae 229-868-7404
Pike County Health Dept. .... Zebulon 770-567-8972	Terrell County Health Dept. .... Dawson 229-995-8435
Polk County Health Dept. .... Cedartown 770-749-2270	Thomas County Health Dept. .... Thomasville 229-226-4241
Pulaski County Health Dept. .... Hawkinsville 478-783-1361	Tift County Health Dept. .... Tifton 229-386-8373
Putnam County Health Dept. .... Eatonton 706-485-8591	Toombs County Health Dept. .... Lyons 912-526-8108
Quitman County Health Dept. .... Georgetown 229-334-3697	Towns County Health Dept. .... Young Harris 706-896-2265
Rabun County Health Dept. .... Clayton 706-212-0289	Treutlen County Health Dept. ....Soperton 912-529-4217
Randolph County Health Dept. ....Cuthbert 229-732-2414	Troup County Health Dept. .... LaGrange 706-845-4085
Richmond County Health Dept. .... Augusta 706-721-5800	Turner County Health Dept. .... Ashburn 229-567-4357
Rockdale County Health Dept. .... Conyers 770-785-5936	Twiggs County Health Dept. .... Jefferson 478-945-3351
Schley County Health Dept. .... Ellaville 229-937-2208	Union County Health Dept. .... Blairsville 706-745-6292
Screven County Health Dept. ....Sylvania 912-564-2190	Upson County Health Dept. .... Thomaston 706-647-7149
Seminole County Health Dept. .... Donalsonville 229-524-2577	Walker County Health Dept. .... LaFayette 706-638-5577
Spalding County Health Dept. ....Griffin 770-467-4740	Walton County Health Dept. .... Monroe 770-207-4125
Stephens County Health Dept. .... Toccoa 706-282-4507	Ware County Health Dept. .... Waycross 912-283-1875
Stewart County Health Dept. .... Lumpkin 229-838-4859	Warren County Health Dept. .... Warrenton 706-465-2252
Sumter County Health Dept. .... Americus 229-924-3637	

**State of Georgia Department of Health Offices (Cont.)**

Washington County Health Dept. .... Sandersville  
478-552-3210

Wayne County Health Dept. .... Jesup  
912-427-2042

Webster County Health Dept. .... Preston  
229-828-3225

Wheeler County Health Dept. .... Alamo  
912-568-7161

White County Health Dept. .... Cleveland  
706-865-2191

Whitfield County Health Dept. .... Dalton  
706-281-2320

Wilcox County Health Dept. .... Rochelle  
229-365-2310

Wilkes County Health Dept. .... Washington  
706-678-2622

Wilkinson County Health Dept. .... Irwinton  
478-946-2226

Worth County Health Dept. .... Sylvester  
229-777-2150

**Notes:**

---

---

---

---

---

---

---

---

---

---

## APPENDIX I

### FIELD OFFICE DIRECTORY

#### PAROLE BOARD REGIONAL OFFICES

**CENTRAL REGIONAL DIRECTOR**

1554 Rocky Creek Road  
Macon, GA. 31206  
(478) 751-6291  
Fax: (800) 790-8597

**METRO REGIONAL DIRECTOR**

P.O. Box 1058  
Thomaston, GA. 30286  
(706) 646-6027  
Fax: (800) 819-1506

**NORTHWEST REGIONAL DIRECTOR**

504 Riverside Parkway, Suite 500  
Rome, GA. 30161  
(706) 802-5559  
Fax: (800) 819-1503

**NORTHEAST REGIONAL DIRECTOR**

3132 Wrightsboro Road, Suite A  
Augusta, GA. 30909  
(706) 737-1741  
Fax: (800) 819-1546

**SOUTHWEST REGIONAL DIRECTOR**

2505 Moody Road  
Warner Robins, GA. 31088  
(478) 929-6753  
Fax: (800) 819-1534

**SOUTHEAST REGIONAL DIRECTOR**

P.O. Box 1068  
Fitzgerald, GA. 31750  
(229) 426-5225  
Fax: (800) 819-1542

#### PAROLE BOARD DISTRICT OFFICES

**1 ROME**

(706) 295-6483  
Counties Served: Floyd, Polk

**8 MILLEDGEVILLE**

(478) 445-4431  
Counties Served: Baldwin, Jones, Hancock,  
Wilkinson

**2 MARIETTA**

(770) 528-7393  
Counties Served: Cobb

**8-2 BALDWIN**

(478) 445-6527  
Counties Served: Baldwin, Hancock,  
Washington

**3 GAINESVILLE**

(770) 535-5725  
Counties Served: Hall

**9 THOMSON**

(706) 595-5891  
Counties Served: Glascock, Lincoln,  
McDuffie, Taliaferro, Warren, Wilkes

**4 ATHENS**

(706) 369-5620  
Counties Served: Clark, Oconee, Oglethorpe

**10 DUBLIN**

(478) 275-6606  
Counties Served: Johnson, Laurens, Twiggs,  
Bleckley, Dodge, Pulaski

**5 METRO INVESTIGATIONS**

(404) 298-5200  
Counties Served: Fulton, Dekalb, Rockdale

**11 SAVANNA**

(912) 651-2001  
Counties Served: Chatham

**7 THOMASTON**

(706) 646-6030  
Counties Served: Lamar, Meriwether, Monroe,  
Pike, Upson

**12 MACON**

(478) 751-6218  
Counties Served: Bibb

**PAROLE BOARD DISTRICT OFFICES** (Cont.)

**13 WARNER ROBINS**

(478) 329-4730

Counties Served: Houston, Crawford, Peach

**14 ALBANY**

(229) 430-4392

Counties Served: Dougherty

**15-2 MOULTRIE**

(229) 891-7260

Counties Served: Colquitt, Thomas

**16 JESUP**

(912) 427-5890

Counties Served: Evans, Liberty, Long, Wayne

**17 WAYCROSS**

(912) 285-6323

Counties Served: Clinch, Brantley, Charlton, Pierce, Ware

**18 FITZGERALD**

(229) 426-5223

Counties Served: Ben Hill, Irwin, Tift, Turner

**19 COLUMBUS**

(706) 649-1105

Counties Served: Marion, Muscogee, Talbot, Chattahoochee

**20 JONESBORO**

(770) 473-2450

Counties Served: Clayton

**22 LAWRENCEVILLE**

(770) 995-2189

Counties Served: Gwinnett

**23 DALTON**

(706) 272-2117

Counties Served: Murray, Whitfield

**24 AUGUSTA**

(706) 731-7062

Counties Served: Columbia, Richmond

**25 BRUNSWICK**

(912) 264-7386

Counties Served: McIntosh, Camden, Glynn

**26 MONROE**

(770) 207-4160

Counties Served: Newton, Walton

**27 CAIRO**

(229) 377-9859

Counties Served: Miller, Seminole, Baker, Decatur, Grady, Mitchell, Early

**29 NORTH FULTON**

(404) 699-6835

Counties Served: Fulton

**30 CANTON**

(770)720-3530

Counties Served: Cherokee, Forsyth

**31 LAGRANGE**

(706) 845-4075

Counties Served: Coweta, Harris, Troup, Spalding

**32 GRIFFIN**

(770) 229-3120

Counties Served: Butts, Henry, Fayette,

**34 LAFAYETTE**

(706) 638-5560

Counties Served: Catoosa, Chattooga, Dade, Walker

**35 JEFFERSON**

(706) 367-4759

Counties Served: Banks, Barrow, Jackson

**36 CONYERS**

(770) 388-5770

Counties Served: DeKalb, Rockdale

**37 LYONS**

(912) 526-4509

Counties Served: Tattnall, Truetlen, Candler, Emanuel, Toombs, Montgomery, Appling

**38 STATESBORO**

(912)681-5658

Counties Served: Bryan, Bulloch, Effingham, Jenkins, Screven

**40 DOUGLAVSILLE**

(770) 489-3029

Counties Served: Haralson, Paulding, Douglas

**PAROLE BOARD DISTRICT OFFICES** (Cont.)

**42 VALDOSTA**

(229) 333-5305  
Counties Served: Berrien, Cook, Lanier, Echols,  
Lowndes, Brooks

**43 CUTHBERT**

(229) 732-9575  
Counties Served: Clay, Quitman, Randolph,  
Calhoun, Stewart, Terrell, Webster

**44 ADAIRSVILLE**

(770) 773-2803  
Counties Served: Bartow, Gordon

**47 SOUTH METRO**

(404) 559-6616  
Counties Served: Fulton

**48 DEKALB**

(770) 593-5650  
Counties Served: DeKalb

**51 CORDELE**

(229) 276-2363  
Counties Served: Crisp, Dooly, Lee, Wilcox,  
Worth

**51-1 AMERICUS**

(229) 931-2531  
Counties Served: Taylor, Macon, Schley,  
Sumter

**54 CARROLLTON**

(770) 836-6894  
Counties Served: Carroll, Heard

**55 DOUGLAS**

(912) 389-4048  
Counties Served: Atkinson, Jeff Davis, Telfair,  
Wheeler, Bacon, Coffee

**56 ELLIJAY**

(706) 276-7066  
Counties Served: Dawson, Fannin, Gilmer,  
Pickens, Union

**57 HARTWELL**

(706) 856-2663  
Counties Served: Elbert, Franklin, Hart,  
Madison

**58 CLARKESVILLE**

(706) 754-6701  
Counties Served: Habersham, Rabun, Stephens,  
White

**60 LOUISVILLE**

(478) 625-8940  
Counties Served: Burke, Washington, Jefferson

**61 EATONTON**

(706) 485-4554  
Counties Served: Greene, Jasper, Morgan, Putnam

**Notes:**

---

---

---

---

---

---

---

---

## APPENDIX J

### DAY REPORTING CENTERS

<u>CENTER LOCATION</u>	<u>PHONE NO.</u>	<u>CENTER LOCATION</u>	<u>PHONE NO.</u>
Atlanta Day Reporting Center	404-699-5151	Clayton Day Reporting Center	770-960-4129
Griffin Day Reporting Center	770-229-3345	Macon Day Reporting Center	478-751-4191
Rome Day Reporting Center	706-295-6323	Tift Day Reporting Center	229-391-6937

### STATE PROBATION OFFICES

<u>OFFICE LOCATION</u>	<u>PHONE NO.</u>	<u>OFFICE LOCATION</u>	<u>PHONE NO.</u>
<i>{County(s) Served Are Below Office Name}</i>		<i>{County(s) Served Are Below Office Name}</i>	
Adel PO (Cook)	229-896-7525	Baxley PO (Appling)	912-366-1064
Albany PO (Dougherty)	229-430-4182	Blairsville PO (Union/Towns)	706-781-2360
Americus PO (Lee/Macon/Schley/Stewart/Sumter/Webster)	229-931-2537	Blakely PO (Early)	229-723-4277
Appling PO (Columbia)	706-541-0033	Blue Ridge PO (Fannin)	706-632-2149
Athens PO (Clarke/Oconee)	706-369-6000	Brunswick PO (Appling/Camden/Glynn/Jeff Davis/Wayne)	912-262-3065
Atlanta Midtown (Fulton)	404-463-4333	Buchanan PO (Haralson/Polk)	770-646-3810
Atlanta PO (Fulton)	404-656-4600	Cairo PO (Baker/Calhoun/Decatur/Grady/Mitchell)	229-377-5347
Atlanta PO Court Services (Fulton)	404-656-4600	Calhoun PO (Gordon)	706-624-1414
Atlanta PO Transfer (Fulton)	404-656-4600	Camilla PO (Mitchell/Baker)	229-522-3572
Atlanta PO South (Fulton)	404-559-6661	Canton PO (Cherokee)	770-479-2602
Atlanta SSU (Fulton)	404-505-0133	Carnesville PO (Franklin)	706-384-4343
Atlanta PO West (Fulton)	404-756-4432	Carrollton PO (Carroll/Heard)	770-836-6704
Augusta PO (Burke/Columbia/Richmond)	706-721-1122	Cartersville PO (Bartow/Gordon)	770-387-3780
Bainbridge PO (Decatur)	229-248-2671	Cedartown PO (Polk)	770-749-2206
Barnesville PO (Lamar)	770-358-5167	Clarkesville PO (Habersham/Rabun)	706-754-9315



**State Probation Offices** (Cont.)

<b><u>OFFICE LOCATION</u></b> <i>{County(s) Served Are Below Office Name}</i>	<b><u>PHONE NO.</u></b>	<b><u>OFFICE LOCATION</u></b> <i>{County(s) Served Are Below Office Name}</i>	<b><u>PHONE NO.</u></b>
Claxton PO (Evans/Tattnall/Bryan)	912-739-9612	(DeKalb)	
Clayton PO (Rabun)	706-782-4727	Donalsonville PO (Seminole/Miller)	229-524-2836
Columbus PO (Chattahoochee/Harris/Marion/ Muscogee/Talbot/Taylor)	706-649-7484	Douglas PO (Coffee/Bacon)	912-389-4431
Conyers PO (Rockdale)	770-388-5011	Douglasville PO (Douglas)	770-489-3070
Cordele PO (Crisp/Dooly)	229-276-2346	Dublin PO (Johnson/Laurens/Twiggs/Treutlen)	478-275-6637
Covington PO (Newton)	770-784-2700	Eastman PO (Dodge/Bleckley/Pulaski)	478-374-6501
Cumming PO (Forsyth)	770-781-2170	Eatonton PO (Putnam)	706-484-2970
Cuthbert PO (Randolph/Quitman/Clay)	229-732-2123	Elberton PO (Elbert/Oglethorpe)	706-213-2032
Dahlonega PO (Lumpkin/White)	706-867-2929	Elijay PO (Gilmer)	706-635-5125
Dallas PO (Paulding)	770-443-7861	Fayetteville PO (Fayette)	770-460-2730
Dalton PO (Murray/Whitfield)	706-272-2306	Fitzgerald PO (Ben Hill/Wilcox)	229-426-5234
Danielsville PO (Madison)	706-795-3845	Forsyth PO (Monroe)	478-994-7002
Darien PO (McIntosh)	912-437-5583	Fort Valley PO (Peach/Crawford)	478-825-3136
Dawson PO (Terrell)	229-995-6459	Gainesville PO (Dawson/Hall)	770-535-5710
Dekalb Central PO (Admin & Court Svcs) (DeKalb)	404-370-5113	Gray PO (Jones)	478-986-6611
Dekalb Central PO (Case Mgmt Programs) (DeKalb)	404-370-5114	Greensboro PO (Greene/Morgan)	706-453-7131
Dekalb Central PO (Court Svcs) (DeKalb)	404-370-5114	Greenville PO (Meriwether)	706-672-4971
Dekalb North PO	770-414-3670	Griffin PO (Fayette/Pike/Spalding/Upson)	770-229-3132
		Hartwell PO	706-856-2711

(Hart/Franklin)

**State Probation Offices** (Cont.)

<b><u>OFFICE LOCATION</u></b> <i>{County(s) Served Are Below Office Name}</i>	<b><u>PHONE NO.</u></b>	<b><u>OFFICE LOCATION</u></b> <i>{County(s) Served Are Below Office Name}</i>	<b><u>PHONE NO.</u></b>
Hazelhurst PO (Jeff Davis)	912-375-4441	McRae PO (Montgomery/Telfair/Wheeler)	229-868-3200
Hinesville PO (Bryan/Evans/Liberty/Long/McIntosh/Tattnall)	912-370-2571	Milledgeville PO (Baldwin/Hancock/Wilkinson)	478-445-4468
Homerville PO (Clinch/Atkinson)	912-487-2777	Millen PO (Jenkins)	478-982-2050
Jackson PO (Butts/Lamar/Monroe)	770-504-2370	Monroe PO (Walton)	770-267-1347
Jasper PO (Fannin/Gilmer/Pickens)	706-692-4805	Monticello PO (Jasper)	706-468-4920
Jesup PO (Wayne)	912-427-5894	Morgan PO (Calhoun)	229-849-3795
LaFayette PO (Catoosa/Chattooga/Dade/Walker)	706-638-5531	Morrow PO (Clayton)	770-960-4100
LaGrange PO (Troup)	706-845-4125	Moultrie PO (Colquitt)	229-891-7270
Lakeland PO (Lainer/Atkinson/Cook/Clinch/Berrien)	229-482-3303	Nashville PO (Berrien)	229-686-9329
Lawrenceville PO (Gwinnett)	770-339-2222	Newnan PO (Carroll/Coweta/Meriwether/Troup)	770-254-7204
Louisville PO (Jefferson)	478-625-3648	Oglethorpe PO (Macon/Schley)	478-472-3591
Lyons PO (Candler/Emanuel/Jefferson/Toombs/Washington)	912-526-8311	Perry PO (Houston)	478-988-6898
Macon PO (Bibb)	478-751-6092	Reidsville PO (Tattnall)	912-557-1166
Marietta PO (Cobb)	770-528-7950	Rome PO (Floyd)	706-295-6323
Marietta PO North (Cobb)	770-528-4923	Sandersville PO (Washington)	478-553-2450
Marietta PO South (Cobb)	770-916-2115	Savannah PO (Chatham)	912-651-2204
McDonough PO (Henry)	770-954-2004		

**State Probation Offices** (Cont.)

<b><u>OFFICE LOCATION</u></b>	<b><u>PHONE NO.</u></b>	<b><u>OFFICE LOCATION</u></b>	<b><u>PHONE NO.</u></b>
<i>{County(s) Served Are Below Office Name}</i>		<i>{County(s) Served Are Below Office Name}</i>	
Soperton PO (Treutlen)	912-529-6283	Toccoa PO (Stephens)	706-282-4570
Springfield PO (Effingham)	912-754-3257	Valdosta PO (Lowndes/Echols/Brooks)	229-333-5274
Statesboro PO (Bulloch/Effingham/Jenkins/Screven)	912-871-1119	Warner Robins PO (Houston)	478-929-6832
Swainsboro PO (Emanuel/Candler)	478-289-2602	Washington PO (Wilkes/Lincoln/Taliaferro/Warren)	706-678-2373
Sylvania PO (Screven)	912-564-7382	Watkinsville PO (Oconee)	706-769-3959
Sylvester PO (Worth/Turner)	229-777-2183	Waycross PO (Bacon/Brantley/Charlton/Coffee/Pierce/Ware)	912-287-6536
Thomaston PO (Upson)	706-646-6000	Waynesboro PO (Burke)	706-437-6849
Thomasville PO (Colquitt/Echols/Lowndes/Thomas)	229-225-4021	Winder PO (Barrow/Banks/Jackson)	770-307-3065
Thomson PO (Glascock/McDuffie)	706-595-7404	Woodbine PO (Camden)	912-576-5998
Tifton PO (Irwin/Tift)	229-386-3503		

**Notes:**

---



---



---



---



---



---



---



---



---



---

## Index

<i>Action Verbs list</i> .....	27	<i>Interview do's &amp; don't's</i> .....	43
<i>Aftercare for substance abuse</i> .....	82	<i>Introduction</i> .....	5
<i>Apprenticeships</i> .....	78	<i>Job Applications</i> .....	36
<i>Banking</i> .....	66	<i>Job Search worksheets</i> .....	24
<i>Bankruptcy</i> .....	77	<i>Job Searches</i> .....	19
<i>Birth Certificate</i> .....	7	<i>Job Searches Web Sites</i> .....	111
<i>Buying a car</i> .....	55	<i>Job Seeking Methods</i> .....	19
<i>Buying a Home</i> .....	14	<i>Job Skills</i> .....	33
<i>Car insurance</i> .....	55	<i>Job survival skills</i> .....	51
<i>Career Web Sites</i> .....	110	<i>Labor Department contacts</i> .....	114
<i>Careers</i> .....	49	<i>Lease Questions</i> .....	12
<i>Child Support</i> .....	94	<i>Life long health concerns</i> .....	85
<i>Child Support Hotline</i> .....	95	<i>List of Day Reporting Centers</i> .....	126
<i>Closing Costs</i> .....	15	<i>List of Georgia Health Department Offices</i> .....	118
<i>Communication</i> .....	51	<i>List of State Probation offices</i> .....	126
<i>Cover Letters</i> .....	29	<i>Living Under Supervision</i> .....	97
<i>Creating a budget</i> .....	59	<i>Money Management</i> .....	57
<i>Credit Reports</i> .....	74	<i>Mortgages</i> .....	14
<i>Dental health</i> .....	85	<i>Parole Board Regional &amp; District offices</i> .....	123
<i>Depression</i> .....	86	<i>Parole Supervision</i> .....	103
<i>Diet (food pyramid)</i> .....	84	<i>Part-time student options</i> .....	78
<i>Discussing your conviction record</i> .....	47	<i>Personal traits</i> .....	52
<i>Education</i> .....	78	<i>Physical activity</i> .....	83
<i>Education History Worksheets</i> .....	22	<i>Predatory Offender registration</i> .....	99
<i>Electronic Banking Services</i> .....	73	<i>Primary Identification Documents</i> .....	8
<i>Employment History forms</i> .....	21	<i>Private funds availability</i> .....	80
<i>Empolymnt</i> .....	19	<i>Probation</i> .....	97
<i>Endorsing A Check</i> .....	69	<i>Property Managers &amp; Tenants</i> .....	12
<i>Enrolling in School</i> .....	78	<i>Reference Worksheets</i> .....	25
<i>Face-to-face contacts</i> .....	41	<i>Rental Expenses Chart</i> .....	13
<i>FAFSA</i>		<i>Restorative Justice</i> .....	96
<i>(Free Application for Federal Student Aid)</i> .....	79	<i>Résumés &amp; Applications</i> .....	26
<i>Family &amp; Friends</i> .....	90	<i>Secondary Identification Documents</i> .....	9
<i>Fatherhood Program</i> .....	94	<i>Social Security Card</i> .....	7
<i>Federal Bonding Program</i> .....	20	<i>Social Security Georgia Field Offices List</i> .....	108
<i>Financial aid</i> .....	79	<i>Special conditions of parole</i> .....	106
<i>Financial Aid Web Sites</i> .....	116	<i>STDs (Sexually transmitted diseases)</i> .....	87
<i>Functional or Skills Résumé</i> .....	28	<i>Student Loans</i> .....	80
<i>Georgia Driver's License Fees</i> .....	9	<i>Substance abuse</i> .....	82
<i>Georgia State Driver's License and</i>		<i>Substance abuse info phone numbers</i> .....	117
<i>Identification Card</i> .....	7	<i>Tax benefits</i> .....	80
<i>Georgia State University info</i> .....	80	<i>Telephone etiquette</i> .....	48
<i>Georgia Tech Colleges List</i> .....	115	<i>Temporary Shelter Providers</i> .....	10
<i>Georgia Transit links</i> .....	55	<i>Tenant's Rights &amp; Responsibilities</i> .....	13
<i>Georgia Work Opportunity Tax Credit</i> .....	20	<i>Tips for Effective Résumés</i> .....	26
<i>Getting along with others</i> .....	52	<i>TOPPSTEP Contacts List</i> .....	114
<i>Getting Your Résumé Out</i> .....	28	<i>Transportation</i> .....	54
<i>Health &amp; Life Skills</i> .....	82	<i>Types of Housing</i> .....	11
<i>HIV &amp; AIDS</i> .....	87	<i>Veteran's Benefits</i> .....	80
<i>Housing</i> .....	10	<i>Victim awareness</i> .....	96
<i>How to dress for job interviews</i> .....	41	<i>Voting Rights</i> .....	81
<i>Identification</i> .....	7	<i>Work Ethics</i> .....	51
<i>Immunizations</i> .....	86	<i>Writing A Check</i> .....	68
<i>Incarcerated Veterans Progam</i> .....	81	<i>Your parents</i> .....	91