

**Alaska Department of Corrections**  
**REENTRY MANUAL**  
**2010**



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

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



### **QUESTION 1: Do you have your birth certificate?**

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

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

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

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



### **QUESTION 2: Do you have a social security card?**

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

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

### **The Social Security Administration has offices in:**

**Anchorage:**

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

**Juneau:**

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

**Fairbanks:**

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



**QUESTION 3: Do you have a state identification card?**

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

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

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



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

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

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

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

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

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





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

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

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



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

**From learner’s permit to license:**

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

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



**DO YOU NEED ANY OTHER DOCUMENTS BEFORE RELEASE?**

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

## Step Two: Know about your identity.

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



### QUESTION 1: Is your identity clear of trouble?

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

### Legal Background Check:

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



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

#### **Anchorage:**

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

#### **Fairbanks:**

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

#### **Juneau:**

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

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

**Pro bono legal services may also be available at:**

**Alaska Pro Bono Program**

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

**Alaska Native Justice Center**

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

**Credit Background Check:**

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

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



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

## Step Three: Know about your conviction.

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



### QUESTION 1: Does your conviction affect reentry?

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

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

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

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

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

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

**Anchorage:**

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

**Juneau:**

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

**Fairbanks:**

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

**There are other emergency shelters. Ask for contact information.**

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

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

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

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

**Anchorage:**

400 Gambell St.  
Anchorage, AK 99501

phone: (907) 269-6599

fax: (907) 269-6450

**Juneau:**

10002 Glacier Hwy, Suite 200  
Juneau, AK 99801

(907) 465-3537

(800) 478-3537

(907) 465-4657

**Fairbanks:**

675 7<sup>th</sup> Ave., Station D  
Fairbanks, AK 99701

(907) 451-2850

(800) 478-2850

(907) 451-2923

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

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

**Anchorage:**

Food Bank of AK, ANC  
(907) 272-3663

Locations vary. Call for more information on how and when to get food boxes.

**Juneau:**

SE AK Food Bank  
10020 Crazy Horse Drive  
(907) 789-6184

Perishable food available for individual pickup every Saturday at 8:30 AM.

**Fairbanks:**

Food Bank of Fairbanks  
(907) 456-2337

Call for information on how to order food boxes.

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



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

**Before your release:**

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

**Alaska Job Centers are located in:**

**Anchorage:**

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

**Fairbanks:** 675 Seventh Avenue phone: (907) 451-5967

**Juneau:** 10002 Glacier Highway, Suite 100 phone: (907) 465-4562



Alaska Job Centers are also located in Barrow, Bristol Bay, Eagle River, Glenallen, Fairbanks, Homer, Ketchikan, Kodiak, Kotzebue, Mat-Su, Nome, the Kenai Peninsula, Seward, Sitka, Tok, Valdez and the YK Delta in Bethel. Ask for contact information for your nearest Job Center.

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

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

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



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

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

## Step Four: Know how to look for work.

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

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



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

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

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

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

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

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



# RESUME WORKSHEET

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



## I. Personal Information

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

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Permanent Address (if different): \_\_\_\_\_

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

## II. Education

High School or GED: \_\_\_\_\_

Location: \_\_\_\_\_ State: \_\_\_\_\_

Date obtained: \_\_\_\_\_

College or University: \_\_\_\_\_

Location: \_\_\_\_\_ State: \_\_\_\_\_

Classes or Degree (if obtained): \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Date obtained: \_\_\_\_\_ Major GPA: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

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

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### III. Experience

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

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

Organization name: \_\_\_\_\_

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

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

Dates employed (months & years only): From: \_\_\_\_\_ To: \_\_\_\_\_

Name of supervisor(s): \_\_\_\_\_

Duties and responsibilities:

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Specific performance accomplishments or contributions you made to this job:

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### IV. Special Skills

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

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### V. Activities

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

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

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## VI. References

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

1. Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Position: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Position: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Position: \_\_\_\_\_

4. Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Position: \_\_\_\_\_

## VII. Notes:

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

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

## Sample Combination Resume

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

**Job Objective:** An entry position in office services.

### Summary of Qualifications

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

### Office Skills

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

### Computer Skills

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

### Employment History

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

### Education

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

## Resume Guidelines

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

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



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

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

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

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

### Go to an Alaska Job Center!

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



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

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

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



**QUESTION 3: Are you ready for your interview?**

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

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

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

### **Before the interview:**

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



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

### **During the interview:**

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

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

### **After the interview:**

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





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

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

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

**Anchorage and South Central Region:**

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

**Fairbanks and Northern Region:**

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

**Child Care Referrals within Fairbanks North Star Borough:**

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

**Juneau and Southeast Alaska:**

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

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

### **Child Care Food and Nutrition**

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

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



## **Alaska Temporary Assistance Program**

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

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

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

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



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

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

#### **Anchorage**

400 Gambell Street  
Anchorage, AK 99501  
(907) 269-6599 – Phone  
(907) 269-6450 – Fax

#### **Fairbanks**

675 7<sup>th</sup> Avenue, Station D  
Fairbanks, AK 99701  
(907) 451-2850 – Phone  
(907) 451-2923 – Fax

#### **Juneau**

1002 Glacier Hwy, Suite 200  
Juneau, AK 99801  
(907) 465-3537 – Phone  
(907) 465-4657 – Fax

## **Step Five: Plan for life out of prison.**

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

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

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

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



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

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

**Get a recovery plan in order before your release:**

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



## Get a reentry plan in order before release:

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

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

### 1. Do you have proof of identification?

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



### 2. Do you have a home plan?

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

### 3. Do you have a career plan?

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



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

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

#### 4. Do you have a parole plan?

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



#### 5. Do you have a social support plan?

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



## 6. Do you have an “idle time” plan?

- I know what to do with down time, and have plans for how to stay busy and focused when I’m not at work or taking care of other responsibilities. I know too much idle time can be risky if I don’t have a plan.
- I know where to go to socialize in positive ways that will help me reconnect with the community. I know what my old habits and risky behaviors were and know how to deal with them differently now. I have a list of places I can go to be around positive people and influences.
- I have a back up plan in case things don’t work out, and I know at least one person I can trust and call for help and support.



## 7. Do you have a self care plan?

- I know how to be, act and stay healthy. I know what foods to eat, that I need exercise, and a need a good night’s sleep. I know how to practice positive thinking and how important it is to my mental and physical health.
- I know about my medical and mental health issues and how to get the care I need. I know what medications I need and where to get them once I get out. I have a list of clinics and hospitals I can go to for treatment. I have copies of my medical records if I need them and filled out Medicaid or other public health programs before release.
- I know stress is a part of life and have tools to manage it in positive ways. I have at least one person I trust who I can always talk to when I feel stressed or frustrated. I know I can escape through music, a hobby sports or exercise. I know how to calm myself down and stay focused on my goals no matter what.
- I know how to label and manage my emotions without getting out of control. When I manage my emotions, I control them, not the other way around. I know to expect a huge range of emotions when I get out and feel ready to handle it.
- I know how to make better decisions this time and understand the consequences of bad ones. I understand how to think before I act and how that affects my goals and the other people in my life.
- I have a back up plan in case things don’t work out, and I know at least one person I can trust and call for help and support.



## Step Six: Are you eligible for Social Security Benefits?

Determine whether you qualify for social service benefits, like social security, social security disability or supplemental security income.



### QUESTION 1: Are you eligible for social security benefits?

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

**Social security** benefits may be available if you are 62 years old or older. In most cases social security benefits will not be paid for months spent in prison. However, your spouse or children can be paid benefits on your record if they are eligible.. Because you not automatically eligible upon release, you must apply for social security benefits and will need proof of age, citizenship and identity.

**Social Security Disability** benefits are based on work history and disability. No benefits are payable for months you are in prison, and being a recent parole does not qualify as disability.

**Supplemental Security Income** may be available if you are 65 years old or older, are blind or disabled and have income or other resources below a certain limit. You cannot receive benefits for any month throughout which you were in prison.

In all cases, if you think you may qualify for benefits, contact the Social Security Administration for more information.

- Request information on eligibility conditions, like income limits, proof of disability, and work history, from the Social Security Administration.
- Contact the Social Security Administration Office to request information on the conditions for these benefits.



### The Social Security Administration has offices in:

**Anchorage:**

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

**Juneau:**

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

**Fairbanks:**

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

## Step Seven: Make sure you get – and stay - healthy.

People inside prison have a constitutional right to medical and mental health treatment. However, this right does not follow you out of prison. Access to health care in the community will depend on your ability to pay.

People leaving prison often have chronic medical problems, like hypertension, diabetes, asthma, HIV/AIDS, that require follow-up care. Mental health concerns, like depression, PTSD and anxiety, also need care, along with any substance abuse problems.



### QUESTION 1: Is your health in order?

- YES. Good! Go on to Step 7.
- NO. Keep reading for what to do.

### Before your release:

- Make medical appointments to treat chronic and acute problems.
- Make mental health appointments to manage depression, trauma, and anxiety.
- Make dental appointments to repair teeth or replace dentures lost while in prison.
- Understand your medications and request a two week supply prior to your release.
- Ask for information about health insurance and prescription plans for people leaving prison.
- Ask for, complete and submit applications for Medicaid and or other public programs to cover the cost of medications and treatment.
- Ask for information about state-approved substance treatment programs. Complete and submit applications for programs if necessary.



### Do you need medical records?

If you request copies of your medical records while in prison, you will be charged a fee. However, if a doctor or hospital treating you outside prison requests medical records on your behalf, you will not be charged.

## After your release:



Protecting your health requires staying on medications and remaining in treatment. Get the care and support you need and to stay healthy and sober.

- Plan on a wait time of several weeks for appointments at community clinics.
- Find the location of the nearest AA or NA meeting and attend.
- Find an AA or NA sponsor to support you, especially when you first leave prison.



### Contact Alcoholics Anonymous at:

Anchorage: (907) 272-2312  
Fairbanks: (907) 456-7501  
Juneau: (907) 586-1161

### Contact Narcotics Anonymous at:

Statewide: 1-866-258-6329  
Anchorage: (907) 277-5483  
Fairbanks: (907) 452-7372  
Juneau: (907) 790-4567  
Kenai: (907) 335-9456

## Step Eight: Be prepared to manage your money.

Managing your money is essential to life outside prison. Having a bank account – both savings and checking – is essential for managing your money and for paying bills. Creating a budget helps you take control of where your money goes. With that information, you can make good choices for yourself and your family.



### QUESTION 1: Do you have a bank account?

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

People with bad credit often have a hard time opening checking accounts. In most cases, checking accounts are refused based on a reporting system called ChexSystems. When checks bounce, banks are owed money and customers are reported to ChexSystems. Banks also request ChexSystems reports for anyone wanting to open a checking account.

If you are refused a checking account, ask if refusal was based on a ChexSystems report. If so, you are entitled to view your ChexSystems report for free. Go to [www.chexhelp.com](http://www.chexhelp.com) to request a copy of your report, or to refute entries you believe are incorrect. Entries are usually cleared after 5 years, and ChexSystems reports considered clean again.



Although you may not be able to open a checking account right away, open a savings account and start building a good relationship with your bank. Given time and a good relationship, you may be able to open a checking account in the future.

### Be aware of check cashing fees:



Because banks will not cash checks for anyone without an account, check cashing businesses are common. Be aware of any fees charged and any limitations on types of checks cashed or maximum amounts. Also, because fees and other charges vary, ask questions upfront, before you sign over your check.

Compare 3 check cashing options for Anchorage, for a payroll check for \$500.00:

<b>Cash America Pawn</b>	<b>Money Mart</b>	<b>AK Check Cashing</b>
3% of payroll check	3% of payroll check	3% of payroll check
\$4.00 minimum charge	\$1.99 per check charge	no extra charges
<b>\$479.00 after fees</b>	<b>\$483.01 after fees</b>	<b>\$485.00 after fees</b>



**You can cash payroll and government checks at any Walmart store. Bring your check, government ID and social security number to any cashier and your check will be cashed based on the following criteria:**

- Checks must be printed (i.e., no hand written checks will be cashed).
- A \$3.00 fee applies to all checks up to \$999.00.
- A \$6.00 fee applies for all checks over \$1000.00.
- Payroll checks will be cashed up to \$1500.00
- State issued checks will be cashed up to \$3000.00
- Federal tax refund checks will be cashed up to \$5000.00.

Look for Walmart money centers for more information on bill paying options, money cards and other services. Money orders are also available at Walmart for \$0.60 each.



**QUESTION 2: Do you have a budget and spending plan?**

- YES. Good! Go on to Step 8.**
- NO. Keep reading for what to do.**

### **Before your release:**

Even though you may not have all the information you need before your release, start thinking about how much money you need to survive and plan your budget:

- Use the **Build – A – Budget Worksheet** to make a list of regular monthly expenses. Be as accurate and honest as possible. Don't forget to include money for fun things – eating out, movies and other entertainment.

- Use the **Income Worksheet** to list what your monthly income will be. Include any bonus pay, dividends, interest, alimony or child support, social security, pension or retirement income, and public assistance.



- Test how well your budget works for you by subtracting monthly expenses from monthly income. Will you have enough income to pay for expenses? Will you have enough left over to start saving money for a rainy day, the loss of a job or a health emergency? If your income doesn't cover your expenses, what can you cut back but still be okay?

- If you owe debts, be sure to include the minimum monthly payments that must be made each month. Examine your budget for ways to pay down your debts. Which expenses can you cut back to pay down debts? Make debt reduction a priority.

- ☑ Think about your financial goals. Do you want an emergency fund to cover temporary unemployment, unexpected medical bills, or other unforeseen expenses? Will you want vacation savings, a new car, cell phone or Xbox? Start by making a list of your financial goals. Examine your budget for ways to reduce expenses and increase savings.

### **After your release:**

- ☑ Once you've created and reworked your budget, put it to the test outside prison. Live within the budget you create for one month and see how it feels.
- ☑ At the end of each month, look over your actual expenses to see if they match up to what you've budgeted. If they don't, what can you do differently? Do you need to rework your spending plan, or your budget to reflect your actual spending?
- ☑ Keep track of what you make and spend every month. Be aware of upcoming expenses, like birthday presents or holiday time, a few months in advance and budget for them. Remember, creating and sticking to a budget is a work in progress and it takes time, effort and often, sacrifice.



### **Check yourself every so often with an expense record:**

Every expense adds up and it's easy to overspend without noticing. Check your actual spending by creating an expense record. This low tech tool – all you need is paper and pencil – allows you to track **EVERY** expense, without letting anything fall through the cracks. Here's how:

- ☑ Use one sheet of paper per week to record your expenses for 2 months. Spreading your record over two months gives a better picture of where your money goes than just one week or one month.
- ☑ Create 7 columns – one for each day – on a page. Record the date at the top of each column. Start with the **Weekly Expense Record** included.
- ☑ Begin on the first day of the month. Carry your expense sheet and pen or pencil with you at all times.
- ☑ Record every expense – no matter how big or small – you pay with cash, check, credit or debit card. Include **EVERYTHING**.
- ☑ At the end of each day, add up expenses and write in your daily total.
- ☑ At the end of each week, add up total weekly totals.



- Start each new week with a new weekly expense sheet.
- At the end of two months, add in any seasonal, annual, semi-annual or quarterly expenses you have coming but haven't had to pay yet. Common examples include car insurance and registration, medical bills, and holiday spending.
- Compare your actual record with your monthly budget. Are they the same? Are there any expenses you weren't aware of? How did you do? Make any necessary adjustments.

**Weekly Expense Record**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
___/___	___/___	___/___	___/___	___/___	___/___	___/___
<b>Total</b>						

## Build – A – Budget Worksheet

Fill in each category and column to the best of your ability. Leave blank any categories that do not apply to you. For example, if you do not have a second mortgage, leave it blank. Be as accurate and honest as possible, and don't forget to budget some money for fun things like eating out or going to a movie.

<b>Item</b>	<b>Monthly Bill</b>	<b>Due Date</b>
<b>HOME</b>		
Mortgage or Rent	_____	_____
Second Mortgage	_____	_____
Taxes & Insurance	_____	_____
Repairs	_____	_____
Association Fees	_____	_____
<b>UTILITIES</b>		
Electric	_____	_____
Gas or Oil	_____	_____
Water & Sewer	_____	_____
Phone (landline)	_____	_____
Phone (cellular)	_____	_____
Cable / Satellite TV	_____	_____
Internet	_____	_____
<b>TRANSPORTATION</b>		
Car payment 1	_____	_____
Car payment 2	_____	_____
Gas	_____	_____
Car Insurance	_____	_____
Repairs / Maintenance	_____	_____
Taxi	_____	_____
Bus Pass / Tokens	_____	_____

**INSURANCE**

Health Insurance \_\_\_\_\_

Life Insurance \_\_\_\_\_

Disability \_\_\_\_\_

**DEBT PAYMENTS**

Credit Card 1 \_\_\_\_\_

Credit Card 2 \_\_\_\_\_

Students Loans \_\_\_\_\_

Other Loans \_\_\_\_\_

**FOOD**

Groceries \_\_\_\_\_

Eating Out \_\_\_\_\_

**FAMILY EXPENSES**

Day Care \_\_\_\_\_

Child Support \_\_\_\_\_

Alimony \_\_\_\_\_

**PERSONAL CARE**

Hair Cuts \_\_\_\_\_

Prescription Medication \_\_\_\_\_

Toiletries \_\_\_\_\_

Clothing \_\_\_\_\_

**PETS**

Food \_\_\_\_\_

Care (vet, grooming, etc.) \_\_\_\_\_

**ENTERTAINMENT**

Books & Magazines \_\_\_\_\_

Movies & Concerts \_\_\_\_\_

Hobbies \_\_\_\_\_

Other \_\_\_\_\_

## Income Worksheet

<u>Source</u>	<u>Monthly Income</u>
Job 1	_____
Job 2	_____
Bonus Pay	_____
Dividends & Interest	_____
Alimony	_____
Child Support	_____
Social Security	_____
Disability	_____
SSI	_____
Public Assistance	_____
Other	_____
<b>TOTAL</b>	_____

### Federal Income Tax:

You must file federal income tax forms no later than 11:59 PM, on April 15<sup>th</sup> of each year.

There are many websites which allow you to file federal tax forms electronically, for free.

For more information, see <http://www.irs.gov/>.



### Although they may look similar, know the difference between debit and credit cards:

- Debit cards are linked to your bank account. When you make a purchase using your debit card, the money is immediately withdrawn from your account.
- Credit cards give cardholders “credit” that must be paid back at a later date. When you make a purchase using a credit card, your card is billed and you must repay the balance at the end of each billing cycle.
- No matter which you use, spend only within your means. Once you create your budget, stick to it and monitor your expenses – debit or credit – closely.

## **Step Nine: Get your family ready for your release.**

Expect to need help when you leave prison, and do your best to prepare yourself and your family before release. Expect to need help with housing, food, clothing, and transportation. Also expect an overwhelming mix of expectations, emotions and possible triggers.

Plan for your release by:

- reconnecting with family through letters, phone calls and visits,
- showing family who you are now and how you've changed,
- explaining what you need now, and
- asking for help and support as honestly and sincerely as possible.



**QUESTION 1: Is your family ready for your release and return?**

- YES. Good! Go on to Step 9.**
- NO. Keep reading for what to do.**

### **Think about past relationships with family:**

What kinds of relationships did you have with family before prison? For many people, family relationships pose triggers to dangerous behavior, substance abuse problems and other issues. How will you deal with potential triggers?

Have you explained what you will need after release and asked for help? How long will your family be able to support you and offer help with housing, food, clothing and transportation? Are your needs and expectations reasonable?

Have you thought about how your return will affect your family? How will your return affect living arrangements, schedules, budgets and privacy? How will you show your appreciation and support for your family in return? What will you do to demonstrate your appreciation and respect?

## Step Ten: Get yourself ready for your family.

Your family may not understand what you need upon release. They may not understand why you seem different, are not ready to resume your old life right away or want to spend time alone. They may not understand why you have a curfew or why your PO pays unexpected visits.

### Plan for your return by explaining:



- the requirements of your parole to your family,
- how violating curfew or other conditions can send you back to prison, and
- that you need time alone to think about how prison changed you and how your family and community have changed while you were away.

Also be prepared for relationships to have changed while you were away:

- relationships with kids may be especially hard to reestablish, and
- relationships with parents and siblings may have changed, and
- wives or girlfriends may want to separate upon release and return.



### QUESTION 1: Are you ready for your family?

- YES. Good! Go on to Step 10.**
- NO. Keep reading for what to do.**

### Before your release:

Think about what you will need from your family and expect them to have questions about your plans and how long you will need their help. Anticipate questions, expectations and possible frustrations.



- Ask family to be clear about “house rules” before you return, and be prepared to follow them when you return.
- Understand and explain the conditions of your parole. Explain how curfew and other conditions affect what you can and cannot do upon return.

- Sign up for Inside Out Dad, a parenting class for incarcerated fathers.
- Get information on community organizations that offer family counseling, especially on a sliding fee scale.

**After your release:**

- Be patient and understanding. Your time in prison has been hard on your family.
- Be especially patient with kids who may have grown up without you or are now angry and resentful that you were away.
- Contact Alanon or Alateen for support.



**Call (907) 276-6646 in Anchorage.  
Call (907) 456-6548 in Fairbanks.  
Call (907) 789-8828 in Juneau.**

- Look for other community programs to support you and your family upon return.

# **Anchorage Alcoholics Anonymous**

## **Bridging the Gap Program**

### **Temporary Contact Person (TCP)**

**Attn: BTG  
615 W. 82<sup>nd</sup> Ave.  
Suite B8  
Anchorage, AK 99513  
Phone: 907-272-7860  
Contact a  
Volunteer Coordinator  
at  
[aabridgethegap@gmail.com](mailto:aabridgethegap@gmail.com)  
[www.anchorageaa.org](http://www.anchorageaa.org)**

## **Almost Done: Take another look.**

Leaving prison can be as frightening, stressful and uncertain as getting in. Successful reentry requires a plan. Do your best to have a plan in place before your release. Know what to expect and what will be expected of you.

Once you work through the steps, take another look to make sure you have the support and help you need to transition back to the community successfully.