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

Since 9/11, 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 in 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 $30.00 fee. Be sure your application is accurate, complete it and include a copy of a government issued ID. The processing time can take several weeks; start 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. There is a copy in the back of this manual. Complete and sign the form, then take it to the nearest Social Security Administration office along with 2 forms of identification. Accepted forms include: photo ID and documentation of residence address (ex. electric, phone or cable bill, rental agreement, bank statement). Also, at that time, ask for a letter of verification of your SSN; this is an interim document of proof of your SS Card and can be used as proof of your ability to legally work in the USA.

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

<table>
<thead>
<tr>
<th>Anchorage:</th>
<th>Juneau:</th>
<th>Fairbanks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room A11</td>
<td>Room 231 Federal Bldg.</td>
<td>Room 138</td>
</tr>
<tr>
<td>222 W 8th Avenue</td>
<td>709 W9 – POB 21327</td>
<td>101 12th Avenue</td>
</tr>
<tr>
<td>Anchorage, AK 99513</td>
<td>Juneau, AK 99802</td>
<td>Fairbanks, AK 99701</td>
</tr>
<tr>
<td>Phone: (907) 271-4455</td>
<td>Phone: (907) 586-7070</td>
<td>Phone: (907) 456-5390</td>
</tr>
<tr>
<td>TTY: (907) 271-4799</td>
<td>TTY: (907) 586-7024</td>
<td>TTY: (800) 325-0778</td>
</tr>
</tbody>
</table>
QUESTION 4: Do you have state photo identification?

☐ YES.  Good! Go on to SECTION 2.

☐ 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). It is required that you sign Form 478 in the presence of a DVM 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 an expired Alaska driver’s license, apply in person at the DMV. If less than one year:

☑ Complete an Application for Alaska Driver License, Permit or State Identification (Form 478, included in the back of this manual).

☑ Surrender your Alaska Driver License, if you still have it.
Pass a vision test.
☑ Pay the required fee ($20.00 or $100.00 for CDL).

If your Alaska Driver’s License has expired between 1 to 5 years:
☑ Complete Form 478, Application for Alaska Driver License, Permit or State Identification (in back of this manual)
☑ Surrender any previous Alaska DMV Licenses
☑ Take the written test
☑ Pass the 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, (this would include anyone with a driver’s license expired more than 5 years, 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 the vision test.

If you are 19 or 20 years old, your permit expires 90 days after your 21st birthday; all others are valid for 4 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.

Finally: the photo you receive at the time of your release is only valid for 30 days, and only as a temporary form of photo ID. You still need to go through the proper steps to get your AK Driver’s License or AK Identification card.

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?

Take Necessary Notes Here:
Step Two: Know about your identity.

Employers and landlords often do civil and criminal background checks on potential employees and renters. Know what they are likely to see by doing a background check on you. 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 Detect-Defend-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. Additionally, anyone who receives public housing benefits can be evicted if they allow a convicted drug offender to live with them within 2 years of release.

Public housing authorities conduct background checks on all applicants, as do many private landlords. False information is one of the biggest reasons housing is denied; the information you provide on housing applications must be 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. Under federal law, anyone convicted of a drug-related felony is no longer eligible for federally funded food stamps. You may still apply for food stamps on behalf of children, spouses, or other members of your household; while 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 allows higher food stamp benefits in rural areas, and the use of benefits to purchase specific 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, 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

**Wasilla:**
855 W. Commercial Dr.
Wasilla, AK 99654
907/376-3903
(800) 478-7778

**Fairbanks:**
675 7th 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](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

**Juneau:**
SE AK Food Bank  
10020 Crazy Horse Drive  
(907) 789-6184  
Perishable food available for individual pickup boxes every Saturday at 8:30 AM

**Wasilla:**
Food Pantry of Wasilla  
Good Shepard Lutheran Church  
501 E. Bogard Rd  
Wasilla, AK 99654

**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 or occupational licenses for specific felons. Employers can also fire anyone with a criminal record who fails to disclose this at the time of interview / hire. Contact the AK Department of Labor to learn more about state laws barring people with criminal records from employment. Also, inquire 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 Ex-offenders employment resources.
- Know where your nearest job center is and post your resume on ALEXsys.
☑ Fill Out your Medicaid Application and send it through the mail.

Alaska Job Centers are located in:

<table>
<thead>
<tr>
<th>Anchorage:</th>
<th>3301 Eagle Street, Suite 101</th>
<th>phone: (907) 269-4800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midtown:</td>
<td>1251 Muldoon Road, Suite 111</td>
<td>phone: (907) 269-2-32</td>
</tr>
<tr>
<td>Muldoon:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cook Inlet:</td>
<td>3600 San Jeronomi Drive</td>
<td>phone: (907) 793-3300</td>
</tr>
<tr>
<td>Tribal Council:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fairbanks:</td>
<td>675 Seventh Avenue</td>
<td>phone: (907) 451-5967</td>
</tr>
<tr>
<td>Juneau:</td>
<td>10002 Glacier Highway, Suite 100</td>
<td>phone: (907) 465-4562</td>
</tr>
<tr>
<td>Wasilla:</td>
<td>877 W. Commercial Dr.</td>
<td>phone: (907) 352-2500</td>
</tr>
</tbody>
</table>

Alaska Job Centers are also located in Barrow, Bristol Bay, Eagle River, Glenallen, Fairbanks, Homer, Ketchikan, Kodiak, Kotzebue, 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, and must be complete on your first day of work. 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: The Federal Bonding Program provides fidelity bonding for the first six months of employment for hard-to-place job applicant. This bonding program can be presented at an interview to protect the employer from property theft or damage up to $5000.00. Ask for information and a copy.

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 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 four basic resume styles:

- [ ] Chronological Resume: 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 frequently.

- [ ] 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.

- [ ] Electronic Resume: lists skills and experience in a pre-determined format set by the employer. You need to follow instructions for submitting an electronic resume exactly as the employer states, and to include specific “key words” in the resume for it to be selected. Inquire at the Job Centers for assistance with this type of resume.
Because many people in prison have had gaps in employment, a functional or combination resume work 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 sure the information is thorough and complete, save it and make updates as your skills or work history changes. Standard practice, go back 10 years of work history.

I. Personal Information

Temporary Address: ___________________________  State: ___________  Zip: __________
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: *optional*

College or University: ___________________________
Location: ___________________________  State: ___________
Classes or Degree (if obtained): ___________________________
Major(s): ___________________________  Minor(s): ___________________________
Date obtained: *optional*
Other schools attended, training or certifications received, licenses obtained, along with dates. These may include CPR/First Aid, HVAC, Hazwopper, etc.:

III. Experience

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

Position title: ____________________________
Organization name: ________________________________
Address: ____________________________________________
City: ___________________________________________ State: ________
Dates employed (months & years only): From: ________ To: ________
Name of supervisor(s): ____________________________
Duties and responsibilities:

________________________________________________________________________

________________________________________________________________________

Specific performance accomplishments or contributions you made to this job:

________________________________________________________________________

________________________________________________________________________

IV. Special Skills

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

________________________________________________________________________

________________________________________________________________________

V. Activities

1. Include the names of any memberships or offices you hold in professional associations, clubs or community groups, volunteer & religious organizations.
2. Academic, athletic, social and civic awards and honors:


V. References

Include three professional or academic references and one personal (non-related) reference. Be sure to get permission before using their name! References are listed on a separate page from your resume.

1. Name: ___________________________ Phone: (____) _________
   Address: __________________________ City: _________ State: ____
   Position: ____________________________

2. Name: ___________________________ Phone: (____) _________
   Address: __________________________ City: _________ State: ____
   Position: ____________________________

3. Name: ___________________________ Phone: (____) _________
   Address: __________________________ City: _________ State: ____
   Position: ____________________________

4. Name: ___________________________ Phone: (____) _________
   Address: __________________________ City: _________ State: ____
   Position: ____________________________

VII. Notes:

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


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

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

Job Objective: An entry position in office services.

Summary of Qualifications

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

Office Skills

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

Computer Skills

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

Employment History

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

Education

- GED, The Learning Connection, Juneau, AK  2006
Resume Guidelines

Your resume is important! The quality of your resume determines if you get the interview to land the job. Take the time to do a thorough job, and follow these final guidelines:

☑ Keep your resume 1 page.
☑ Make sure you have 1 inch margins.
☑ Use an easy to read font, size of 10 or 12, (12 is best).
☑ Keep your layout simple and readable.
☑ Proofread, and have others proofread, to 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.

☑ 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.

☑ 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.

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. All services leading to a job are 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 for 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 room 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. Remember, all these services are free.

There may be other employment or job-related resources in your area, including adult education centers like Nine Star Education & Employment Services in Anchorage, the Human Resource Center in Palmer, and 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 gotten you an interview, are you ready? Your interview gives potential employers the chance to learn more about you, and will determine 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
☑ Arrive on time, dressed appropriately
☑ 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:

☑ 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:**
ABYC-SEA
3100 Channel Drive Suite 215
Juneau AK 99801 1-888-785-1235
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 children 12-old 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 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;
- 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

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

Wasilla:
855 W. Commercial Dr.
Wasilla, AK 99654
(907) 376-3903 – Phone
(800) 478-7778 – toll free

Fairbanks
675 7th Avenue, Station D
Fairbanks, AK 99701
(907) 451-2850 – Phone
(907) 451-2923 – 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, pay bills, and resume parenting responsibilities, and 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 “re-entry” plan that includes:

☑ self care plan
☑ career plan
☑ parole plan
☑ social support plan
☑ Medicaid support Program
☑ 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 and ATM cards. Practice saving and budget 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 available 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 is normal to feel overwhelmed by everything you need to do to get ready for re-entry. Good planning takes time and work. For many people planning does not come naturally, so be prepared to work hard and stay with it. The better your re-entry plan, the easier your transition into community living. DOC staff will provide assistance to help you get ready; however, ultimately, your re-entry is your responsibility. Don’t count on others to do your 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.

☐ I know the triggers and behaviors that get me into trouble. I know my risk factors and how to manage them in productive ways.

☐ I know living with family can be stressful and understand their expectations of me. I will do what I need to make it work.

☐ I have a backup plan in case things change from my original plans. I have at least one person whom I trust and can call for help and support.

3. Do you have a career plan?

☐ I will find a paying job so I can begin paying my bills and contribute to my home. I know my first job out of prison is a stepping stone and that a better job depends on earning a good reputation and learning new skills.

☐ 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 a job that pays a livable wage is and will look for a job to pay enough or one which offers insurance. I know what my options are if I can’t get insurance through work.

☐ I have a backup plan in case things change from my original plans. I have at least one person whom I trust and can call for help and support.

4. Do you have a parole plan?

☐ I know my stipulations before release and will do what I need to do to comply with the conditions of my parole.

☐ I know who my Parole Officer is and will make 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 my appointed day, and will arrive on time.

☐ I know I may not like the conditions of my parole and of my Parole Officer. I will 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 whom 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 overwhelmed at times. 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. I 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 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 backup plan in case things change from my original plan. I know at least one person I can trust and call for help and support.

7. Do you have a self care plan?
☐ Complete your Medicaid plan and send it through the mail
☐ I know how to be, act and stay healthy. I know what foods to eat; that I need exercise and 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 have a list of clinics and hospitals I can go to for treatment. I have copies of my medical records and any prescribed medications. (Before release; ask for Medical Record copies sent to your doctor in the civilian world. Also after release you can contact Records on the AKDOC website and request copies sent to your primary care giver.) I have filled out Medicaid paper work 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 whom I can talk to when I feel stressed or frustrated. I have positive escape methods, (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 before 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 work out differently than originally planned. 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. Social security benefits will not be paid for the months spent in prison, however, your spouse or children may be paid benefits on your record, if they are eligible. Remember, you are 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 parolee 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 months for 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:

<table>
<thead>
<tr>
<th>Anchorage:</th>
<th>Juneau:</th>
<th>Fairbanks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room A11</td>
<td>Room 231 Federal Bldg.</td>
<td>Room 138</td>
</tr>
<tr>
<td>222 W 8th Avenue</td>
<td>709 W 9 – POB 21327</td>
<td>101 12th Avenue</td>
</tr>
<tr>
<td>Anchorage, AK 99513</td>
<td>Juneau, AK 99802</td>
<td>Fairbanks, AK 99701</td>
</tr>
<tr>
<td>Phone: (907) 271-4455</td>
<td>Phone: (907) 586-7070</td>
<td>Phone: (907) 456-5390</td>
</tr>
<tr>
<td>TTY: (907) 271-4799</td>
<td>TTY: (907) 586-7024</td>
<td>TTY: (800) 325-0778</td>
</tr>
</tbody>
</table>
Step Seven: Make sure you get – and stay - healthy.

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

Many people leaving prison have chronic medical problems, like hypertension, diabetes, asthma, or HIV/AIDS, which require follow-up care. Mental health concerns, such as 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. If a doctor or hospital treating you outside prison requests your medical records 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 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
Mat-Su: (907) 357-2550

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 paying bills. Creating a budget helps you take control of your money, and lets you see your spending habits. 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 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 or limitations on types of checks cashed or if there is a maximum amount a check can be written on this account. Ask questions upfront, banks differ in their fees and requirements, make sure you have the facts before you sign over your check.

<table>
<thead>
<tr>
<th>Cash America Pawn</th>
<th>Money Mart</th>
<th>AK Check Cashing</th>
</tr>
</thead>
<tbody>
<tr>
<td>3% of payroll check</td>
<td>3% of payroll check</td>
<td>3% of payroll check</td>
</tr>
<tr>
<td>$4.00 minimum charge</td>
<td>$1.99 per check charge</td>
<td>no extra charges</td>
</tr>
<tr>
<td>$479.00 after fees</td>
<td>$483.01 after fees</td>
<td>$485.00 after fees</td>
</tr>
</tbody>
</table>
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.

Unemployment Benefits:

You do not earn unemployment benefits while in prison. There is a formula the Department of Revenue uses to determine your unemployment earnings; if you have spent more than 18 months in prison, you will not be able to draw unemployment from your pre-prison earnings.

**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:

You may not have all the information you need to establish an exact budget before your release. You still need to start thinking about how much money you need to survive and begin planning 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 budget for such things as 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 to cut back and still be okay?

If you owe debts, be sure to include monthly payments. 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 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

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

33
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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Monthly Bill</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mortgage or Rent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Mortgage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes &amp; Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Association Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UTILITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas or Oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water &amp; Sewer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone (landline)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone (cellular)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cable / Satellite TV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car payment 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car payment 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repairs / Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus Pass / Tokens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>INSURANCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEBT PAYMENTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Card 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students Loans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Loans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOOD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groceries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eating Out</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAMILY EXPENSES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day Care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alimony</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSONAL CARE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hair Cuts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prescription Medication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toiletries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clothing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Care (vet, grooming, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENTERTAINMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books &amp; Magazines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Movies &amp; Concerts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hobbies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Income Worksheet

<table>
<thead>
<tr>
<th>Source</th>
<th>Monthly Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job 1</td>
<td></td>
</tr>
<tr>
<td>Job 2</td>
<td></td>
</tr>
<tr>
<td>Bonus Pay</td>
<td></td>
</tr>
<tr>
<td>Dividends &amp; Interest</td>
<td></td>
</tr>
<tr>
<td>Alimony</td>
<td></td>
</tr>
<tr>
<td>Child Support</td>
<td></td>
</tr>
<tr>
<td>Social Security</td>
<td></td>
</tr>
<tr>
<td>Disability</td>
<td></td>
</tr>
<tr>
<td>SSI</td>
<td></td>
</tr>
<tr>
<td>Public Assistance</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

---

**Federal Income Tax:**

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

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


---

**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 make a payment at the end of each month's billing cycle. Any unpaid balance has an interest payment attached.

- **☑ 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,
☑ explain what you need now, and
☑ ask 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

☑️ you may 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

☑️ relationships with parents and siblings may have changed

☑️ significant others 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. Expect them to have questions about your plans; be honest. This may require you to assess, honestly, to yourself what your needs are and for how long.

Time has not stood still for your family while you were in prison. 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 regarding those that work 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.
Call (907) 357-2550 in the Mat-Su Valley.

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. 82nd Ave.
Suite B8
Anchorage, AK 99513
Phone: 907-272-7860
Contact a Volunteer Coordinator at
aabridgethegap@gmail.com
www.anchorageaa.org
Partners Reentry Center

419 Barrow St
Anchorage, AK 99501
T: 907-258-1192

At the Center provide we provide comprehensive reentry support including employment services, transitional housing assistance, counseling and mentoring.

Doors are Open:

**Mondays to Wednesdays:**
9 am to 4:30 pm

**Thursdays:**
9 am to 2:30 pm

**Fridays:**
9 am to 1 pm
Almost Done: Take another look.

Leaving prison can be as frightening, stressful and uncertain as incarceration. Successful re-entry 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.

TBRA Expansion

Department of Corrections

Ronald F. Taylor, Commissioner
PO Box 112000
Juneau, Alaska 99811
Main: 907.465.4645
News Release
Contact:
Stacy Schubert
AHFC, Director of government relations & public affairs
(907) 301-4556
sschubert@ahfc.us
Sherrie Daigle Department of Corrections, Special assistant
(907) 465-4645
sherrie.daigle@alaska.gov

ANCHORAGE RECEIVES HOUSING VOUCHERS FOR INDIVIDUALS COMING OUT OF PRISON Model shows stability in housing reduces recidivism

ANCHORAGE, ALASKA, Oct. 26, 2015 — Leaders of the State of Alaska’s Department of Corrections (DOC) and Alaska Housing Finance Corporation (AHFC) signed a Memorandum of Agreement (MOA) expanding AHFC’s Tenant Based Rental Assistance program to individuals coming out of a correctional institution.

DOC Commissioner Ron Taylor and AHFC CEO/Executive Director Bryan Butcher signed the agreement committing 20 housing vouchers to Anchorage Thursday, Oct. 22. The model follows AHFC’s Housing Choice Voucher protocol where landlords receive payment directly from AHFC for housing individuals or families with a voucher. Under the TBRA program, tenants are eligible to receive up to two years of rental assistance. Individuals must meet certain criteria and be referred to the program by their parole or probation officer and be under their supervision. Funds for the program expansion are made available through federal monies as part of AHFC’s Moving to Work block grant. AHFC is one of only 39 public housing agencies across the country with this distinction and it requires innovation in the delivery of affordable housing.

The MOA for Anchorage follows successful implementation of the program in 11 other communities statewide. As of August 2015, DOC and AHFC were assisting 64 families, including 43 children. Eighty
percent of households made 30 percent or less of the Area Median Income, with average family income being $12,810. All participants had some source of income. The average rent for participants is $319, with the average housing assistance payment from AHFC to landlord around $650.

“Expansion to Anchorage fulfills an objective of AHFC to provide safe, quality and affordable housing to a population of vulnerable Alaskans who may just need a hand up. Media coverage has shown Alaskans that we’re on an unsustainable path when it comes to our budget and we need to continue to innovate. Use of HUD [Housing & Urban Development] dollars is a wise investment in the future of Alaskans who made a mistake and need a second chance to getting on the right path; the presence and counsel of DOC insures a commitment to that end,” says Butcher.

DOC Commissioner Ron Taylor added, “Following incarceration, many returning citizens join the growing number of individuals in the general population struggling to obtain safe, affordable, and supportive housing. Our partnership with AHFC has already yielded incredible results with the Tenant Based Rental Assistance, as we have been able to prove that individuals released from prison who have a connection to stable housing are less likely to be re-incarcerated. “

Exclusions for individuals subject to a lifetime registration requirement on the state sex offender registry, with a history of manufacturing methamphetamine in a public housing setting, or owes AHFC money are ineligible to participate. More information about program implementation is available at AHFC’s website: http://bit.ly/1MJ32he

Alaska Housing Finance Corporation (AHFC) is a public corporation with a long history of providing Alaskans access to safe, quality and affordable housing through home financing programs, energy efficiency and weatherization programs, public housing and more. Since 1986, AHFC has contributed $1.9 billion to the State of Alaska’s General Fund.

The Alaska Department of Corrections provides secure confinement, reformatory programs, and a process of supervised community reintegration to enhance the safety of Alaska’s communities.

# # #
ADOC Quick Reference for Medicaid Eligibility/Filing
Facilities/Field Offices/CRCs

The Affordable Care Act is the new health care reform law in the US. The purpose of this new law is to provide more Americans with access to affordable, quality health insurance. As of January 1, 2014, the law states that every person in the US needs to have health insurance coverage or make a payment on their federal income tax return. In addition, the rules and criteria for Medicaid have changed significantly, making more people eligible for Medicaid benefits than ever before.

This information is being shared with you in an effort to bring Alaska DOC into compliance with this Federal mandate and to assist prisoners in applying for health insurance through Medicaid.

**Update June 2016: inmates residing in a CRC are now eligible to apply for Medicaid and utilize Medicaid-covered services, if approved. This change specifies potential eligibility for inmates with “freedom of movement & association (seeks employment), uses community resources (as allowed by probation/parole parameters) and are able to seek own medical care, while staying in compliance with CRC house rules.

- Reentry class facilitators (3-6 months prior to release) will lecture, instruct, and provide an application for returning citizens. (Note: DOC staff are not “authorized representatives” (pg.23) rather instructional coaches only)
- Most offenders will require instructional coaching beyond Step 6 (pg.14) and should be provided all available information for state and federal programs.
- In-custody offenders shall be given an application 60 days prior to release and instructed to return it to their IPO for mailing to the local Medicaid office. DOC will pay the postage.
- CRC offenders shall be given applications upon arrival at the CRC.
- Offenders currently on probation/parole shall be given an application at their next PO meeting.
- Staff shall obtain Medicaid applications from any local field office or print them from http://dpaweb.hss.state.ak.us/e-forms/pdf/Gen50c.pdf
- Completed applications shall be sent to the local Medicaid office. DOC will pay the postage.
- Some offenders may need assistance with the application.
  - Make sure they sign pages 7, 17 & 18; otherwise the application will not be processed.
  - Give inmates pages 1-6 of the application, as this is a copy of their rights and responsibilities.
- Develop one working spreadsheet for your facility to document each offender who receives an application, those who were assisted in completing the application and those whose completed applications were sent to the Medicaid office. This data is necessary to show our reentry efforts and compliance with this Federal requirement.

RESOURCES:

United Way Health Care Navigators are here to help for all resource needs.
Dial 2-1-1 or 1-800-478-2221 for local assistance or website: alaska211.org
List of Local Public Assistance Office (on back)
Public Assistance Offices

ANCHORAGE DISTRICT OFFICE
400 Gambell Street
Anchorage, AK 99501
(907) 269-6599 - Phone
(907) 269-8450 - Fax

EAGLE RIVER JOB CENTER
11723 Old Glenn Highway, Sp. B-4
Eagle River, AK 99577-7595
(907) 694-7008
(907) 694-1490 - Fax

FAIRBANKS DISTRICT OFFICE
675 7th Avenue, Station D
Fairbanks, AK 99701
(907) 451-2850 - Phone (1-800-478-2850)
(907) 451-2923 - Fax

KODIAK DISTRICT OFFICE
211 Mission Road, Suite 101
Kodiak, AK 99915
(907) 486-3783 - Phone (1-888-480-3783)
(907) 486-3116 - Fax

MULDOON DISTRICT OFFICE
1251 Muldoon Rd, Suite 111B
Anchorage, AK 99504
(907) 269-0001 - Phone
(907) 269-0070 - Fax

COASTAL FIELD OFFICE
3601 C Street, Suite 410
P.O. Box 240249
Anchorage, AK 99524
(907) 269-8950 - Phone 1-800-478-4372
(907) 562-1619 - Fax

JUNEAU FIELD OFFICE
10002 Glacier Hwy, Suite 200
Juneau, AK 99801
(907) 465-3537 - Phone (1-800-478-3537)
(907) 465-4857 - Fax

KENAI PENINSULA JOB CTR
11312 Kenai Spur Hwy, Suite #2
Kenai, AK 99611
(907) 283-2900 - Phone (1-800-478-9032)
(907) 283-6819 - Fax

KOTZEBUE DISTRICT OFFICE
P.O. Box 1210
Kotzebue, AK 99752
(907) 442-3451 - Phone
(907) 442-2151 - Fax

NOME DISTRICT OFFICE
P.O. Box 2110
Nome, AK 99762
(907) 443-2237 - Phone (1-800-478-2236)
(907) 443-2307 - Fax

HOMER DISTRICT OFFICE
Homer District Office
3670 Lake Street, # 200
Homer, AK 99603
(907) 226-3040 - Phone
(907) 235-6176 - Fax

BETHEL DISTRICT OFFICE
P.O. Box 365
Bethel, AK 99559
(907) 543-2686 - Phone (1-800-478-2686)
(907) 543-6912 - Fax

KETCHIKAN DISTRICT OFFICE
2030 Sea Level Dr., Suite 301
Ketchikan, AK 99901
(907) 225-2135 - Phone (1-800-478-2135)
(907) 247-2135 - Fax

MAT-SU DISTRICT OFFICE
855 W. Commercial Drive
Wasilla, AK 99654
(907) 378-3903 - Phone (1-800-478-7778)
(907) 373-1136 - Fax

SITKA DISTRICT OFFICE
201 Katlian Street, Suite 107
Sitka, AK 99835
(907) 747-8234 - Phone (1-800-478-8234)
(907) 747-8224 - Fax
Institutional Discharge Project Plus (IDP+)
State of Alaska Department of Corrections

Purpose

- The Alaska Department of Corrections has identified "decriminalization of the mentally ill" as a priority.

- DOC IDP+ Clinicians work to link mentally ill felons who will be released on felony probation or parole to treatment programs in Anchorage. The IDP+ Coordinator works closely with probation officers and community treatment providers to provide an effective case plan.

- Initial identification in jail—with referral to IDP+—to be made within 6-12 months of release date. Although shorter referral dates may be considered, longer notice helps to ensure establishing effective treatment plans, intake with a community provider, and referral to appropriate housing resources. IDP+ is also able to initiate expedited prerelease Social Security applications for individuals who qualify.

- Close monitoring of court ordered conditions to comply with mental health treatment can enhance the individual’s motivation and prospect for continued treatment and stability, and promote public safety.

- IDP+ is a mandatory DOC program for all individuals with a DOC diagnosed psychotic disorder that will be released on felony probation or parole in Anchorage.

Eligibility

- Must be released on felony probation or parole
- Major mental illness with a history of psychosis
- Final approval by DOC project staff
- 80+ clients are served on the active caseload.

Admission Process

- Mental Health Clinicians in DOC correctional facilities collaborate with the IDP+ Coordinators to identify felons with a psychotic disorder, who will release on probation or parole in Anchorage, make recommendations for treatment, identify risk factors and determine the likelihood of compliance with community-based treatment recommendations.

- The institutional clinician advises the IDP+ Coordinator of possible referrals and completes the DOC Mental Health Release Program IDP+ referral packet.

- If accepted, the IDP+ Coordinator will meet with the referred individual to create a set of treatment recommendations and determine the appropriate agency to refer to for services.

- Recommendations for post-release treatment are presented to the individual, who is advised he/she is required to comply with treatment recommendations as part of probation or parole. IDP+ works to increase the prospect of a successful transition and to ensure public safety.

Monitoring

- The IDP+ Coordinator maintains regular contact with treatment providers and program participants for the purpose of monitoring stability and treatment compliance, or to alter treatment plans as necessary.

- If the client fails to comply with court ordered conditions, the IDP+ Coordinator works with the Probation Officer to use positive reinforcement, impose sanctions or revoke probation or parole. The person may be remanded for a short or long period depending on what will be needed to enhance compliance with treatment and probation conditions in the community.

For additional information or referrals contact:

Pauline (Polly) Slisz, LMSW, MHC II, IDP+ Clinician
Phone: 269-7381 / cell 748-8907 Fax: 269-0013
Email: Pauline.Slisz@alaska.gov

Connie Ambler, MS, MHCII, IDP+ Clinician
Ph 269-7418 cell: 717-7600 fax 269-0013
email: connie.ambler@alaska.gov

Handout 2017