

EMPLOYMENT INFORMATION HANDBOOK



Federal Bureau of Prisons
Inmate Transition Branch
Washington, DC 20534

2010 Edition

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Additional information about the Bureau of Prisons offender transition program can be obtained from the ITB web page: <http://www.unicor.gov>. Click on Inmate Transition Program and select a topic from the pull down menu. Please address e-mails to smcollum@bop.gov, or telephone 202-305-3860, 3553, 4430, or 8128.

**The following additional publications are available from the
Inmate Transition Branch:**

•Employment Resource Center Handbook

•Mock Job Fair Handbook

Please send all handbook requests to the following address:

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PURPOSE

The Inmate Transition Program Branch (ITB) serves to strengthen existing Federal Bureau of Prisons (BOP) programs and to establish new ones designed to enhance the post release transition of federal prisoners. This employment information handbook provides prisoners with contacts and other information that can help them to prepare for release. Free information has been gathered from a variety of sources including, the U.S. Department of Labor's Internet web site, and you may freely copy, share, and use these materials.

WHAT SHOULD I DO TO PREPARE FOR RELEASE?

You should start preparing for release as early in your sentence as possible. This should include an assessment of your career objectives, completion of all education and vocational training programs offered by the prison, resolution of any substance abuse issues that you may have, and development of a realistic post release plan.

Parents should participate in parenting programs offered by the prison and should make a sincere effort to reestablish and repair family ties. Many people who prepare for release are unrealistic about what they are going to do and lack a workable plan. One example is a person who has no business experience and plans to start a business instead of finding employment. To successfully open a business you must have a business plan and start-up capital, but only about half of all new businesses survive after four years.

It is also important to remember that companies are required to verify your citizenship before they can hire you. The Immigration and Naturalization Service requires employers to complete a Employment Eligibility Verification (Form I-9) for new hires to prove they are eligible to work in the United States. Internet: <http://www.uscis.gov/files/form/i-9.pdf>. After you leave prison is not the time to discover that you do not have a copy of your social security card and birth certificate.

Many employers require that you provide information about the training, skills, and experience that they are looking for. An employment folder that contains your personal information and documents is a good way to do this. The employment folder should include copies of your resume, social security card, birth certificate, high school diploma or General Educational Development certificate, vocational certificates or college diplomas, and a transcript from each school you have attended (include prison schools). Remember to bring extra copies for use during interviews, and to keep the originals with you in your folder.

If you do not have a resume, prepare one and also fill out the sample job application found in this handbook (**Appendix C**). When you are 60 days or so from release, you should mail resumes and cover letters to employers whose addresses you obtain from the telephone book yellow pages or other sources. You should request an application form in your letter. Plan to

follow up with these same employers by telephone or in person and request an interview when you are released. If you do not have access to the yellow pages, you may want to ask a friend, relative, or even your parole officer to send you 10 - 20 addresses from the yellow pages. Remember that employers are looking for people who know what they want to do, who have skills, and who want a career with their company. Keep in mind that a significant number of ex-offenders have been employed in construction, retail, accommodation, food service , transportation and warehousing jobs. Don't forget to consider employers who hire staff for hotels, colleges, hospitals, and apartment building owners/managers.

If you have access to the Internet, it is a good source for local and national employment information. To explore your career options, visit <http://careervoyages.gov>.

ARE THERE EMPLOYERS WHO HIRE EX-OFFENDERS?

Assume employers will hire you if you are a good match for their needs. One survey of more than 1200 employers report that only eight percent said they would not hire an ex-offender. Since 92 percent of employers will consider hiring you, feel free to look for work from any legitimate source. Limiting yourself to employers that you believe hire ex-offenders can also limit your wages and job prospects. You should try to find employers who are a good match for your skills, experience, and career goals.

Your job search should include **all potential employers**. According to Richard Bolles' popular employment book, "What Color Is Your Parachute," some of the best ways to find a job are:

1. Asking for job-leads from family members, friends, and people in the community has a 33 percent success rate.
2. Knocking on the door of any employer, factory, or office that interests you, whether they are known to have a vacancy or not, has a 47 percent success rate.
3. Using the phone book's yellow pages to identify subjects or fields of interest to you in the town or city where you will release, and then calling up the employers listed in that field to ask if they are hiring for the type of position you can do and do well, has a 69 percent success rate.

Remember, the two most critical factors to a successful job search are attitude and persistence. You are marketing a product, yourself, and you have to believe in the product (you) in order to land that job. Also, like any sales situation, you have to market the product (you) and make sure that you make plenty of contacts. Treat your employment search like a job and spend at least 8 hours a day at it. Employers will not usually come looking for you so you have to get out to meet them. Additional offender job search information on searching for jobs, explaining a conviction, and interview tips, can be found in **Appendix A**.

WHAT ABOUT FEDERAL PROGRAMS TO HELP EX-OFFENDERS?

Federal programs are generally designed to help people who need work, housing, public assistance, and other services. While each program has different standards for participation with low income being the most common requirement, there are no federal programs exclusively for ex-offenders.

Most assistance programs are administered locally by community agencies. You can find the addresses for them in the local telephone book's blue pages and on the Internet. One of the first stops you should make is to the state employment service office to help you with job leads. Their local addresses are located in the blue pages of the telephone book. You may want to ask the state employment service about job search assistance, federal bonding, employer tax incentives, job training, and Workforce Investment Act - sponsored training. If there are other local agencies or one-stop assistance centers, you may want to contact them as well.

If you are a non-federal offender in a state or local correctional institution, you should ask education services staff for information about community, state, and private programs to help ex-offenders. Assistance may also be available from local faith-based organizations.

Your local library may offer public access to the Internet and provide employment information specific to your community. If there is a One-Stop Career Center in your area, be sure to visit it for job leads, training, and other services that can help you and your family. Always explain your situation when you visit any assistance services agencies and, if they cannot be of assistance, do not forget to ask for a referral to another agency or private organization that may be able to help you.

Veterans should contact their local veterans affairs office for assistance. The VA has a wide range of programs that can be helpful, including rehabilitation services. The Internet website for the VA is www.va.gov, or you can contact their national toll free number at 800-827-1000. Local VA offices are also listed in the government pages of the telephone book. **Note:** Only veterans with honorable or general discharges are eligible to receive services.

WHAT ABOUT STATE AND FEDERAL JOBS FOR EX-OFFENDERS?

Ex-offenders have no special status when applying for state and federal jobs. The application and selection procedures for state jobs follows state guidelines, and federal jobs follow the rules and guidelines of the Office of Personnel Management (OPM).

State Jobs

To find out about state jobs, contact the Department of Human Resources in the state where you plan to release. You can also find out about state jobs on Internet at www.state.__.us. Fill in the

blank with the two letter postal code for the state. For example, Virginia would be www.state.va.us. State jobs may also be posted at the local U.S. Employment Service office and each state's contact information can be found in the blue pages of the telephone book.

Note: Each state's web site is different, but you can find job information by entering "jobs" in the "search" box for any given state website.

Federal Jobs

Th- Office of Personnel Management (OPM) announces most federal jobs on their website at www.usajobs.opm.gov. You can also call the OPM automated telephone system, an interactive voice response telephone system, at (202) 606-1800 or TDD (202) 606-2532. Job seekers can access current job vacancies, employment information fact sheets, applications, forms, and even apply for some jobs. Many federal agencies have job information telephone numbers located in the blue pages of the telephone book. Federal job postings are also available from the nearest U.S. Employment Service office.

WHAT ABOUT LOANS AND GRANTS?

There are many agencies in the federal government that provide loans, grants and assistance. The best source for these is the Catalog of Federal Domestic Assistance. It is available at some libraries and from the Government Printing Office (GPO). Information is also available from the Federal Citizen Information Center at 1-888-878-3256, or on the Internet: www.pueblo.gsa.gov.

There are no small business loans or grants specifically for ex-offenders. The Small Business Administration (SBA) does not provide direct loans. They do provide loan guarantees for certain businesses that borrow from lending institutions. They do not provide specific grants or low interest rate loans to ex-offenders for business start-up or expansion. For further information, you may want to contact the Small Business Administration, 409 Third Street, S.W., Washington, DC 20416; or on the Internet at: www.sba.gov. **To reach SBA by phone or e-mail:** SBA Answer Desk 1-800-U-ASK-SBA (1800-827-5722) or send e-mails to: answerdesk@sba.gov Answer Desk TTY: (704) 344-6640 [[Spanish](#)]

WHAT PROGRAMS ARE SPONSORED BY THE U.S. DEPARTMENT OF LABOR?

The Department of Labor's website is www.dol.gov. The site contains an interactive map of the United States. Click on any state's icon and a variety services are displayed for the viewer.

One-Stop Employment and Training Services

One-Stop Careers Centers are at the heart of the workforce investment system under legislation called the Workforce Investment Act (WIA). Designed as part of America's Workforce Network, these centers provide an integrated array of high-quality services to help workers, job seekers, and businesses find assistance under one roof in easy-to-reach locations.

One-Stop Career Centers help businesses find qualified workers, and help job-seekers and workers obtain employment and training services to advance their careers.

One-Stop Services also include assessment of skills, abilities, aptitudes, and needs; assistance with unemployment insurance; career counseling; job-search and job-placement assistance; and information on training, education, and related supportive services such as day care and transportation. Eligible individuals also can obtain more intensive services and training.

One-Stop Career Centers are convenient to most communities in the United States and territories. While their names may differ (One-Stop Center, One-Stop Career Centers' Workforce Development Center, Employment Services, or Job Service), they are all committed to providing prompt, courteous, and customer-focused service. Each center represent a partnership involving federal, state, and local public and private service providers. They are overseen by community-based Workforce Investment Boards chaired by local businesspeople who determine the service priorities for their respective community.

You can learn the location of the One-Stop Career Center closest to where you live by accessing America's Workforce Network at www.servicelocator.org; or by calling the Toll-Free Help Line at 1-877-348-0502. (For TTY, call 1-877-348-0501).

Job Search

If you are looking for employment, JOBLINE, www.jobline.net, is a free public service provided by state agencies with assistance from the National Federation of the Blind and the United States Department of Labor. JOBLINE's international website contains job listings, information on resume writing, how to prepare a cover letter, and interviewing tips. It offers assistance in English, Spanish, German, French and Portuguese. The service is available on the telephone 24 hours a day, 7 days a week.

A touch-tone telephone is all that you need to establish your personalized job-search profile. The system asks you to use your telephone number for a profile number, or you may want to make up a profile number using your social security number and an extra digit. For example SSN 111-22-3333 could be profile number 111-223-3333 by adding an extra number such as the 3 in the example. The number that you entered will remain in effect for as long as you are seeking employment and using JOBLINE. The JOBLINE Toll-Free Number is 1-800-414-5748.

Physical and Mental Disability Employment and Training Services

Physical and mental disability employment and training services are available at One-Stop Career Centers and through other federal partners. The Disability Employment and Initiatives Unit of the Employment and Training Administration helps identify policies and to provide

technical assistance to address barriers to work for people with disabilities. The President's Committee on Employment of People with Disabilities provides additional services, including a job recruitment program for people with disabilities, and a career exploration program for high school students with disabilities.

A toll-free number for the Job Accommodations Network (800-526-7234) provides information on the employment provisions of the Americans with Disabilities Act.

National Internet Resource Link:

Family Village—A global community of disability related resources. Internet address: <http://www.familyvillage.wisc.edu>.

Adult Training Programs

The Department of Labor's Employment and Training Administration (ETA) funds adult training programs that teach job skills and provide job placement services for adults who are at least 18 years of age. The programs are administered locally by One Stop Career Centers. The types of training offered by a local training center can vary depending on the job opportunities in the community. To help locate training programs in your area, search for a One Stop Center in your state, visit America's Service Locator, or call ETA's Toll-Free Help Line at 1-877-872-5627, (TTY: 1-877-889-5267).

Native American Employment and Training Program

The Workforce Investment Act contains provisions aimed at supporting employment and training activities for Indian, Alaska Native, and Native Hawaiian individuals. The Department of Labor's Indian and Native American Programs (INAP) funds grant programs that provide training opportunities at the local level for this target population. To find the program nearest you, look for a grant program in your state, contact your local One-Stop Center, or call ETA's toll-free help line at 1-877-872-5627, (TTY: 1-877-889-5267). Internet: www.doleta.gov/INAP/

Senior Workers Employment Program

The Senior Community Employment Program (SCEP) is a part-time employment program for low-income persons age 55 or over. Program participants work at community and government agencies and are paid the federal or state minimum wage, whichever is higher. They may also receive training, and can use their participation as a bridge to other employment positions which are not supported with federal funds. The program is administered by the Department of Labor's Employment and Training Administration (ETA).

Internet: www.doleta.gov/SCEP/

Apprenticeship

Apprenticeship is a combination of on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations. The Department of Labor's role is to safeguard the welfare of apprentices, ensure equality of access to apprenticeship programs, and provide integrated employment and

training information to sponsors and the local employment and training community. Information about apprenticeship programs can be obtained from One-Stop Career Centers listed in the blue pages of your telephone book, from union locals listed in the white pages of the telephone book, or from the following Internet site: www.doleta.gov/OA

Work Opportunity Tax Program (WOTC)

The WOTC is one tool in a diverse toolbox of flexible strategies designed to help move people from welfare into gainful employment and obtain on-the-job experience. It joins other tax credits, education, and workforce training programs that help American workers with barriers to employment prepare for good jobs; ease their transition from job to job; benefit from the creation of effective regional economic development strategies; and create high performance workplaces.

Internet: <http://www.doleta.gov/business/incentives/opptax/>

What's New:

On February 17, 2009, the President signed into law the *American Recovery and Reinvestment Act of 2009* (Recovery Act). The Recovery Act amends Section 51 of the Internal Revenue Code by adding two new WOTC target groups:

1) Unemployed Veterans -- A veteran hired after 2008 and before 2011 who has been discharged or released from active duty in the U.S. Armed Forces at any time during the 5-year period ending on the hiring date; and who received unemployment compensation under state or federal law for a period or periods totaling at least 4 weeks during the one year period ending on the hiring date. To be considered a Veteran, the applicant must have served on active duty (other than active duty for training) in the Armed Forces of the United States for a period of more than 180 days, or have been discharged or released from active duty in the Armed Forces for a service-connected disability.

2) Disconnected Youth --an individual who is certified as having attained age 16 but not age 25 on the hiring date;not regularly attending any secondary, technical, or post-secondary school during the 6-month period preceding the hiring date; not regularly employed during such 6-month period; **and** not readily employable by reason of lacking a sufficient number of basic skills. Individuals in these two new target groups must begin work for an employer during 2009 or 2010.

To receive certification that a new employee qualifies for this tax credit, the employer must:

-Complete the one page IRS Form 8850 by the day the job offer is made. Internet:

<http://www.irs.gov/pub/irs-pdf/f8850.pdf>

-Complete the one page ETA Form 9061 or Form 9062:

Internet: http://www.dwd.state.wi.us/dwd/forms/dws/pdf/eta_9061.pdf

•if the new employee has already been conditionally certified as belonging to a WOTC target group, complete the bottom of ETA Form 9062 (and sign and date it) that he or she has been given by a State Employment Security Agency or participating agency.

•if the new employee has not been conditionally certified, the employer and/or the new employee must fill out and complete, sign and date ETA Form 9061. Mail the signed IRS and ETA forms to the employer's State Employment Security Agency. The IRS form must be mailed within 21 days of the employee's employment start date. You can get IRS Form 8850, the Work Opportunity Tax Credit and instructions by downloading from www.irs.ustreas.gov, or by calling 1-800-829-1040.

For more information call or visit your local public State Employment Security Agency whose address is located in the blue pages of the local telephone book. Information on how and where to find any of these services can be obtained by calling America's Workforce Network Toll-Free Help Line at 1-877-872-5627; or through the Internet at www.servicelocator.org.

FEDERAL BONDING PROGRAM

The federal bonding program is designed to help a job applicant get and keep a job. The program issues Fidelity Bonds and is sponsored by the U.S. Department of Labor. A fidelity bond is a business insurance policy that protects the employer in case of any loss of money or property due to employee dishonesty. To be eligible for the bond, the employer must schedule a date to start work. The Employment Service local office then requests The McLaughlin Company in Washington, DC, to issue to the employer a Fidelity Bond insurance policy covering the worker. For further information call or write to Ron Rubbin, Federal Bonding Program, 1725 DeSales Street, NW, Suite 700, Washington, DC 20036. Telephone: 1-800-233-2258, or contact your state bonding coordinator. See **Appendix D** for a list of **State Bonding Coordinators**.

OTHER PROGRAMS NOT DIRECTLY RELATED TO EMPLOYMENT

Credit Reporting

You can request a free credit file disclosure, commonly called a credit report, once every 12 months from each of the nationwide consumer credit reporting companies: Equifax, Experian and TransUnion. Internet: www.annualcreditreport.com.

A credit file disclosure provides you with all of the information in your credit file maintained by a consumer reporting company. It is information that could be provided by the consumer reporting company in a consumer report about you to a third party, such as a lender.

A credit file disclosure also includes a record of everyone who has received a consumer report about you from the consumer reporting company within a certain period of time—known as "an inquiry." The credit file disclosure includes certain information that is not included in a consumer report about you to a third party, such as the inquiries of companies for pre-approved offers of credit or insurance and account reviews, and any medical account information which is suppressed for third party users of consumer reports. You are entitled to receive a disclosure copy of your credit file from a consumer reporting company under federal law and the laws of various states.

You can request a free annual credit report by phone or mail and it will be mailed within 15 days,

or call 1-877-322-8228 to request your credit reports by phone. You will go through a simple verification process over the phone and your report will be mailed to you. There is also a free request form that you can download from the website. You can request your credit report by mail by filling out the request form and mailing it to Annual Credit Report Request Service P.O. Box 105281 Atlanta, GA 30348-5281. Internet: <http://annualcreditreport.com/cra/index.jsp>

Supplemental Nutrition Assistance Program (SNAP)

The SNAP (formerly the Food Stamp Program) provides benefits to low-income people to buy food to improve their diets. Food stamp recipients spend their benefits (in the form of paper coupons or electronic benefits on debit cards) to buy eligible food in authorized retail food stores. SNAP serves as the first line of defense against hunger, and it enables low-income families to buy nutritious food with coupons and Electronic Benefits Transfer (EBT) cards. EBT is an electronic system that allows a recipient to authorize transfer of their government benefits from a federal account to a retailer account to pay for products received. Visit the USDA's pre-screening tool at www.snap-step1.usda.gov.

Food Stamp Eligibility Criteria

In order to qualify for this benefit program, you must fall into one of two groups: (1) those with a current bank balance (savings and checking combined) under \$2,001 who are responsible for a person or persons age 60 and under; or (2) those with a current bank balance (savings and checking combined) under \$3,001 who are responsible for a person 61 and over.

- Food Stamp Program and how to apply. Visit: www.fns.usda.gov/fsp.
- Food Stamp Program. Toll-free information number: 1-800-221-5689.

Public Housing

Housing information can be obtained from the local departments of housing listed in the blue pages of the telephone book. If you do not have access to local information, contact the U.S. Department of Housing and Urban Development (HUD), 451 7th Street, S.W., Washington, DC 20410. Telephone: (202) 708-1112, TTY: (202) 708-1455. Ex-offenders with drug and sex offender convictions are ineligible for public housing in most localities. Internet: www.hud.gov/renting/phprog.cfm.

State Governments' Interactive Chart of Re-Entry Housing Options

With funding support from the Bureau of Justice Assistance, the Council of State Governments (CSG) has developed a web-based tool to help users learn more about different re-entry housing options available for people released from prison or jail. The chart compares housing types on several dimensions including potential funding sources, level of availability in the community, typical length of stay, and potential barriers to accessing a particular option. It also offers descriptions of programs that have successfully housed individuals returning to the community

from prison or jail, and provides links to the programs' websites. To view this interactive chart, visit: www.tools.reentrypolicy.org

Homelessness Programs

The Department of Health and Human Services offers many programs, grants, and services. These help persons who have become homeless. For more information, contact the U.S. Department of Housing and Urban Development, 4517th Street S.W., Washington, DC 20410. Telephone: (202) 708-1112, TTY: (202) 708-1455, or contact the local department of health and human services in the blue pages of your telephone book.

Additional information can be obtained from The Emergency Food and Shelter (EFSP) National Board Program at 701 North Fairfax Street, Suite 310, Alexandria, VA 22314-2064; or, telephone 703-706-9660, Fax: 703-706-9677.

Social Security Administration (SSA)

The SSA is responsible for administering retirement, survivors and disability benefits, and the Supplemental Security Income (SSI) program. For more information, check the blue pages of the telephone book or write to: Social Security Administration, 6401 Security Boulevard, Baltimore, Maryland, 21235. The national toll free number is 1-800-772-1213; (TTY) 1-800-325-0778). Access Internet: www.ssa.gov for SSA Form SSA-7004-SM.

Social Security Disability Insurance

Social Security **disability** benefits can be paid only to people who have recently worked and paid Social Security taxes, and who are unable to work because of a serious medical condition that is expected to last at least a year or result in death. An individual who is a recent parolee or is unemployed does not qualify for disability benefits. No benefits are payable for months in which you are confined to a jail, prison, or other correctional facility. Social Security retirement benefits can only be paid to people who are 62 or older. Generally, you must have worked and paid taxes into Social Security for 10 years to be eligible, but your spouse or children, if they are eligible, can be paid benefits on your record, or you may receive benefits on the record of a spouse or former spouse.

Supplemental Security Income (SSI)

SSI benefits can be paid to people who are 65 or older, blind or disabled, and who have low income and few resources. No SSI benefits are payable for any month that you are in a jail, prison, or certain other public institutions.

Ticket to Work Program

The Ticket to Work and Work Incentive Improvement Act of 1999 provides an opportunity for people who receive social security disability benefits to work. It provides training and employment opportunities for disabled individuals while allowing them to continue to receive social security benefits. Contact Maximus, Inc., at their toll free numbers (866) 968-7842, or (866) 833-2967 (TTY). Internet: www.yourtickettowork.com.

Social Security Work History

To ensure accurate work information for your resume or application, request a statement of work history from the Social Security Administration.

Domestic Violence Issues

The National Domestic Violence Hotline (NDVH) is the only center nationwide that is available for victims, friends, and family who call for life saving help. The hotline operates 24 hours a day. Call: 1-800-799-7233 or 1-800-787-3224 (TTY). Internet: www.ndvh.org.

Medical Assistance

For information on medical assistance contact the health department at the location where you are released. You can find their number in the blue pages of the local telephone book. You may also write to The Department of Health and Human Services 200 Independence Ave, SW., Washington, DC 20201. Telephone: 1-877-696-6775 or 1-877-486-2048 (TTY). Internet: www.hhs.gov. To find information about medicare call: 1-800-633-4227.

Children and Families of Adult Offenders

A directory of available programs can be downloaded at no charge at www.nicic.org, or call Family and Corrections Network at 215-576-1110/215-576-1815 (Fax)

Child Support Enforcement Agencies

The Child Support Enforcement (CSE) Program is a nationwide effort to locate parents, their employers, and/or their assets; to establish paternity; and to establish and enforce child support orders. Call your state CSE office below to learn how to apply for enforcement services and what documents you need to provide. Internet: www.acf.hhs.gov

Alabama	(334) 242-9300	Montana	(406) 444-9855
Alaska	(907) 269-6900	Nebraska	(402) 471-1400
Arizona	(602) 771-8190	Nevada	(775) 684-0705
Arkansas	(501) 682-6169	New Hampshire	(800) 852-3345
California	(866) 249-0773	New Jersey	(609) 584-5093
Colorado	(303) 866-4300	New Mexico	(505) 476-7207
Connecticut	(860) 424-4989	New York	(518) 474-9081
Delaware	(302) 395-6500	North Carolina	(919) 255-3800
DC	(202) 724-2131	North Dakota	(701) 328-3582
Florida	(850) 922-9590	Ohio	(614) 752-6561
Georgia	(404) 657-3851	Oklahoma	(405) 522-2874
Guam	(671) 475-3360	Oregon	(503) 986-6166
Hawaii	(808) 692-7000	Pennsylvania	(800) 932-0211
Idaho	(800) 356-9868	Puerto Rico	(787) 767-1500
Illinois	(800) 447-4278	Rhode Island	(401) 458-4400
Indiana	(317) 233-5437	South Carolina	(803) 898-9210
Iowa	(515) 281-5647	South Dakota	(605) 773-3641
Kansas	(785) 296-3237	Tennessee	(615) 313-4880
Kentucky	(502) 564-2285	Texas	(800) 252-8014
Louisiana	(225) 342-4780	Utah	(801) 536-8901
Maine	(207) 624-4100	Vermont	(802) 786-3214
Maryland	(410) 767-7065	Virgin Islands	(340) 777-3070

Massachusetts	(800) 332-2733	Virginia	(800) 257-9986
Michigan	(517) 241-7460	Washington	(360) 664-5000
Minnesota	(651) 431-4400	West Virginia	(800) 249-3778
Mississippi	(601) 359-4861	Wisconsin	(608) 266-9909
Missouri	(573) 751-4247	Wyoming	(307) 777-6948
American Samoa	(684) 633-4163		

Source: www.acf.hhs.gov/programs/cse/extinf.html

AIDS Treatment Data Network

The AIDS Treatment Data Network is an independent, community-based, not-for-profit, organization that provides treatment access and advocacy, case management, supportive counseling, and English and Spanish language information services to men, women, and children with AIDS, HIV and those co-infected with hepatitis. The nationwide toll-free numbers are 1-800-734-7104 and 1-877-296-9264. Internet: www.atdn.org or www.housingworks.org.

The National CDC STD/HIV Hotline (treatment only offered in New York) provides anonymous, confidential information on sexually transmitted diseases (STDs) and how to prevent them. It also provides referrals to clinical and other services. The nationwide toll-free number is 1-800-232-4636 and TTY 888-232-6348. Internet: www.cdc.gov/hiv/.

Mental Health and Chemical Dependency Resources

Staff at the national/regional agencies listed below should be able to direct callers to mental health and chemical dependency resources in specified communities.

Mental Health America

2000 N. Beauregard St.
6th Floor
Alexandria, VA 22311
(703) 684-7722 voice
(703) 684-5968 fax
(800) 969-6642 info line
www.mentalhealthamerica.net

Arlington, VA 22201-3043
(703) 524-7600 voice
(800) 950-6264
www.nami.org

Department of Health and Human Services

National Health Information Center
Referral Specialist
P.O. Box 1133
Washington, D.C. 20013-1133
www.hhs.gov/

Substance Abuse and Mental Health Services Administration

1 Choke Cherry Road
Room 8-1036
Rockville, MD 20857
www.samhsa.gov

National Alliance for the Mentally Ill

3803 N. Fairfax Drive
Suite 100

SAMSHAS Workplace Program Helpline
1-800-662-HELP

The National Clearinghouse for Alcohol and Drug Information

POB 2345
Rockville, MD 20847-2345
Call Toll Free: 1-800-729-6686
Hablamos Español: 1-877-767-8432
Local Callers: (240) 221-4017
Fax: (240) 221-4292
www.healthfinder.gov/orgs/HR0027.htm

National Mental Health Information Center

P.O. Box 2345
Rockville, MD 20847
1-800-789-2647
866-889-2647 (TDD)

American Council on Alcoholism

1000 E. Indian School Road
Phoenix, AZ 85014
(800) 527-5344 Toll Free
www.aca-usa.org/

United Way Worldwide

701 N. Fairfax Street
Alexandria, VA 22314-2045
(703) 836-7112
www.unitedway.org/

HOW DO I GET MY BIRTH CERTIFICATE?

To obtain a copy of a birth certificate in the United States, write or go to the vital statistics office in the state or area where the event occurred. To ensure that you receive a quick and accurate record upon your request, follow these steps:

- Make your letters concise and to the point.
- Don't include more than 1 or 2 requests at a time and be careful not to write confusing details of your family history.
- Type or print all names and addresses in your letter.
- Provide complete information about each individual and event for which you need documents.
- Include all names, nicknames, and alternate spellings that were used. List dates and types of

USA.gov

Government Benefits Internet Website provides a list of benefits you may be eligible to receive and information about how to apply for those programs. 1-800-333-4636 www.usa.gov

The Salvation Army

National Headquarters
615 Slaters Lane
P.O. Box 269
Alexandria, VA 22313
(703)-684-5500
www.salvationarmyusa.org/usn/

events as completely and accurately as possible. If you don't know the exact date, specify the span of years you wish searched and be prepared to pay for searches that span several years. Always provide a self addressed stamped envelope. Internet: www.usbirthcertificate.net/google/.

Include the following information:

Relationship to party
The purpose for which the record is needed
Requestor's name and address
Requestor's driver's license number and state (some counties require it)
Requestor's signature

Father's name
Date of request
Full name (last name in caps)
Sex
Date of birth
Place of birth (city or town, county, State, and name of the hospital, if known)
Mother's maiden name

State Contacts for Vital Documents

The addresses and telephone numbers of the state vital records contact offices are listed below. You may call or write to them for vital documents. If you write, ask your counselor or case manager for assistance. You should also include a letter from your case manager or counselor indicating who you are or who you claim to be, and the purpose for requesting the record.

Internet: <http://www.cdc.gov/nchs/w2w.htm> (As of 04/14/2010)

Alabama

Alabama Vital Records
P.O. Box 5625
Montgomery AL 36103-5625
334-206-5418
<http://www.cdc.gov/nchs/w2w/alabama.htm>

Department of Health
Health Information Office
Pago Pago, AS 96799
684-633-1406
http://www.cdc.gov/nchs/w2w/american_samoa.htm

Alaska

Department of Health and Social Services
Bureau of Vital Statistics
5441 Commercial Blvd.
Juneau AK 99801
907-465-3391
<http://www.cdc.gov/nchs/w2w/alaska.htm>

Arizona

Office of Vital Records
Arizona Department of Health Services
P.O. Box 3887
Phoenix AZ 85030-3887
602-364-1300/888-816-5907
<http://www.cdc.gov/nchs/w2w/arizona.htm>

American Samoa

American Samoa Government

Arkansas

Vital Records H-44
4815 West Markham
Little Rock, AR 72205

(501-661-2336
www.healthyarkansas.com

California

Office of Vital Records
CA Department of Public Health
MS: 5103
P.O. Box 997410
Sacramento CA 95899-7410
916-445-2684
www.dhs.ca.gov/hisp/chs/ovr/birthordercert.htm

Canal Zone

Vital Records Section
Passport Services
1111 19th St NW Suite 510
Washington DC 20522-1705
202-955-0307

Colorado

Vital Records Section
Colorado Department of Public Health
4300 Cherry Creek Drive South
HSVRD-VR-A1
Denver CO 80246-1530
303-692-2200
www.cdphe.state.co.us/hs/certs.asp

Connecticut

Vital Records
Department of Public Health
410 Capitol Ave MS#11VRS
Hartford CT 06106
860-509-7897
www.dph.state.ct.us/pb/hisr/vital_records.htm

Delaware

Office of Vital Statistics
Division of Public Health
417 Federal Street

Dover DE 19903
1-877-888-0248
www.state.de.us.gov/hss/dph/ss/vitalstats.html

District of Columbia

Vital Records Office
825 N Capitol St NE
Washington DC 20002
202-442-9009
www.dchealth.dc.gov

Florida

Department of Health
Office of Vital Statistics
P.O. Box 210
1217 Pearl Street
Jacksonville FL 32231-0042
(904) 359-6900
www.doh.state.fl.us

Georgia

Georgia Department of Human Resources
Vital Records
2600 Skyland Drive NE
Atlanta GA 30319-3640
404-679-4701
www.state.ga.us/programs/vitalrecords

Guam

Office of Vital Statistics
123 Chalan Kareta
Mangilao, Guam 96913
671-735-7292

Hawaii

State Department of Health
Office of Health Status Monitoring
Vital Statistics Section-POB 3378
Honolulu HI 96801
808-586-4533
www.hawaii.gov/health/vital-records

Idaho

Vital Records Unit

**Bureau of Vital Records and Health
Statistics**

P.O. Box 83720
Boise ID 83720-0036
208-334-5988
www.state.id.us/dhw

Illinois

Division of Vital Records
IL Department of Public Health
605 W Jefferson St
Springfield IL 62702-5097
217-782-6553
www.idph.state.il.us

Indiana

Vital Records Department
Indiana Department of Health
POB 7125
Indianapolis IN 46206-7125
317-233-2700
www.in.gov/isdh/form/vital_records_form.htm

Iowa

Iowa Department of Public Health
Bureau of Vital Records
Lucas Office Building-1st Floor
321 East 12th Street
Des Moines IA 50319-0075
515-281-4944
www.idph.state.ia.us

Kansas

Office of Vital Statistics
Curtis State Office Building
1000 SW Jackson Street
Suite 120
Topeka KS 66612-2221
785-296-1400
www.kdhe.state.ks.us/vital

Kentucky

Office of Vital Statistics
Department for Public Health
Cabinet for Health and Family Services
275 East Main Street 1E-A
Frankfort, KY 40621
502-564-4212
www.publichealth.state.ky.us/vital.htm

Louisiana

Office of Public Health
Vital Records Registry
POB 60630
New Orleans LA 70160
504-568-5152
www.dhh.state.la.us

Maine

Office of Vital Records
Maine Department of Human Services
244 Water Street
11 State House Station
Augusta ME 04333-0011
207-287-3181
www.state.me.us

Maryland

Division of Vital Records
Department of Health and Mental Hygiene
6550 Reisterstown Road
P.O. Box 68760
Baltimore MD 21215-0020
410-260-6400
www.mdpublichealth.org/vsa

Massachusetts

Registry of Vital Records and Statistics
150 Mount Vernon Street/1st Floor
Dorchester MA 02125-3105
617-727-2816
www.state.ma.us/dph/bhsre/rvr/vrcopies.htm

Michigan

Vital Records Request

P.O. Box 30721
Lansing MI 48909
517-335-8656

www.michigan.gov/mdch

Minnesota

Office of State Registrar
Minnesota Department of Health
P.O. Box 64499
Minneapolis MN 55440-9441
612-676-5120

www.health.state.mn.us

Mississippi

Vital Records
State Department of Health
P.O. Box 1700
Jackson MS 39215-1700
601-576-7981

www.msdh.state.ms.us

Missouri

Missouri Department of Health and Senior
Services
Bureau of Vital Records
930 Wildwood
P.O. Box 570
Jefferson City MO 65102-0570
573-751-6387

www.dhss.state.mo.us/birthanddeathrecords.htm
|

Montana

Office of Vital Statistics
MT Department of Public Health and
Human Services
111 N Sanders - Room 209
P.O. Box 4210
Helena MT 59604
1-800-877-1946

www.dphhs.state.mt.us

Nebraska

Vital Records
1033 O Street-Suite 130
P.O. Box 95065
Lincoln NE 68509-5065
402-471-2871

www.hhs.state.ne.us/ced/cedindex.htm

Nevada

Office of Vital Records and Statistics
Capitol Complex
4150 Technology Way, Suite 104
Carson City, NV 89706
775-684-4280

New Hampshire

Division of Vital Records Administration
Archives Building
71 South Fruit Street
Concord NH 03301-6508
603-271-4650

www.dhhs.state.nh.us

New Jersey

New Jersey State Archives
225 West State Street
P.O. Box 307
Trenton, NJ 08625-0307
609-292-6260

www.state.nj.us/health/vital/vital.htm

New Mexico

New Mexico Vital Records
P.O. Box 26110
Santa Fe NM 87502
1-866-534-0051

www.health.state.nm.us

New York (except New York City)
Certification Unit
Vital Records Section/2nd Floor
800 N Pearl St
Menands, NY 12204
518-474-3075
www.health.state.ny.us/vital_records

New York City
New York City Department of Health
and Mental Hygiene
125 Worth St/CN4/Rm 133
New York, NY 10013-4090
212-639-9675
www.nyc.gov/health

North Carolina
NC Vital Records
1903 Mail Service Center
Raleigh NC 27699-1903
919-733-3000
www.schs.state.nc.us/SCHS

North Dakota
ND Department of Health
Division of Vital Records
600 East Boulevard Avenue
Dept. 301
Bismarck ND 58505-0200
701-328-2360
www.dhealth.gov/vital

Northern Mariana Islands
Vital Statistics Section
POB 500409
Saipan MP 96950
670-236-8717 (phone)
670-236-8700 (fax)

Vitalrec.com

Ohio
Vital Statistics
Ohio Department of Health
246 N High Street
1st Floor
Columbus OH 43216
614-466-2531
www.vitalrec.com/oh.html

Oklahoma
Vital Records Service
State Department of Health
1000 Northeast 10th Street
Oklahoma City OK 73117
405-271-4040
www.health.state.ok.us/

Oregon
Oregon Vital Records
P.O. Box 14050
Portland OR 97293-0050
503-373-0701
www.oregon.gov/DHS/ph/

Pennsylvania
Division of Vital Records
Attn: Birth Unit
101 South Mercer Street
Central Bldg: Room 401
POB. Box 1528
New Castle PA 16101
724-656-3100
www.dsf.health.state.pa.us

Puerto Rico
Department of Health
Demographic Registry
P.O. Box 11854
Fernandez Juncos Station

San Juan PR 00910
787-767-9120

Rhode Island

RI Department of Health
Office of Vital Records
Rhode Island Department of Health
3 Capitol Hill: Room 101
Providence RI 02908-5097
401-222-2811/401-222-5960
www.health.state.ri.us

South Carolina

Office of Vital Records
SC DHEC
2600 Bull Street
Columbia SC 29201
803-898-3630
www.scdhec.net/vr

South Dakota

Vital Records
State Department of Health
207 East Missouri Avenue, Suite 1-A
Pierre SD 57501-2536
605-773-4961
www.state.sd.us/doh/vitalrec/vital.htm

Tennessee

Tennessee Vital Records
Central Services Building
421 5th Avenue, North
Nashville TN 37247
615-741-1763
www2.state.tn.us/health/vr/index.htm

Texas

Bureau of Vital Statistics
Texas Department of Health
P.O. Box 12040

Austin TX 78711-2040
512-458-7111
www.dshs.state.tx.us/vs/

Utah

Office of Vital Records and Statistics
Utah Department of Health
288 North 1460 West
P.O. Box 141012
Salt Lake City UT 84114-1012
801-538-6105
www.health.utah.gov/vitalrecords

Vermont

Vermont Department of Health
Vital Records Section
P.O. Box 70
108 Cherry Street
Burlington VT 05402-0070
802-863-7275
www.healthyvermonters.info

Virginia

Office of Vital Records
P.O. Box 1000
Richmond VA 23218-1000
804-662-6200
www.vdh.state.va.us

Virgin Islands

Department of Health
Vital Statistics
Charles Harwood Memorial Hospital
St. Croix VI 00820
340-774-9000/ext. 4685 or 4686

Washington

Department of Health

Center for Health Statistics
P.O. Box 7814
Olympia WA 98507-7814
360-236-4300
www.doh.wa.gov/ehsph/chs/cert.htm

West Virginia
Vital Registration Office
Room 165
350 Capitol Street
Charleston WV 25301-3701
304-558-2931
www.wvdhhr.org

Wisconsin
Wisconsin Vital Records Office
1 West Wilson Street
P.O. Box 309
Madison WI 53701-0309
608-266-1371
www.dhfs.state.wi.us/vitalrecords

Wyoming
Vital Records Services
Hathaway Building
Cheyenne WY 82002
307-777-7591
www.wdh.state.wy.us/vital_records

HOW DO I GET MY DRIVER'S LICENSE?

A driver's license is the best form of picture identification and can be a useful in your employment search. Contact the state department of motor vehicles below for information on how to reinstate or obtain a driver's license.

Alabama Department of Public Safety
Driver's License Division
POB 1471
Montgomery, AL 36104
(334) 242-4400

Alaska Dept. of Motor Vehicles
2150 E. Dowling Road

Anchorage, AK 99507
(907) 269-5551

Arizona Department of Transportation
Motor Vehicles Division
P. O. Box 2100
Phoenix, AZ 85001-2100
(602) 255-0072 (Phoenix)

(800)-252-5866 (Tucson)

Arkansas Office of Driver Services

7th & Wolfe Street
Ragland Building
Little Rock, AR 72203
(501) 682-7060

California Department of Motor Vehicles

POB 942890
Sacramento, CA 24290-0001
(800)-777-0133

Colorado Department of Revenue

Motor Vehicle Division
1881 Pierce Street
Lakewood, CO 80214
(303) 205-5600

Connecticut Department of Motor Vehicles

60 State Street
Wethersfield, CT 06161
(860) 263-5700

Delaware Department of Motor Vehicles

Division of Motor Vehicles
P.O. Box 698
Dover, DE 19903
(302) 744-2500

District of Columbia

Bureau of Motor Vehicle Services
301 "C" Street, NW
Washington, DC 20001-2100
(202) 727-5000

Florida Department of Motor Vehicles

2900 Apalache Pkwy
Neil Kirkman Bldg
Tallahassee, FL 32399-0500
(850) 922-9000

Georgia Department of Driver Services

POB 80447
Conyers, GA 30016
(678) 413-8400 (Metro Atlanta Area)
(800) 866-754-3687

Hawaii Transportation Department

Driver License Section
POB 30340
Honolulu, HI 96820-0340
(808) 832-2904

Idaho Transportation Department

Driver Services
POBox 7129
Boise, ID 83707-1129
(208) 334-8735

Illinois Drivers Services

2701 S. Dirksen Pkwy
Springfield, IL 62723
(217) 782-6212

Indiana Bureau of Motor Vehicles

100 North Senate Avenue
Indianapolis, IN 46204
(317) 233-6000

Iowa Office of Driver Services

Park Fair Mall
100 Euclid Avenue
Des Moines, IA 50306-9204
(515) 244-9124 or
(515) 244-8725

Kansas Department of Motor Vehicles

Docking State Office Building
915 S.W. Harrison Street
POB 2188
Topeka, KS 66625-2128
(780)-296-3963

Kentucky Division of Vehicle Licensing

200 Mero Street
Frankfort, KY 40652
(502) 564-6800

Louisiana Office of Motor Vehicles

P. O. Box 64886
Baton Rouge, LA 70896
(877) 368-5463

Maine Secretary of State

Bureau of Motor Vehicles
State House Station 29
Augusta, ME 04333-0029
(207) 624-9000 (Ext. 52114)

Maryland Motor Vehicle Administration

6601 Ritchie Highway NE
Glen Burnie, MD 21062
(410) 768-7274/301-729-4550

Massachusetts Registry of Motor Vehicles

P O Box 55889

Boston, MA 02205-5889
(617) 351-4500

Michigan Department of State
Driver and Vehicle Records
7064 Crowner Drive
Lansing, MI 48918
(888) 767-6424

Minnesota Department of Public Safety
Driver and Vehicle Services
445 Minnesota Street, Suite 180
St. Paul, MN 55101
(651) 296-6911

Mississippi Detachment of Public Safety
Driver Services Bureau
P. O. Box 958
Jackson, MS 39205
(601) 987-1200

Missouri Drivers License Bureau
301 West High Street/Room 470
Jefferson City, MO 65105-0200
(573) 751-4600

Montana Drivers Services Bureau
P. O. Box 201430
Helena, MT 59620-1430
(406) 444-3244

Nebraska Department of Motor Vehicles
301 Centennial Mall South
POB 94789
Lincoln, NE 68509-4789
(402) 471-3981

Nevada Department of Motor Vehicles
555 Wright Way
Carson City, NV 89711-0400
(877) 368-7828

New Hampshire Department of Safety
Division of Motor Vehicles
James H. Hayes Bldg
23 Hazen Drive
Concord, NH 03305
(603) 271-2371

New Jersey Motor Vehicle Commission
POB 009
Trenton, NJ 08666
609-292-6500

New Mexico Taxation & Revenue Dept.
Motor Vehicle Division
P. O. Box 1028
Santa Fe, NM 87504-1028
1-888-683-4636

New York State Dept. of Motor Vehicles
6 Empire State Plaza
Albany, NY 12228
Outside NY-518-473-5595
(800) 225-5368
(212)-645-5550

North Carolina Division of Motor Vehicles
3148 Mail Service Center
Raleigh, NC 2769-3101
(919) 715-7000

North Dakota Division of Motor Vehicles
Driver's License and Traffic Safety
608 East Boulevard
Bismark, ND 58505-0700
(701) 328-2600

Ohio Bureau of Motor Vehicles
1970 West Broad Street
Columbus, Ohio 43223-1101
(614) 752-7600

Oklahoma Department of Public Safety
3600 North Martin Luther King Boulevard
Oklahoma City, OK 73111
(405) 425-2424

Oregon Driver & Motor Vehicle Services Branch
1905 Lana Avenue, NE
Salem, OR 97314
(503) 945-5000

Pennsylvania Department of Transportation
Driver and Vehicle Services

1101 South Front Street
Harrisburg, PA 17104
(717) 412-5300

Rhode Island Division of Motor Vehicles

100 Main Street
Pawtucket, RI 02860
(401) 588-3020

South Carolina Division of Motor Vehicles

P. O. Box 1498
Blythewood, SC 29016
(803) 896-5000

**South Dakota Department of Public
Safety Drivers Licensing**

118 West Capitol Avenue
Pierre, SD 57501
(605) 773-6883

Tennessee Department of Safety

Driver License Issuance Division
1150 Foster Avenue
Nashville, Tennessee 37249

Texas Department of Public Safety

POB 4087
Austin, TX 78773-0001
(512) 424-2600 (English)
(512) 424-7181 (Spanish)

State of Vermont

Department of Motor Vehicles
120 State Street
Montpelier, Vermont 05603-0001
(802) 828-2000

Virginia Department of Motor Vehicles

P. O. Box 27412
Richmond, VA 23269
866-368-5463

Washington Department of Licensing

P. O. Box 9030
Olympia, WA 98507-9030
(360) 902-3600

West Virginia Department of Transportation

Building 3, Room 113
1800 Kanawha Boulevard East
Charleston, WV 25317
1-800-642-9066 /304) 558-3900

**Wisconsin Department of Transportation
Bureau of Drivers Services**

4802 Sheboygan Ave
P.O. Box 7918 Madison,
WI 53707-7918
(608) 266-2353

Wyoming Department of Transportation

Driver Services Division
5300 Bishop Blvd
Cheyenne, WY 82009-13340
(307) 777-4800

**VETERANS VOCATIONAL REHABILITATION AND EMPLOYMENT
SERVICE (VR&E)**

Vocational Rehabilitation and Employment is the VA program that assists veterans with service-connected disabilities to achieve employment or to enhance their ability to function independently at home and in the community.

Benefits include burial, pension, health, home loan, education, life insurance, and vocational rehabilitation. If you are a veteran and want to find out if you are eligible for

benefits, contact the VA on their toll-free telephone number at 1-800-827-1000.

For a free pamphlet, *Federal Benefits for Veterans and Dependents*, contact the Veterans Administration, Office of Public Affairs (80D), 810 Vermont Ave, NW., Washington, DC 20420. To apply for Vocational Rehabilitation and Independent Living Services call the toll-free telephone number, 1-800-827-1000 to request VA Form 28-8832.

-Other VA Provided Services and Their Application Procedures:

The VA also provides available vocational and educational guidance and counseling to assist service-members, veterans, and certain dependents of veterans select appropriate career goals and training institutions that use VA educational benefits. Call the nationwide VA toll-free telephone number at 1-800-827-1000 to request VA Form 28-8832, Application for Vocational-Educational Counseling. Internet: www.vba.va.gov/pubs/educationforms.htm for an application for education benefits; or, www.gibill.va.gov/ to access the VA's education web site. If you would like additional information on any of the VA Education programs, please check the Internet: www.vba.va.gov/bln/vre/regional_offices.htm.

HOW CAN I GET MONEY TO CONTINUE MY EDUCATION?

Federal Student Financial Aid

Federal Student Financial Aid consists of Stafford Loans, PLUS Loans, Consolidation Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Work-Study, Federal Perkins Loans, and Pell Grants. A Federal Pell Grant, unlike a loan, does not have to be repaid. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree is usually earned after earning a bachelor's degree in a field such as medicine, law, or dentistry.) For more information, contact: **Federal Student Aid Information Center, POB 84, Washington, DC 20044; or call 1-800-433-3243**

The **Free Application for Federal Student Aid (FAFSA)**, is a form that can be filled out annually by current and anticipating university students (both undergraduate and graduate) to determine their eligibility for federal student financial aid (including grants, loans, and work-study programs).

Call 1-800- 433-3243 for more information, or go to www.fafsa.ed.gov, click on "Worksheets" in the left column, then select "Drug Worksheet." Even if you're ineligible for federal aid, you should complete the FAFSA because schools and states use

the information in awarding nonfederal aid. You must complete Question 31 of the FAFSA; if you leave it blank, you'll automatically become ineligible for federal student aid.

Loss of Eligibility

Current legislation modifies the ban on student federal financial aid for people convicted of drug crimes to enable people in recovery from drug and alcohol addiction and others with a past drug conviction. Under S. 1932, Public Law 109-171, students who were convicted of drug crimes prior to their enrollment and application for federal financial aid will be eligible for aid. As of July 1, 2006, the federal financial aid ban will only apply to students who are convicted of a drug offense while they are in school and receiving federal financial assistance. For more information, see Section 12 of Public Law 109-171, the Second Chance Act of 2005.

Special Education Assistance

The National Association of Private Special Education Centers (NAPSEC) is a non-profit association whose mission is to represent private special education programs and affiliated state associations and to ensure access for individuals to appropriate private special education programs and services. Contact **NAPSEC**, 1522 K Street, NW, Suite 1032, Washington, DC 20005. Phone: 202-408-3338; Fax: 202-408-3340; Internet: www.napsec.org

For additional information about college programs, access Funding Education Beyond High School (The Guide to Federal Student Aid 2008-2009). Internet: www.FederalStudentAid.ed.gov; or e-mail your request to orders@FSAPubs.org.

Inmate Bank Accounts

According to the Federal Deposit Insurance Corporation, there is no federal regulation that prohibits inmates or ex-offenders from possessing bank accounts. The FDIC provides deposit insurance which currently guarantees checking and savings deposits in member banks up to \$100,000 per depositor.

Ex-offenders Voting Rights by States

Convicted felons and ex-offenders typically lose their right to vote in state and federal elections. Almost all states have "disenfranchisement" laws. Only two states, Maine and Vermont, do not place restrictions on an ex-offender's right to vote. Check your local election board for information about voting rights for your state, or access The Sentencing Project website at: <http://www.sentencingproject.org>.

Expungement of Criminal Records

To expunge criminal records is to clear a person's record of a crime committed. A legal professional may assist you to determine how to expunge your record in your state. For more information, check the Internet:

<http://ezinearticles.com/?Free-Criminal-Record-Search---How-to-Find-Criminal-Records-Online-For-Free&id=1855762>

Release Gratuity Information

The Release Gratuities, Transportation, and Clothing program is offered primarily to sentenced federal prisoners who are being released. Additionally, the court may direct the United States Marshals Service (USMS) to afford similar gratuities to pretrial detainees housed in Bureau of Prisons (BOP) facilities who are arrested, but not indicted, indicted but not convicted, or who are released to probation. Although the BOP will ordinarily afford pretrial detainees with adequate clothing upon release, monetary release gratuities paid to pretrial detainees are the exclusive responsibility of the USMS.

Designated federal inmates released from BOP institutions will be provided clothing, transportation to their release destinations, and appropriate funds (up to \$500) based upon an inmate's release needs and budgetary and statutory limitations.

Release gratuities are intended to be a means to supplement inmates' "other" resources upon release from prison, and to help them readjust back into the community. They are not intended to provide for an inmate's entire release needs. Therefore, inmates should be encouraged to save funds for release (such as industrial and performance pay and outside receipts) in their respective trust fund accounts or independent savings accounts. Internet: http://www.bop.gov/policy/forms/Bp_a0189.pdf

Appendix A

JOB SEARCH INFORMATION

**Adapted from the U.S. Department of Labor publication:
“Tips for Finding the Right Job.”**

Job Tips for the Ex-offender

Dealing with potential employers is never an easy task for clients with criminal records. Ex-offenders who lie on a job application may get hired, but then fired if their record becomes known. Those who are honest may feel like they never even get a chance. Although there are no magic formulas for dealing with this sensitive situation, the following hints may be helpful. See your release preparation coordinator for more information.

Make a "To Do List" every day and outline daily activities to look for a job.

- Apply for jobs early in the day. This will make a good impression and give you time to complete applications, have interviews, take tests, etc.
- Call employers to find out the best times to apply. Some companies take applications only on certain days and times during the week.
- Write down all employers you contact, the date of your contacts, people you talk to, and special notes about your contacts.
- Apply at several companies in the same area when possible. This saves time and money.
- Be prepared. Have a "master application" and resumes, pens, maps and job information with you all the time. Who knows when a "hot lead" will come your way.
- Follow up leads immediately. If you find out about a job late in the day, call right then! Don't wait until the next day.

Check Points

- Look for job openings with employers who need your job skills.
- Networking. Tell everyone you know you're looking for a job. Ask about openings where your friends work.
- State Employment Service Offices provide help to find jobs and other services, such as career counseling.
- Local public libraries have books on occupations and sometime post local job announcements.
- Community colleges and trade schools sometimes offer counseling and job information to students and the general public.
- Faith-based organizations sometimes offer employment services or provide job search help.
- Government sponsored training programs offer direct placement or short-term training and placement for qualified applicants. Check the yellow pages under Job Training Programs or Government Services.
- Journals and newsletters for professionals or trade associations often advertise job openings in their fields. Ask for these at the public library.

Resume

Be sure to prepare an appropriate resume. You should have enough copies of your resume so that you can leave one with each job interview. If you have several different skills (e.g. short order cook, and heating and air conditioning installer/repairman), you may want to prepare separate resumes. **(See Appendix B)**

A resume is a brief summary of your abilities, education, and skills. A resume has one purpose—to get you a job interview. To get someone to interview you, your resume must quickly show that you are worth an interview.

Gather and check all necessary information. Write down headings such as Education, Experience, Honors, Skills, Activities, and Position. Enter the following information beneath each heading:

- Education can include GED, training certificates, special seminars, summer school, or night school as well as college and university courses. List degrees and month/year obtained, names and locations of schools, and a brief summary of important courses you have taken.

- Experience is full-time paid jobs, academic research projects, internship or co-op positions, part-time jobs, or volunteer work. List the month/years you worked, position, name and location of employer, and your responsibilities at each place.

- Honors is a list of any academic awards (scholarships, fellowships, honors list), professional awards or recognition, or community awards.

- Skills is a list of computer languages and software, research, laboratory, teaching or tutoring, communication, leadership or athletic, among others.

- Activities is a list of academic, professional, or community organizations in which you hold office or are currently a member. List professional and community activities, including volunteer work. Listing extra-curricular activities or hobbies is optional.

- Position defines the kind of position you want for this job-search. Make notes. Now match your wishes up with positions that are actually available. You can get this information through job postings, ads, personal contacts, or your own research. Check for accuracy. You will need full names, full addresses, correct and consistent dates, and correct spellings. Look over what you have written and try to select details of your education, experience, honors, skills, and activities that match an employer's needs in a few more important areas. Organize the resume effectively.

One final suggestion. You should include a separate cover letter when sending your resume to a prospective employer. The letter should indicate your interest in a particular company or position, summarize the most important parts of your education and experience, and let the employer know where and when you can be contacted for an interview.

Job Applications

If you are asked about felony convictions on an application, consider putting in “will discuss during interview.” Since the purpose of an application is to get an interview for the job, putting “will discuss” instead of the possibly damaging information, you are encouraging the employer to either give you the interview to get more information, or eliminate you without really knowing why. If you are a qualified applicant, most employers will want to interview you. (See Appendix C)

Remember:

When you fill out a job application in a company’s employment office you should be groomed and dressed as if you were going on an interview. Sometimes you will be interviewed on the spot. When you file an application don’t forget about it and hope the employer calls you. Follow-up—usually after 5-7 days. A phone call to check on the status of your application is recommended. In fact, the best advice any job seeker can get is “Don’t give up!” There will probably be many “nos” before you get a job. However, if you’re willing to work at getting a job, you will be successful. Good luck!

Possible Phone Scripts for Job Search Situations

FOR CLASSIFIED AD:

Hello, my name is _____. I’m calling about the (job title) position advertised in (name of newspaper & edition, i.e. Sunday’s, yesterday’s)_____.

I’ve had (number of years, or use “a lot” instead of a specific number of years)_____of experience n this field and would like to set up a time for us to get together and discuss this job in more detail.

FOR COLD CALL:

Hello, my name is _____. I’m calling to see if you have any openings for (job your interested in)_____. I’ve had (number of years, or use “a lot” instead of a specific number of years)_____ of experience in this field and would like to set up a time for us to get together and discuss this job in more detail.

IF THEY DON’T HAVE OPENINGS

Would it be possible for me to come down and fill out an application in case any positions become available? Do you know of any (job title)_____ openings in the area?

Remember:

- ▶ Be polite. Whether you get the results you want or not, thank the person for taking the time to speak with you.
- ▶ Be prepared to answer questions about your background and/or experience.
- ▶ Have a pen and paper handy to take down information or directions.
- ▶ Be prepared to set up an interview.

This script will give you an idea of how to talk to an employer on the phone. You should always use your own words and use language with which you are comfortable.

AVOID SLANG.

EXPLAINING A FELONY CONVICTION TO AN EMPLOYER

For an ex-offender, the most dreaded part of the job search can be explaining a felony conviction to a potential employer. Many ex-offenders have never honestly answered the question, "Have you ever been convicted of a crime?" on an application. As a result, they drift in and out of employment, staying with a job until the employer finds out through a background check, a call from a parole agent, or some other way.

Ex-offenders may be fired for falsifying information on their job application, not because they are ex-offenders. A company may hire ex-offenders, but have a policy of terminating anyone for lying on the application.

It is up to you whether you tell an employer about felony convictions. But we believe that "*honesty is the best policy.*" Our experience shows that *HOW* you communicate this information makes a difference. You must see yourself as a worthwhile and valuable asset who has the skills and abilities an employer needs, not as an ex-convict unworthy of employment. You need a positive self-image and confidence in your skills and abilities. The federal Work Opportunity Tax Credit (WOTC) is available as an incentive to hire ex-offenders and others who may have difficulty in getting work. The Federal Bonding Program, in states where it is available, or the UNICOR Bond Program for federal ex-offenders, allows employers to hire ex-felons and bond them. These incentives, along with your positive attitude and qualifications, can make you an attractive job candidate.

SAMPLE RESUME

Example: Simple Chronological Resume

Your Name
Street Address
Your Town, IN 47000
Phone: (000) 000-0101
FAX: (000) 000-1100
E-mail: yourname@online.serv

Job Objective

This is a very brief statement on “the type of work” you are seeking. This is the first place an employer looks on any resume. It tells the employer your purpose in finding a job.

Highlights of Qualifications

List the main qualities that make you qualified for the job, including character traits, chief skills and strengths. Include significant commendations, awards, and honors you have received for previous jobs.

Relevant skills and experience

- List all dates of employment by the most recent job first
- Name(s) of employers and organizations
- Title(s) of the positions you held
- Brief description of your job responsibilities for each past position

Education

References

Provide past job references as requested

Chronological Resume

(Example)

Name

Address

Telephone Number(s) (Day); Evening

Job Objective:

Match with qualifications, employment, and education

Highlights of Qualifications:

- Number of years experience
- Quick learner
- Dependable, timely worker
- Easy personality and works well with others

Employment History

From (Month/Year) to Present (List all past employers in this format)

Name and Address of Employer:

Title:

- Prepare (use action words to describe duties)
- Demonstrate
- Manage
- Coordinate

Education

List School(s) and locations

Graduated? Diploma? Degree?

References

Available upon request of employer

SAMPLE JOB APPLICATION

Retail Systems Corporation--Application for Employment

Personal Information

First Name: _____

Middle Name: _____

Last Name: _____

Social Security Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____ County: _____

Home Phone: _____

Business Phone: _____

Have you ever applied for employment with us?

Yes: _____ No: _____ If yes, when?: _____

Position Desired

Title: _____

Desired Salary: \$ _____

If you prefer to work in a different zip code than where you currently live, please indicate where you would like to be located below.

City: _____ State: _____ Zip: _____

Work Eligibility

Are you eligible to work in the United States? Yes: _____ No: _____

Are you available to work holidays? Yes: _____ No: _____

When will you be available to begin work? _____/_____/_____ (Month/Year)

Are you 17 or older? Yes: _____ No: _____

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes: _____ No: _____

If yes, please explain: _____

Have you been convicted of, pleaded guilty to, or pleaded no contest to, an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor petty theft, burglary, fraud, writing bad checks, and other related crimes within the last five (5) years? * Yes: _____ No: _____

If yes, please explain: _____

Do you have other special training or skills (additional spoken or written languages, computer software knowledge, machine operation experience, etc.)?

How did you hear of our organization?

*Conviction of a crime, or pleading guilty to a criminal charge, will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness, and other relevant factors.

Availability

Days Available

Sun. ____ Mon. ____ Tues. ____ Wed. ____ Th. ____ Fri. ____ Sat. ____

Total Hours Available: _____ Hours Available: from _____ to _____

Education

High School: _____ City: _____ State: _____

College: _____ City: _____ State: _____

Course of Study: _____ # of Years Completed: _____

Did You Graduate? Yes: _____ No: _____ Degree: _____

Employment History

Please give accurate and complete full-time employment record. Start with present or most recent employer. Include military experience if applicable.

Position #1

Company Name: _____ City: _____ State: _____

Company Phone Number: _____

Job Title: _____

Name of Supervisor: _____

Employed (Month and Year) From: _____ To: _____

Weekly Pay: _____

Describe your work: _____

May we contact this employer? Yes: _____ No: _____

If not, why not? _____

Reason for leaving: _____

Position #2

Company Name: _____ City: _____ State: _____

Company Phone Number: _____

Job Title: _____

Name of Supervisor: _____

Employed (Month and Year) From: _____ To: _____

Weekly Pay: _____

Describe your work: _____

May we contact this employer? Yes: _____ No: _____

If not, why not? _____

Reason for leaving: _____

Position #3

Company Name: _____ City: _____ State: _____

Company Phone Number: _____

Job Title: _____

Name of Supervisor: _____

Employed (Month and Year) From: _____ To: _____

Weekly Pay: _____

Describe your work: _____

May we contact this employer? Yes: _____ No: _____

If not, why not? _____

Reason for leaving: _____

Agreement of the Transfer of Information

I declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above.

I acknowledge that employment may be conditional upon successful completion of a substance abuse screening test as part of the Company's pre-employment policy.

I acknowledge that if I become employed, I will be free to terminate my employment at any time for any reason, and that RSC retains the same rights. No RSC representative has the authority to make any contrary agreement.

I understand it is unlawful to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal and/or civil liabilities.

Signature: _____ Date: _____

Printed Name: _____

**FEDERAL BONDING PROGRAM
STATE OFFICES**

FEDERAL BONDING PROGRAM STATE OFFICES

(as of 04/15/2010)

ALABAMA

Ms. Sherry Clark
Bonding Services Coordinator
Alabama State Employment Service
Industrial Relations Building, Rm. 2805
649 Monroe Street
Montgomery, AL 36131
334-242-8039
334-242-8585 fax

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AK Dept of Labor & Workforce Dev
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907-465-5558 fax
shannon.williams@alaska.gov

ARIZONA

Ms. Teresita Celaya
Bonding Services Coordinator
Employment & Training Administration
Arizona Dept of Economic Security
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602-542-5014 fax

ARKANSAS

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Dept. of Workforce Services
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501 682 1893
501-682-5915 fax

CALIFORNIA

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CA Employment Development Dept
800 Capitol Mall
MIC-37
Sacramento, CA 95814
(916) 657- 5190
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COLORADO

Ms. Reina Wright
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Colorado Department of Labor and Employment
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303 318 8930 (Fax)
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CONNECTICUT

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Operational Support Unit
Connecticut Dept. of Labor
200 Folly Brook Blvd., 3rd floor
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860-263-6039 fax

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Division of Employment Services
DE Dept of Labor
4425 North Market Street, 3rd floor
Wilmington, DE 19802
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302-761-6617 fax

DISTRICT OF COLUMBIA

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GA Dept of Labor
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404-656-0783 fax

GUAM

Mr. George San Nicolas
Administrator, SCSEP
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Tamuning, Guam 96931

HAWAII

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Workforce Development Division
HI State Employment Service
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33 South State Street
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INDIANA

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KANSAS

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KS Dept of Commerce
1000 SW Jackson Street, Suite 100
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785-296-7435
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jheiman@kansascommerce.com

KENTUCKY

While there is no bonding program in Kentucky, you should contact the nearest One-Stop Career Center for assistance in finding employment.

LOUISIANA

Ms. Paula Collins
LA Dept. of Labor
1001 N. 23rd St.
PO Box 94094
Baton Rouge, LA 70804-9094
225-342-4901
pcollins@idol.state.la.us

MAINE

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Bureau of Employment Services
ME Dept of Labor
55 State House Station
Augusta, ME 04333
207 623 7977
207 287 5933 fax
veronica.f.danforth@maine.gov

MARYLAND

Ms. Constance Parker
Bonding Services Coordinator
MD Dept of Economic & Employment Div.
1100 N. Eutaw Street, Suite 209
Baltimore, MD 21201
410-767-2018
410-333-5162 fax

MASSACHUSETTS

Mr. David Sullivan
Bonding Services Coordinator
Special Programs - Bonding
MA Division of Employment & Training Administration
Charles F. Hurley Bldg. Government Center
19 Staniford Street, 1st floor
Boston, MA 02114
617-626-5733
617-727-2039 fax

MICHIGAN

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DLEG/BWP
Michigan Talent Bank Services
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MISSOURI

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MO Division of Workforce Development
421 East Dunklin
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573-522- 9496 fax

MONTANA

Ms. Patti McCubbins
Bonding Services Coordinator
Job Service Division
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Capital Station
Helena, MT 59624
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406-444-3037 fax

NEBRASKA

Madhavi Bhadbhade
Bonding Services Coordinator
Legal Division
Nebraska Department of Labor
550 S. 16th Street
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402-471-2693

NEVADA

While there is no bonding program in Nevada, you should contact the nearest One-Stop Career Center for assistance in finding employment.

NEW HAMPSHIRE

Mr. Keith F. Badger
NH State Bonding Coordinator
NH Dept of Employment Security
32 South Main Street
Concord, NH 03301
603-228-4083
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kbadger@nhes.state.nh.us

NEW JERSEY

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609-292-6542
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Joseph.Gazzara@DOL.STATE.NJ.US

NEW MEXICO

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NM Employment Security Dept
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NORTH CAROLINA

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NC Employment Security Commission
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919-733-3010 fax
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NORTH DAKOTA

Ms. Connie Johnson
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ND Job Service
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OHIO

Ms. Wanda Suber
Ms Tracy Tyson-Park
Offender Job Linkage Coordinator
OH Dept. of Rehab. & Corrections
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OKLAHOMA

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OK Employment Security Commission
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OREGON

While there is no bonding program in Oregon, you should contact the nearest One-Stop Career Center for assistance in finding employment.

PENNSYLVANIA

Mr. Charles Rose
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PA Bureau of Workforce Development Partnership
651 Boas Street
Harrisburg, PA 17121
717 787 6915
717 787 5785 fax

PUERTO RICO

Mr. Alex Garcia OR
Ms. Maryanne Toledo
Bonding Services Coordinator
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RHODE ISLAND

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SOUTH CAROLINA

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803-737-0140 fax

SOUTH DAKOTA

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TENNESSEE

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Job Service Program Support
TN Dept of Labor & Workforce Development
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TEXAS

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Project RIO
Texas Workforce Commission
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UTAH

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VIRGIN ISLANDS

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VERMONT

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VIRGINIA

While there is no bonding program in Virginia, you should contact the nearest One-Stop Career Center for assistance in finding employment.

WASHINGTON

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WA Dept of Employment Security
Offender Employment Services
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WEST VIRGINIA

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WISCONSIN

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WI Dept of Workforce Development
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Glenn.olsen@DWD.Wisconsin.Gov

WYOMING

Beverly Bynum
Bonding Services Coordinator
Dept. of Workforce Services
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307-233-4624 fax
bbynum@state.wy.us

(US Dept. of Labor CALL CENTER 1 877 872 5627
for more detailed information.)