



Virginia Department of Corrections

REENTRY RESOURCE PACKET



You're Going Home!

What you need to know.



COVID 19 TIPS TO STAY SAFE



Stay home. Avoid contact with others as much as possible.



It is recommended you use a face mask when out in public and around the sick.



Social Distancing. Keep 6 feet between you and others.



Clean your hands thoroughly for at least 20 seconds with soap and water.



Cough or sneeze into your elbow or cover your nose and mouth with a tissue.



For up to date information visit:

Virginia Department of Health: www.vadph.virginia.gov
Centers for Disease Control & Prevention: www.cdc.gov

DMV Update

DMV customer service centers and DMV Connect services are opening up in phases across the state by appointment only.

If you currently have a valid driver's license or ID, you may still be able to renew it online.

If you are in need of an original-issue license or ID upon release, you will need to go to <http://www.dmvNOW.com> and follow the instructions on how to schedule an appointment.

You will want to gather the documentation needed; Original Birth Certificate, Original Social Security Card, Offender Information Form and proof of residency. You may use a US Post Office change of address form or a letter mailed to yourself as your secondary proof of residency. A full list of options can be found on the DMV website.

To schedule an appointment go to: <http://www.dmvNOW.com>

Virginia DMV Contact Information: Phone: 804-497-7100

Website: <http://www.dmv.virginia.gov>

Resource Information

Virginia 211

Resources at your finger tips! Call 211 to find resources in your area. Information on how to access food, clothing, housing, child care, employment and many other resources provided. Call 211 or visit www.211virginia.org

Mental Health Services

The Mental Health staff at your institution are available to provide information about accessing mental health resources in your area after release. They can also connect you with the District Mental Health Clinician (DMHC) who works with your Probation and Parole District office. While you are on supervision, the DMHC will continue to be available to provide support and education, as well as help connect you with mental health services in the community.

Assurance Wireless

Free Lifeline Cell Service

Enrollment in this government benefit program is available to individuals who qualify based on federal or state-specific eligibility criteria.

You may qualify for Assurance Wireless if you participate in any of the following government programs: Food Stamps/SNAP, Supplemental Security Income (SSI), Veterans Pension benefit or Survivors Pension, Medicaid, Federal Public Housing Assistance or Section 8. Apply online at www.assurancewireless.com



For Your Information:



You will be provided a 90-day supply of your medications.



CALL before you go. Remember to check in with the Probation and Parole Office prior to reporting. Please keep calling until you have spoken directly to a staff person.

Substance Use Disorder Resources

Narcotics Anonymous Meetings

ONLINE

<https://www.12step-online.com/meetings/online-na-meetings>

ONLINE and PHONE

<https://virtual-na.org>

PHONE

www.nabyphone.com

Alcoholics Anonymous Meetings

ONLINE

<https://www.12step-online.com/meetings/online-aa-meetings>

ONLINE

<https://aa.org.au/meetings/online-aa-meetings>

PHONE

<http://aphonemeetings.org>

Resources to locate Addiction Treatment Services

<https://www.dmas.virginia.gov/#/arts>

<http://Dbhds.virginia.gov/community-services-boards-csbs>

Mental Health Resources

The National Alliance for Mental Illness (NAMI) COVID-19 Resources:

<http://bit.ly/a ANAMiresource>

Taking Care of Your Behavioral Health:

<https://www.samhsa.gov/sites/default/files/tips-socialdistancing-quarantine-isolation-031620.pdf>

Peer Support :

Mental Health America of Virginia (MHAV)

Warm Line: 866-400-MHAV (6428)

Available 7 days a week,

Monday - Friday 9 am - 9 pm

Saturday- Sunday 5 pm- - 9 pm

If things feel overwhelming please call

National Suicide Prevention Lifeline

1-800-273-8255 or Text "HELLO" to 741741

Public Benefits

You may apply for most benefits electronically by calling 1-855-635-4370 or visiting www.commonhelp.virginia.gov

IDENTIFICATION- Offender

Facesheets are being accepted in lieu of a state-issued identification card.

Medicaid- health insurance for low income/ no income; types of services covered include doctor visits, hospital and emergency care, mental health and substance abuse services, and prescriptions.

Supplemental Nutritional Assistance Program (SNAP)- can be used like cash to buy eligible food items; returning citizens are eligible for expedited services and may be able to obtain benefits in as little as seven days.

Starting July 1st, 2020 individuals with a history of drug-related felonies can apply for Food Stamps (SNAP) if they are otherwise eligible.

Temporary Assistance for Needy Families (TANF)- provides eligible families with a monthly cash payment to meet their basic needs.

Retirement/Disability/Medicare Benefits- All are federal benefits programs. Please visit www.ssa.gov/onlineServices to apply online.



get connected GET ANSWERS

In Virginia, you can now dial 2-1-1 to connect to health and human services, including:

- Alzheimer's assistance
- Child care referral centers
- Child development
- Consumer counseling
- Crisis intervention
- Disability services
- Domestic violence programs
- Education
- Energy assistance
- English as a second language classes
- Family counseling
- Financial assistance
- HIV/AIDS programs
- Home health care
- Homeless services
- Legal assistance
- Maternal and child health care
- Mentorship opportunities
- Parenting programs
- Senior services
- Substance abuse
- Suicide prevention
- Transportation
- Volunteer opportunities

2-1-1 VIRGINIA SERVICE PROVIDERS

- Council of Community Services (Roanoke)
- Family Resource & Referral (Staunton)
- The Planning Council (Norfolk)
- United Way of Central Virginia (Lynchburg)
- United Way of Greater Richmond & Petersburg (Richmond)

2-1-1 VIRGINIA STATEWIDE PARTNERS

- Celebrating Special Children, Inc.
- Northern Virginia Regional Commission
- SeniorNavigator
- Virginia Alliance of Information & Referral Systems
- Virginia Board for People with Disabilities
- Virginia Child Care Resource & Referral Network
- Virginia Commission on Youth
- Virginia Council on Social Welfare
- Virginia Cooperative Extension
- Virginia Department for the Aging
- Virginia Department of Health
- Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services
- Virginia Department of Social Services
- Virginia Statewide Information & Referral



Dialing 2-1-1
helps me find
ANSWERS



Free & confidential
information and referrals



FOR MORE INFORMATION CALL 2-1-1 TODAY.

OR WRITE TO:

2-1-1 COORDINATOR
COUNCIL OF COMMUNITY SERVICES
P.O. BOX 598 ROANOKE, VA 24004
WEB: WWW.211VIRGINIA.ORG

Virginia Dept. of Social Services
www.dss.virginia.gov



WHAT IS 2-1-1?

Who do you call when someone you love is a victim of domestic violence? When you or someone you know can't find affordable health care? When you need child care? When a friend needs a support group for a drug addiction? When someone you know needs assistance with rent or a utility bill?

WHEN YOU NEED ANSWERS

2-1-1 is an easy to remember phone number connecting people with free information on available community services. When you dial 2-1-1, a trained professional will listen to your situation and suggest sources of help using one of the largest databases of health and human services in Virginia. Nonprofit organizations and federal, state and local government agencies are included in the database and you can access services in your community and statewide.



*"When you dial 2-1-1, I'm here to help.
As a trained call specialist, I provide information and referrals
to people just like you, who don't know where to turn for help."*

DIAL 2-1-1 FOR COMMUNITY SERVICES

Whether you need help or want to provide help, 2-1-1 is the fast, free and confidential way to locate hundreds of services in your community. When you dial 2-1-1, you will be connected to a trained professional, who can provide referrals for health and human services, including:

- **Basic human needs:** food banks, shelters, rent or utility assistance
- **Physical and mental health resources:** Medicaid, Medicare, pre-natal care, children's health insurance programs, crisis intervention, support groups, counseling, alcohol and drug rehabilitation
- **Work initiatives:** educational and vocational training programs, English as a second language classes, job training, General Educational Development (GED) preparation, financial and transportation assistance
- **Support for seniors and those with medical, respite care, home health care, transportation and recreation disabilities:** Area Agencies on Aging, independent living centers, adult day care, meals at home, respite care, home health care, transportation and recreation
- **Support for children, youth and families:** After-school programs, tutoring, mentorship programs, family resource centers, protective services, counseling, early childhood learning programs, child care referral centers, and recreation
- **Volunteering in your community:** Volunteer centers, mentorship opportunities, locations to donate food, clothing, furniture, computers and other items



2-1-1 VIRGINIA DISASTER RECOVERY

During times of disaster 2-1-1 VIRGINIA will provide an additional channel of communication for citizens of the Commonwealth. Working with local and state emergency management and disaster response officials, 2-1-1 VIRGINIA will provide:

- **Accurate and up-to-date information on community and regional response**
- **Volunteer and donation coordination**
- **Crisis intervention and human services coordination**
- **Access to disaster support services during the entire recovery process**

**2-1-1 helped us get
ANSWERS**



Guide to Finding Local Resources

Step 1

Go to the Virginia Department of Corrections Website <https://vadoc.virginia.gov>

Step 2

Select "Facilities and Offices"
Located on the top left of your computer screen

Step 3

Select the "Region" of your Home Location
(East, Central, or West)

Step 4

Scroll down to select the "Probation and Parole Office" of your home location

Step 5

Select "Resource Directory"

Obtaining a Virginia Driver's License or Identification (ID) Card



Required Documents

One proof of identity

One proof of legal presence

Two proofs of Virginia residency

- Two from the primary list, or
- One from the primary list and one from the secondary list

One proof of your social security number, if you've been issued one

Current driver's license if you are applying to exchange one issued by another U.S. state, territory or jurisdiction for a Virginia driver's license

Most commonly used documents

Proof of Social Security Number

1. Social Security card (Individual Taxpayer Identification Numbers not accepted)
2. U.S. Internal Revenue Service tax reporting W-2 form
3. Payroll check stub issued by employer that shows full Social Security number

Primary Proof of Virginia Residency

1. Deed, mortgage, monthly mortgage statement or residential rental/lease agreement
2. U.S. Postal Service change of address confirmation form or postmarked U.S. mail with forwarding address label
3. Utility bill, not more than two months old, issued to the applicant (cell phone bills are not accepted)

Secondary Proof of Virginia Residency

1. Postmarked mail displaying the applicant's name and current address
2. Official document or correspondence from a federal, state, or local government agency displaying the applicant's name and current address (DMV-issued documents without postmarked envelopes are not accepted)
3. Billing statement or other official document from a recognizable business displaying the applicant's name and current address

U. S. citizens

Proof of Identification and Legal Presence

1. Official birth document issued by a U.S. state, jurisdiction or territory (birth documents issued by a hospital; notifications of birth registration; and Puerto Rico birth certificates issued before July 1, 2010 are not accepted)
2. Valid, unexpired U.S. passport or U.S. passport card (temporary passports are not accepted)
3. U.S. Certificate of Citizenship or Certificate of Naturalization

Non-U.S. citizens

Proof of Identification and Legal Presence

1. Unexpired foreign passport with an unexpired U.S. visa and unexpired I-94 or entry stamp
2. Unexpired Employment Authorization Document (I-766) AND USCIS form I-797 displaying applicant's name (depending on the nature and purpose of the form, the I-797 may not be accepted)
3. Unexpired Permanent Resident Card

Temporary documents and photocopies will not be accepted. All documents must be originals. **All documents will be subject to verification with the issuing entity, which may delay the issuance of your credential.** If you have official documentation, not listed below, that you believe meets DMV requirements, please present it to your local DMV office for review.

This list of acceptable documents may change without prior notice.

Note: You may redact (blackout/whiteout) your sensitive financial information.

Your Name

Make sure your name appears the same on all proof documents. If your middle name is not displayed, or only your middle initial appears on some of your documents, they may still be accepted. Nicknames will not be accepted. **If your name appears differently on your proof documents, you will be asked to present additional documentation to connect the names such as a marriage certificate, divorce decree or court order.**

Proof of Identity

Document(s) submitted as proof of identity must show your full legal name and date of birth.

- Official birth document issued by a U.S. state, jurisdiction or territory (birth documents issued by a hospital and notifications of birth registration and Puerto Rico birth certificates issued before July 1, 2010 are not accepted)
- Valid, unexpired U.S. passport or U.S. passport card (temporary passports are not accepted)
- Unexpired foreign passport with ONE of the following:
 - Unexpired U.S. visa and unexpired or expired I-94 or entry stamp
 - Unexpired I-551 stamp on a foreign passport, an unexpired or expired U.S. immigration visa, or an I-94
- Unexpired Employment Authorization Document (EAD-Form I-766)
- Consular Report of Birth Abroad (FS-240)
- Certificate of Birth Abroad (FS-545)
- Certification of Report of Birth of a U.S. Citizen (DS-1350)
- U.S. Certificate of Naturalization (Form N-550 or Form N-570)
- U.S. Certificate of Citizenship (Form N-560 or Form N-561)
- Valid, unexpired permanent resident card (Form I-551)
- REAL ID compliant driver's license or ID card

Proof of Legal Presence Documents

All first time applicants must present proof of legal presence. Applicants whose Virginia credential has expired or been suspended, revoked or canceled will need to provide proof of legal presence prior to obtaining a new license or ID card. Documents presented as proof of legal presence must show your full legal name and date of birth. If the name on your legal presence document does not match the name you expect to use on your driver's license or ID card, you will need to present evidence of your legal name change.

- Official birth document issued by a U.S. state, jurisdiction or territory (birth documents issued by a hospital and notifications of birth registration and Puerto Rico birth certificates issued before July 1, 2010 are not accepted)

- Virginia Certificate of Foreign Birth (Documents displaying the statement "Not evidence of U.S. citizenship" are not accepted)
- Valid, unexpired U.S. passport or U.S. passport card (temporary passports are not accepted)
- U.S. Certificate of Naturalization (Form N-550 or Form N-570)
- U.S. Certificate of Citizenship (Form N-560 or Form N-561)
- Unexpired foreign passport with **ONE** of the following:
 - Unexpired U.S. visa and unexpired I-94 or entry stamp. F1/F2 applicants must present an I-20; J1/J2 applicants must present a DS-2019
 - Unexpired I-94W
 - Unexpired U.S. immigrant visa with temporary I-551 notation presented within one year of entry
 - Unexpired I-551 stamp
- Unexpired passport from Canada or Micronesia with an unexpired I-94 or entry stamp (temporary passports are not accepted)
- USCIS form I-797 displaying the applicant's name (Depending on the purpose and nature of the form, the I-797 may not be accepted. The I-797 for an I-765 application is not accepted.)
- Unexpired Permanent Resident card
- Unexpired temporary I-551 stamp on an I-94, with photograph of the bearer
- Consular Report of Birth Abroad (FS-240)
- Certification of Report of Birth of a U.S. Citizen (DS-1350)
- Certificate of Birth Abroad (FS-545)
- Canal Zone Government Certificate of Live Birth (Panama Canal Zone) issued between February 26, 1904 and October 1, 1979 when presented with proof of the holder's parent(s)' U.S. citizenship at the time of the birth
- U.S. Citizen Identification card (I-179, I-197)
- Unexpired Re-entry Permit (I-327)
- Unexpired Refugee Travel Document (I-571)
- Form I-94 Record of Arrival and Departure stamped Refugee
- Official letter from the U.S. Citizenship and Immigration Services (USCIS) or U.S. Immigration and Customs Enforcement (ICE) indicating one of the following:
 - the applicant's application for adjustment of status to lawful permanent resident has been reopened and restored to a pending status
 - the applicant's application for temporary protected status has been received and a duplicate notice cannot be issued
 - the applicant has been granted deferred action (during period of deferred action)
- Asylees may present documentation from the United States Citizenship and Immigration Service or U.S. Immigration Court such as a Form I-94 stamped Asylee indicating that asylum has been granted.
- Applicants for asylum may present an application for asylum along with documentation from the United States Citizenship and Immigration Service or U.S. Immigration Court indicating receipt of the application.

Proof of Virginia Residency

You must present at least one document from the primary list of residency documents. The second proof of residency may come from either the primary list or the secondary list. Original documents must show your name and the address of your current Virginia residence as it appears on the application. Documents printed from an online account may be accepted. You must give a street address. **A post office box or business address is not accepted.**

However, if you do not want your address of residence to appear on your driver's license or ID card, you may request that an alternate mailing address be displayed. This address must also be in Virginia and must be an address where you currently receive mail delivered by the U.S. Postal Service. If you change your residence or alternate mailing address to one outside Virginia, your driver's license or ID card will be canceled. Exceptions may be made for some individuals such as active duty military personnel and Virginia residents employed outside the U.S. (see publication DMV 143 Re-Establishing your Virginia Residency)

Applicants under age 19 can have a parent or legal guardian certify their Virginia residency. The parent or legal guardian must appear in person with the applicant and show proof of identification and two proofs of Virginia residency from the residency list.

Primary Proof of Virginia Residency Documents

- Deed, mortgage, monthly mortgage statement or residential rental/lease agreement
- U.S. Postal Service change of address confirmation form or postmarked U.S. mail with forwarding address label
- Virginia voter registration card mailed to you by your local registrar
- Virginia driver's license, commercial driver's license, learner's permit, or DMV-issued ID card displaying the applicant's current Virginia address (unexpired or expired for no more than one year)
- Cancelled check not more than two months old displaying the applicant's name and address (voided checks are not accepted)
- Certified copy of school records/transcript or official report card issued within the last year by a school accredited by a U.S. state, jurisdiction or territory
- Virginia Department of Education Certificate of Enrollment form
- Utility bill, not more than two months old, issued to applicant. Examples include gas, electric, sewer, water, cable or phone bill. (cellular phone bills are not accepted)
- Monthly bank or credit card statement not more than two months old
- Payroll check stub issued by an employer within the last two months
- U.S. Internal Revenue Service tax reporting W-2 form or 1099 form not more than 18 months old

- Receipt for personal property taxes or real estate taxes paid within the last year to the Commonwealth of Virginia or a Virginia locality
- Annual social security statement for the current or preceding calendar year
- Current homeowners insurance policy or bill
- Current automobile or life insurance bill (cards or policies are not accepted)
- Medical or dental bill issued within the last two months
- Virginia Offender Information Form
- Approved Homeless Shelter Agreement

Active duty military member assigned to a unit based in Virginia may present one of the following:

- Letter from commanding officer on official letterhead, with an original signature, stating that the applicant resides onboard a ship docked in Virginia or in a barracks located in Virginia
- Orders from the U.S. military assigning the applicant to a military unit with a Virginia address
- Leave and Earnings Statement (LES) displaying Virginia as applicant's home of record

Secondary Proof of Virginia Residency Documents

- Postmarked mail displaying the applicant's name and current address
- Official correspondence from a federal, state, or local government agency displaying the applicant's name and current address (DMV issued documents without postmarked envelopes are not accepted)
- Billing statement or other official document from a recognizable business or government agency displaying the applicant's name and current address

Proof of Social Security Number

Virginia law requires DMV to collect your social security number (SSN); however, your SSN will not be displayed on your Virginia credential. DMV will assign a customer number which will display on your credential.

The proof of SSN document you submit must display your name, and all nine digits of your SSN.

- Social security card (individual Taxpayer Identification Numbers are not accepted)
- W-2 form
- Payroll check stub issued by employer that shows full Social Security number
- SSA-1099 form
- Non-SSA-1099 form

Proof of Name Change

If the name listed on your proof of identity document does not match the name you want to appear on your driver's license or ID card you will need to present document(s) that connect the name on the identity document to your current full legal name.

If you currently hold a valid Virginia driver's license or ID card, you must present it along with one of the documents listed below for proof of your name change. If you cannot present your Virginia issued credential, you must present one proof of identity from the primary document list in addition to one of the documents listed below as proof of name change.

- Marriage certificate (including same-sex marriage certificates) Note: Civil union documents and marriage licenses are not accepted
- Divorce decree if the decree states the change from married name to maiden name
- Court order granting the name change

Issuance

You may hold either a driver's license or an ID card, but not both.

Applicants that have successfully completed the driver's license or ID card process will be issued either a temporary driving permit (valid for 30 days) or an ID card receipt. You will receive your new driver's license or ID card in the mail within 7-10 days. Therefore, your address on file with DMV must be your current mailing address. The U. S. Postal Service will not forward your credential.

In accordance with Va. Code §46.2-328.1, the following are eligible to apply for a driver's license or ID card:

- Citizens of the United States
- Legal Permanent Residents of the United States
- Conditional Resident Aliens of the United States
- Holders of a valid, unexpired nonimmigrant visa status
- Individuals with a pending or approved application for asylum in the United States
- Refugees
- Individuals with a pending or approved application for temporary protected status in the United States
- Individuals with approved deferred action status
- Individuals with a pending application for adjustment of status to legal permanent resident status or conditional resident status

All first time licenses issued to individuals under age 18 will be sent to the Juvenile and Domestic Relations Court in your locality. The court will then notify you when and where to report for your licensing ceremony. A parent or guardian must attend the ceremony with you if you are under age 18 on the date of the ceremony. After completion of the ceremony, the court will distribute the license to you.

Veteran Indicator

If you are a veteran, you may be eligible to add a veteran indicator to your Virginia driver's license, commercial driver's license, learner's permit or identification card. This indicator can serve as proof of veteran status to receive discounts from retailers and restaurants. For information on which retailers and restaurants offer discounts for veterans, visit the Virginia Department of Veterans Services (DVS) website at www.dvs.virginia.gov.

To be eligible for the veteran indicator, you must have served in the U.S. Armed Forces and received an honorable or general discharge; hold an unexpired Virginia driver's license, commercial driver's license, learner's permit or DMV-issued ID card or be applying for one; and present DMV with a copy of a document (or combination of documents) that indicate branch of service, discharge date, and discharge status.

Acceptable documents to prove veteran status include:

- DD-214
- DD 256
- WD AGO
- NGB 22
- Military Retiree Card (DD-2)

For full eligibility requirements, visit www.dmvNOW.com/military.



Health Care

Each **VA Medical Center** has a dedicated Health Care Re-Entry Specialist.

They are there to assist the JIV Veterans with healthcare and VA services for those that are eligible.

Chrystal Jones, LCSW

McGuire VA Medical Center
1201 Broad Rock Boulevard
Richmond, Virginia 23249
(804) 675-5000 extension 3494
Chrystal.jones@va.gov

Leslie Hindle, LCSW

Salem VA Medical Center
1970 Roanoke Boulevard
Salem, Virginia 24153
(540) 982-2463 ext 2879
Leslie.hindle@va.gov

Demetrius Granger, LCSW

Hampton VA Medical Center
100 Emancipation Drive
Hampton, Virginia 23667
(757) 722-9961
Demetrius.granger@va.gov



Justice Involved Returning Citizens

VA Medical Centers
and additional
resources



The VA has a program, “**Compensated Work Therapy**”; designed to assist VA eligible Veterans to acquire gainful employment. Contact your local VA for more information on eligibility.

Career Works (formerly the “Virginia Employment Commission”) has dedicated Veteran Employment Specialists to assist with job searches and employment tools. Contact your local Career Works for more information.

The **Department of Veteran Services** is a state agency with the goal of assisting Veterans and their families. DVS has Justice Involved Veterans Specialists at each office. Contact your local office to see what assistance may be provided.

Focused Outreach Richmond is a partner with the VADOC. They provide many services at 400 Commerce Road, Richmond, VA. Some of the services are peer support, housing assistance and assistance with employment. Their telephone number is (804) 419-4184.

The Gilbert Foundation is a nonprofit group that assists veterans with skills training required for many jobs. Contact them directly at their website:
www.TheGilbertFoundationInc.org

For Virginia Veterans of all eras, National Guard and Reservists, and Families of any discharge status, Virginia Veterans and Family Services (VVFS)is a **non-crisis** service.

Hours are 8 am - 4:30 pm on Monday-Friday. If you or your family members need local resources and veteran peer support, please contact 1-877-285-1299.

Services included:

- **In person (and by phone)** individual and family care coordination and peer support services
- Assistance navigating VA and community behavioral health services
- Connection to employment and benefits services
- Couples and family assistance
- And So MUCH MORE. For additional DVS program information, visit
<https://www.dvs.virginia.gov/>



COMMONWEALTH of VIRGINIA

HAROLD W. CLARKE
DIRECTOR

Department of Corrections

P. O. BOX 26963
RICHMOND, VIRGINIA 23261
(804) 674-3000

April 27, 2020

The Department of Corrections recognizes that you are being released and/or supervised during a very challenging time considering how COVID-19 is effecting our state. We want to offer expanded Workforce Development Services and we are here to help you with resource and employment information as well as employment coaching.

For additional guidance and support if needed you may also contact:

Regional OWDS Name

Central Region: Dwane Massenburg (434) 433-3358; Mobile (804) 972 – 0326

Eastern Region: Marion Curry (434) 602-3310; Mobile (804) 389 -4537

Western Region: Jamie Hackney (276) 312-0285

Mr. Hasan Zarif
DOC Employment Specialist
(804) 317-1694

BONDING IS A JOB PLACEMENT TOOL

FOR MORE INFORMATION, CONTACT:

KIA PARSON

VIRGINIA BONDING PROGRAM COORDINATOR

VIRGINIA DEPARTMENT OF CORRECTIONS

6900 ATMORE DRIVE

RICHMOND, VA 23225

VIRGINIA.BONDINGPROGRAM@VADOC.VIRGINIA.GOV

(804) 674-3296 EXT. 1067

WWW.VADOC.VIRGINIA.GOV

The Federal Bonding Program is sponsored by the U.S. Department of Labor and administered by the Virginia Department of Corrections

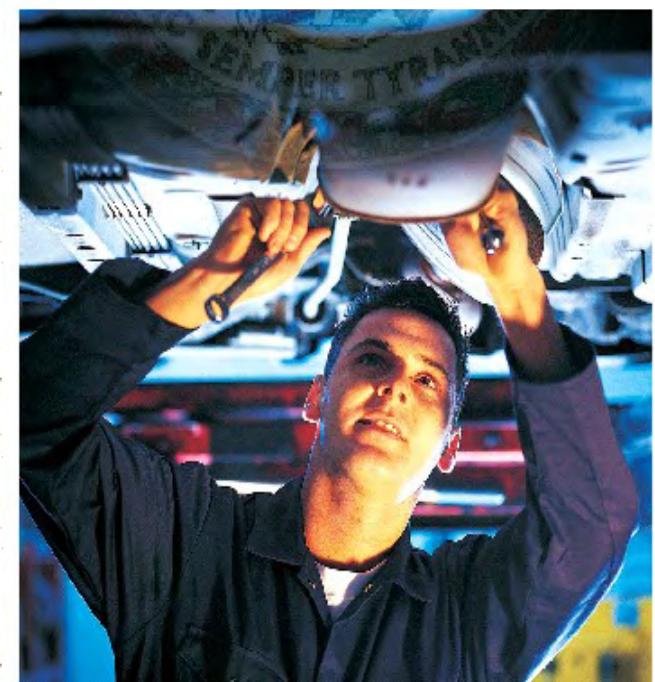


Virginia Department of Corrections - serving as Virginia's Federal Bonding Coordinator for businesses that hire workers with past criminal convictions



The Federal Bonding Program

THE BARRIER HAS BEEN
REMOVED



FEDERAL FIDELITY BONDING PROGRAM

In 1966, the U.S. Department of Labor (USDOL) created the Federal Bonding Program (FBP) as an employer job-hire incentive that guaranteed the job honesty of at-risk job seekers. Federal Fidelity Bond insurance is issued free-of-charge to employers and enables the delivery of bonding services as a unique job placement tool to assist persons with prior criminal convictions. The bonds are issued in increments of \$5,000 to employers at no cost for six months against employee dishonesty or theft for the selected employee. This bond is immediately available with no paperwork.

<http://www.bonds4jobs.com/>

WHY IS IT NEEDED IN VIRGINIA?

Each year, in the state of Virginia, approximately 13,000 people are released from the prison system. One major challenge that they face is reentry into the current labor market. Employers view these job seekers as being "at-risk" and potentially untrustworthy workers. As a result, these job seekers are routinely denied employment.

<http://www.bonds4jobs.com/>



WIN/WIN SITUATION FOR THE EMPLOYER AND THE JOB SEEKER

WHO IS ELIGIBLE?

Any job seeker, of legal working age in Virginia, who has a prior conviction – felony, misdemeanor, federal, state or juvenile. This also includes those convicted who did not serve any time.

HOW ARE BONDS ISSUED?

Upon making an offer of employment, an employer can contact the Virginia Bonding Coordinator or a local workforce development professional to request a bond. The employer can also have the job seeker contact a workforce development professional to assist with obtaining the bond.

HOW SUCCESSFUL IS THE PROGRAM?

According to the USDOL experiment, there were over 42,000 job placements made for at-risk job seekers who were automatically made bondable. Approximately 460 proved to be dishonest workers. Bonding services as a job placement tool can be considered to have a 99% success rate.

<http://www.bonds4jobs.com/>

FREQUENTLY ASKED QUESTIONS

Does the bond cover part-time employment?

The bond covers full and part-time employment as well as employment with temporary agencies.

When should a workforce development professional or employer request a bond?

A bond should be requested after a job offer has been made and a start date has been given.

When are the bonds effective?

Bonds are effective on the first day of employment.

How long are bonds valid?

Bonds are valid for six months or until employment is terminated, whichever occurs first.

Who can request a bond?

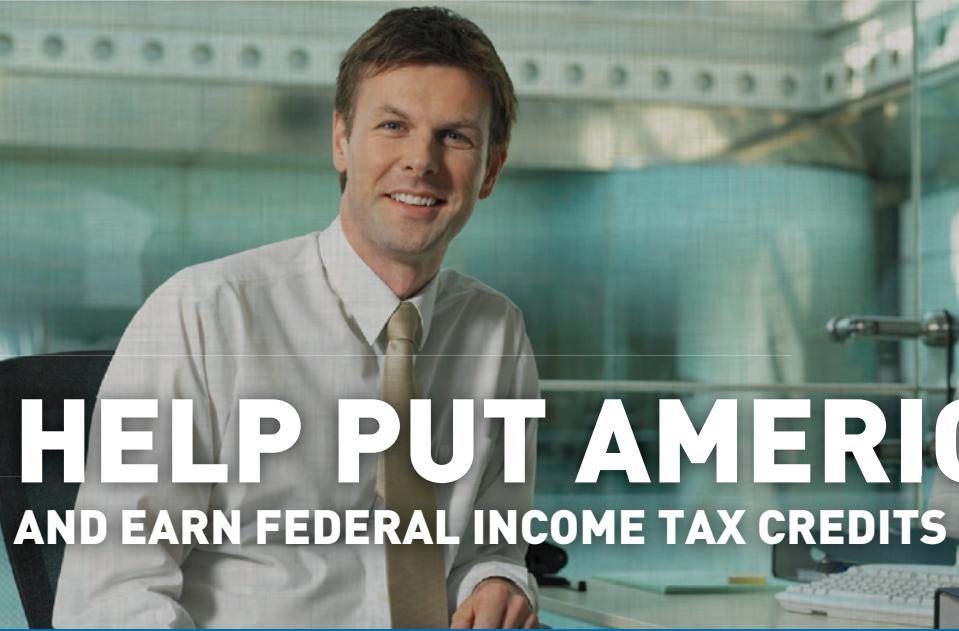
A workforce development professional or the employer can request a bond.

Can the bond cover individuals who are self-employed?

No. Bonds are issued to workers that have federal taxes automatically withheld from their paycheck.

Does the bond cover job injuries or poor workmanship?

No. Bonds cover any type of stealing: theft, forgery, larceny and embezzlement.



HELP PUT AMERICA TO WORK

AND EARN FEDERAL INCOME TAX CREDITS FOR HIRING NEW EMPLOYEES

WHAT IS THE WORK OPPORTUNITY TAX CREDIT?

The **Work Opportunity Tax Credit (WOTC)** is a Federal tax credit available to employers who hire individuals from eligible target groups with significant barriers to employment. Each year, employers claim over \$1 billion in tax credits under the WOTC program. The success and growth of this income tax credit for business is beneficial for all who participate, while increasing America's economic growth and productivity.

- **WOTC reduces an employer's cost** of doing business, requires little paperwork, and applying for WOTC is simple.
- WOTC can **reduce an employer's federal income tax liability** by as much as \$9,600 per employee hired.
- **There is no limit** on the number of individuals an employer can hire to qualify to claim the tax credit.
- Certain **tax-exempt organizations can take advantage of WOTC** by hiring eligible veterans and receiving a credit against the employer's share of Social Security taxes.

WHO IS ELIGIBLE?

- **Veterans**
- **TANF Recipients**
- **SNAP (food stamp) Recipients**
- **Designated Community Residents**
- **Vocational Rehabilitation Referral**
- **Ex-Felons**
- **Supplemental Security Income Recipients**
- **Summer Youth Employees**

Visit <http://www.doleta.gov/business/incentives/opptax/eligible.cfm> for more target group eligibility information.



HOW MUCH IS THE TAX CREDIT

Employers can earn a tax credit of between \$1,200 and \$9,600 per employee, depending on the target group of the new employee and the number of hours worked in the first year. Employees must work at least 120 hours in the first year of employment to receive the tax credit. Visit <http://www.doleta.gov/wotc> for the maximum tax credit for each WOTC target group.

HOW TO APPLY

To apply for WOTC, employers should follow these steps:

1. Complete [IRS Form 8850](#) by the day the job offer is made.
2. Complete [ETA Form 9061](#), or complete [ETA Form 9062](#) if the employee has been conditionally certified as belonging to a WOTC target group by a [State Workforce Agency](#), Vocational Rehabilitation agency, or another participating agency.
3. Submit the completed and signed IRS and ETA forms to your [State Workforce Agency](#). Forms **must be** submitted within 28 calendar days of the employee's start date.
4. Wait for a final determination from your [State Workforce Agency](#). The determination will indicate whether the employee is certified as meeting the eligibility for one of the WOTC target groups.
5. After the target group employee is certified by the [State Workforce Agency](#), file for the tax credit with the [Internal Revenue Service](#).

INFORMATION AND RESOURCES

Visit the WOTC web-site, <http://www.doleta.gov/wotc>, for more information on eligibility requirements, how to apply for the tax credit, and WOTC contacts in your state.

Visit the IRS web-site, <http://www.irs.gov>, for more information on how to claim the tax credit.



Interviewing

Preparation

The key to a successful interview is preparation. You must prepare in many ways. Here are some things you will need to do:

- Know what questions the interviewer might ask.
- Be able to answer the questions without hesitation. (Ask someone to practice with you before the interview.)
- Have a clear and thorough understanding of the job's duties and responsibilities
Get a good night's sleep before the interview.
- Bring money for gas, tolls, and public transportation. Go
 - alone.
- Plan to arrive 15 minutes before the interview begins.
- Shower, shave, brush your teeth, and use deodorant.
- Wear clean and pressed clothes that are appropriate for the interview. (Be sure
 - the clothes smell fresh, not like cigarette smoke. No flashy colors, loud fashions, no long, brightly colored fingernails, or flashy jewelry.)
- Avoid too much aftershave or perfume – many people are allergic to them. Be
 - polite to the secretary or receptionist (he or she may be asked for an opinion of you later!)
- Above all, have a positive attitude.

What should you wear?

Wearing the right thing to an interview is extremely important. Of course your clothes should be clean and pressed. What exactly to wear depends on the job for which you are applying. The goal is to look the part.

Neat, clean work clothes would be good for assembly, production or warehouse jobs. Wear business clothes for sales and office positions. Wear a professional looking suit if you are applying for a professional or managerial position.

Here are some important things TO DO during the interview:

- Let your confidence show. If you think about things you do well, this will help. Be polite and calm.
- Greet your interviewer by name ("Mr. Smith" or "Ms. Jones") if you know it and
 - can pronounce it correctly.
- Wait for the interviewer to offer to shake hands. Then offer a gentle but firm handshake that says, "I'm glad to be here."

- Wait until the interviewer offers you a chair before you sit down. Quietly follow the employer's lead during the interview.
- Let the interviewer do most of the talking. Answer the questions and avoid going on and on.
- Be willing to start at the bottom. When you show your good work skills and personal qualities after the company hires you, you will move up.
- Be ready for surprise questions and *think* before you answer. If the interviewer says, "Tell me about yourself" stick to things about you that are related to the job. Describe your education, work background, and special abilities. The interviewer probably does not want to hear about your family. Talk about what you can and want to do.
- Use good posture and eye contact. Look alert and interested.
- Smile when you enter the room, during the interview and when you leave. Thank the interviewer for his or her time.

Here are some important "DON'TS" for the interview:

- Don't act nervous by fidgeting in your chair or playing with your jewelry or things on the table.
- Don't leave your cell phone turned on; It's better to leave it at home.
- Don't act bored.
- Don't talk about your needs or problems. Don't smoke, chew gum or wear sunglasses.
- Don't talk about money, vacation or benefits. The interviewer should bring those up first.
- Don't criticize previous bosses. That means you would criticize a future boss.
- Don't make excuses for things that did not work out for you in the past.
- Don't say, "I'll do anything if you'll just give me a chance." The interviewer wants to hire you to do a specific job. Talk about your ability to do that job.

Frank N. Stein

ADDRESS 1 • ADDRESS 2 • PHONE NUMBER
email@yahoo.com

SUMMARY OF QUALIFICATIONS

- Dependable employee with more than 8 years experience in carpentry & construction.
 - Knowledgeable & skilled in work activities involving practical, real-world problems & solutions.
 - Respects workplace policies & rules; careful to follow directions, including strict safety guidelines.
 - Creative problem solver with emphasis on saving time & cutting costs without sacrificing quality.
 - Accepts supervision well; adept at quickly learning and applying new technical/mechanical skills.
 - Capable of working independently and as a team member to meet operational goals and deadlines.
-

WORK EXPERIENCE

(The following jobs were performed for the Commonwealth of Virginia)

Custodial Maintenance Worker

- Responsible for keeping buildings clean by using a variety of professional-grade cleaning agents/solvents
- Prepared cleaning solutions according to specifications by mixing water, detergents and/or chemicals
- Cleaned building floors by sweeping, mopping, scrubbing and/or vacuuming
- Dusted furniture & walls, and cleaned windows & glass partitions using soapy water or other cleaners
- Gathered and emptied trash at regular intervals
- Operated side-to-side buffers and burnishers to strip, seal, and polish floors

Building Maintenance Worker

- Responsible for maintaining sanitation, health and safety standards throughout the state facility; utilized a number of trades including mechanical, electrical, plumbing & general carpentry
- Utilized troubleshooting & problem solving skills to work through an array of mechanical, plumbing & electrical problems; performed emergency repairs
- Repaired and/or replaced all mechanical, electrical & plumbing components throughout the facilities
- Conducted routine inspections & performed preventative maintenance as needed
- Diagnosed malfunctioning systems & components, located the cause of the breakdown & corrected the problem
- Operated scissor-lifts, diagnostic equipment, and an assortment of hand & power tools for electrical, plumbing, HVAC, and carpentry work

Landscape Maintenance Worker

- Maintained grounds using an assortment of hand & power tools including mowers, weed-eaters, & gas-powered leaf blowers
- Mowed, trimmed & edged around flowerbeds, walkways, and walls
- Laid mulch, planted flowers, watered plants, and weeded flowerbeds when necessary
- Performed seasonal work such as snow removal using snow shovels, and spread snow-melting materials
- Removed trash & rubbish from the grounds, and properly disposed of the debris

Barber

- Cut and trimmed hair following customer's specifications
- Used clippers, combs & other barbering instruments to effect layer cuts, fades, one level cuts & to taper hair
- Kept equipment and other instruments clean and sanitized
- Cleaned workstations and swept floors

EDUCATION & TRAINING

General Equivalency Diploma (GED) - *Virginia Department of Education (Richmond, VA - 2008)*

Computer training & experience includes word processing, spreadsheets, and graphics software programs

Personal Protective Equipment (PPE) Training (2008) and Blood-Borne Pathogen Training (2013)

CERTIFICATIONS

- OSHA 10-Hour Construction Safety Certification (2013)
- ServSafe Food Protection Manager Certification (Active: 2016 - 2021)
- Custodial Maintenance Certification (2012)
- U.S. Forestry Service Fire Fighter Certification (2001)
- WorkKeys Career Readiness Certification (Silver Award - 2015)



You're Headed Home!

Are you worried about returning to drug use?

If so, Medication-Assisted Treatment may be right for you!

What is Medication-Assisted Treatment?

Medication-Assisted Treatment, or MAT, is a safe tool to help you stop using opioids like prescription pain medication and heroin. It is the use of medication and behavioral treatment to help you achieve recovery.

Are there different types of MAT?

There are three types of MAT

- Suboxone and Methadone help ease opioid and heroin withdrawal symptoms and stop cravings.
- Vivitrol helps block cravings and prevent relapse after you are clean.

How do I decide what type of MAT might be right for me?

A healthcare provider can help you make that decision. Each medication has advantages and disadvantages.

Where do I go to get MAT?

First, contact your District Probation and Parole Officer who can help you access MAT or other resources. Due to the COVID-19 pandemic, some services are being offered through telemedicine.

What is Telemedicine?

Telemedicine is the delivery of clinical services, like doctor consultations or mental health evaluations, through digital services such as phone apps, websites, or phone calls.

I'm not interested in MAT, but still want help. What other options are there?

Your Probation Officer can provide you with other resources. In addition, virtual recovery tools are listed at:
<https://samhsa.gov/sites/default/files/virtual-recovery-resources.pdf>
<https://www.drugabuse.gov/related-topics/covid-19-resources>

VADOC Recovery Support Navigators can offer additional help and resources:

VADOC Recovery Support Navigators
Curtis Sizemore (Western Region)
Jackie Bruce (Central Region)
Penny Witcher (Eastern Region)

276-781-3633
804-240-1483
757-320-7286