

2011

REENTRY SURVIVAL MANUAL

Lafayette Parish Sheriff's Office



Name: _____

100 Poydras Street
Lafayette, La 70501
(337) 231-6365
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Welcome to the Reentry Skills Building Program!

The Lafayette Parish Sheriff's Office is proud and humble to fulfill our mission of protecting and serving the public. We hope that you take advantage of this opportunity set before you through this Reentry Survival Manual. Our goal is to help you with every challenge that you might face as you are released and return home. This Reentry Survival Manual was created to strengthen your skills and help you overcome any barriers that you may face as you return to the community.

The Lafayette Parish Sheriff's office is dedicated to supporting you as you strive to successfully make your return from incarceration back to your family and community. We encourage you to study and take advantage of this resource packet. We hope that you keep an open mind and positive outlook towards this learning experience.

Best of luck to you, we hope you lead a happy life as you go back to your family and friends with a renewed outlook on life.

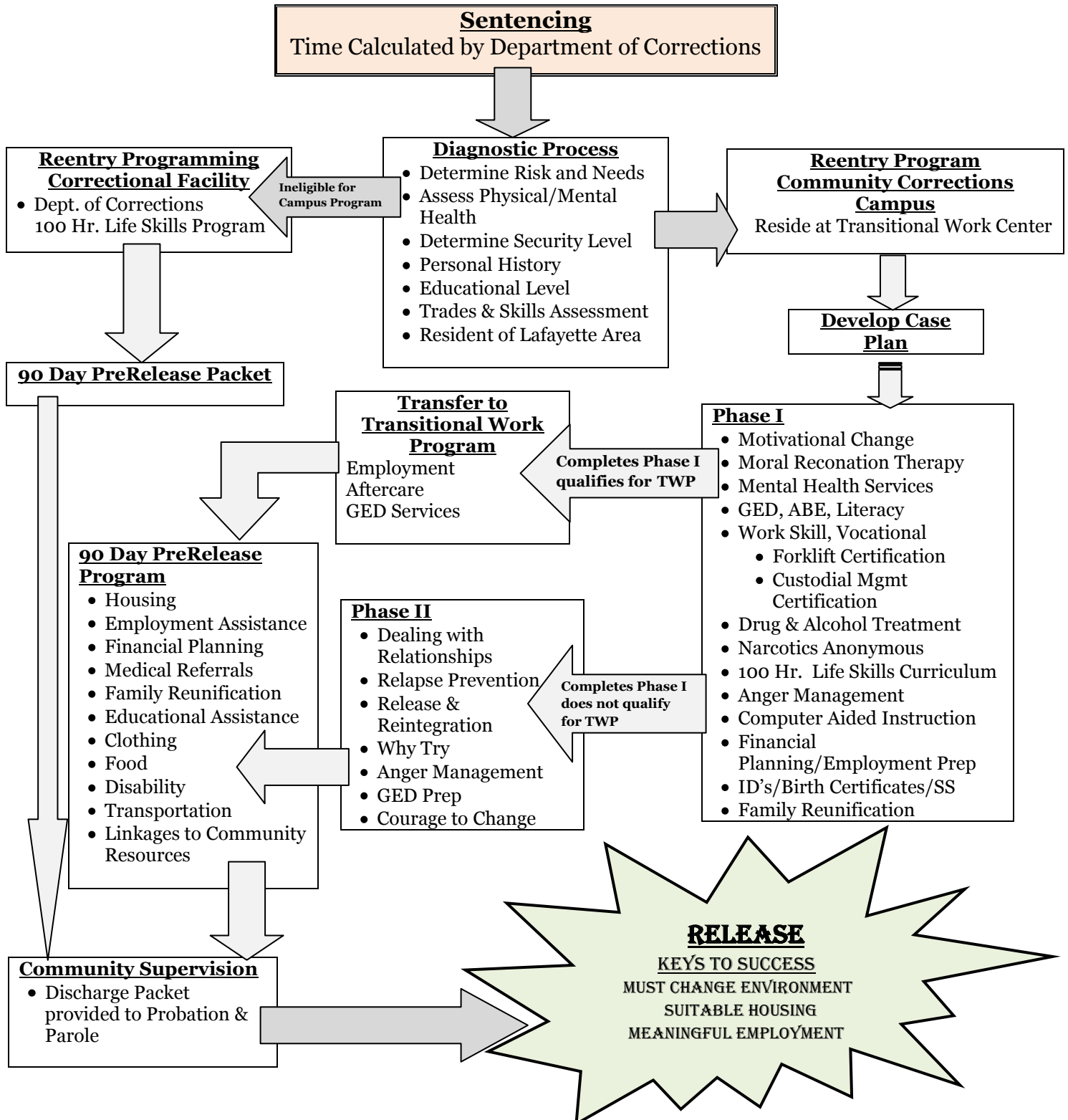
Special thanks to the Georgia Department of Corrections as well as the Minnesota Department of Corrections.

Mission Statement:

The mission of the Reentry Survival Manual is to provide services and information prior to release that will assist the offender to successfully return back to their families and society. It is the belief of the Lafayette Parish Sheriff's Office Corrections Division, that the recidivism of those involved in a Reentry Plan will be reduced by outlining every possible method to minimize barriers that offenders may face upon their return to the community.

Lafayette Parish Sheriff's Office

Reentry Model



Reentry Checklist

Review Reentry Programs Case Plan STATUS:

First Question: Are you a Veteran?
Academic Education (GED, ABE)
Pre-Conditions of Parole/Probation (Reentry Plan)
Drugs and Alcohol (IOP)
Needs and Rule Assessment (GAIN and LARNA II)
Reentry Skills Building Curriculum (100 hr)
Develop Career Plan (Lafayette Business Career Solutions Center)
Develop Resume
Cognitive Behavior Programming

Identify and Begin Benefits Eligibility ONLINE Applications

Supplemental Security Income—SSI (Social Security Administration)
Disability—SSDI (Social Security Administration)
Medicaid / Medicare (Social Security Administration)
Veterans Benefit (Veterans Administration)

Identify Reentry Release Needs

Child Support Responsibility (OCS If Applicable)
Housing / Residence Plan (Establish primary residence plan)

Assess Identification Needs and Apply for

Social Security Card (Social Security Administration)
Birth Certificate (Vital Records)
Motor Vehicle Record Issues (Department of Motor Vehicle)
Other Vital records (Child support, Court orders)

Within 18 months

PED (Parole Eligibility Date) of the Offender

Within 12 months

Review Reentry Program Plan
Ensure primary residence plan has been established
Custodial and forklift certifications

Within 3-6 months

Review Reentry Program Plan

Veterans Benefits application complete

Confirm Housing (Residence plan close to completion w/ three options listed) and **Problem Residence status reviewed/determined**

If Max-out (May or may not have Probation to Follow)

Community Reentry Assistance:

Identify Faith Based Organization (Chaplain of Facility)

Job Leads/ Employment

Special Needs for mental or physical health, developmental issues or substance abuse

Identify Community Action Agency Programs in Offender area

Identify the need for a Mentor

Within 1 month of Release

Review Reentry Program Plan

Residency Plan Confirmed and Problem Residence status reviewed/determined

Develop Monthly Budget Plan (Reentry Handbook Chapter 7)

Identify Community Resources (Reentry Handbook Chapter 15)

Substance Abuse Aftercare (If Applicable)

Clothing Banks (Faith-based & Community-Based Organizations)

Miscellaneous (Mentors, Support Groups, etc. in Area of Release)

Update Resume (Reentry Handbook Chapter 3)

Finalize Psychotropic Drug needs and assure there is a referral made (Health Services)

Schedule Medical Appointments as needed

Vital Records ready (Original to Offender, Copy sent to Parole/Probation Package)

Social Security Administration, **retirement**, begin application (If Applicable)

Potential Barriers

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

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

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

Getting Organized

Use this checklist to assist in planning your **PERSONAL** reentry plan. What do you need to obtain and work on during your incarceration period?

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

Chapter 1: Identification/Primary Documents

Proper identification is required to obtain employment and many other necessary services. Forms of acceptable identification are:

- Birth Certificate
- Social Security Card
- State ID Card/Driver's license

Birth Certificate

In order to receive a birth certificate you will need to go to the Office of Vital Records in the state in which you were born. You will need a state ID to obtain your birth certificate. There will be a fee for a birth certificate. (Short form birth certificate in Louisiana is \$9.00) Fees vary from state to state.

Birth Certificates for Louisiana can be obtained at:

Louisiana Office of Vital Records
Clifton Chenier Center Building A
220 West Willow St.
Lafayette, LA 70501
337-291-8445

Social Security Card

Social Security Cards can be obtained free of charge from the Social Security Administration. You must go in person to their office to apply for the Social Security Card. The address is:

US Social Security Administration
106 Corporate Boulevard
Lafayette, LA 70508
337-261-0606

State ID/Driver's License

If you have never had a Louisiana state ID/driver's license, you will need two forms of identification. One of which needs to be a picture ID with your name, date of birth, social security number, sex, and race. Your birth certificate or social security card can be used for the second form of ID. Other forms of identification can be used if you do not have any of the above, but these are the most common forms. If you have had a Louisiana state ID/driver's license before you will not need the two forms of identification.

Fees for Louisiana OMV are as follows:

4 year State ID	18.00
Duplicate ID	13.00
Driver's License	21.50
Duplicate DL	13.00

Louisiana Office of Motor Vehicles
3241 NW Evangeline Thruway
Lafayette, LA 70507

Chapter 2: Housing

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

If you have no restrictions on where you live, think hard before deciding to move back into your old neighborhood. There may be people and activities there to pull you back into committing crimes. Some will have a supportive friend, relative, or family member to live with and housing may not be a major concern, while others will need to explore different options.

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

Temporary Shelter Providers and Referral Agencies

- **Community Action Agencies** provides services to reduce the effects of poverty in the community. Many provide energy assistance, winterization, housing, and emergency shelter services. These agencies are also a good source of information and referral for related services. Example: Acadiana Outreach Center
- **Drop-In Centers** provide a variety of services, which may include food, clothing, and support. The centers serve as sources of information, and daytime shelter. Availability is limited to larger metro areas. Example: Acadiana Outreach Center
- **Salvation Army Units**—provide shelter vouchers to individuals in need. They may also help out with meals and other essential needs. They offer lodging for a short period of time (usually three nights) until other arrangements can be made through the parish or other programs. You may use 2-3-2-HELP (337-232-4357) (First Call for Help) to locate these shelters.

Local shelters and living facilities:

- **Freedom House of Acadiana** — Transitional living for men.
205 Sixth St.
Lafayette, LA 70501
337-278-9513
- **St. Joseph's Men's Shelter** — Temporary shelter for men.
425 St. John St.
Lafayette, LA 70501
337-233-6816
<http://www.homelessshelterdirectory.org/cgi-bin/id/shelter.cgi?shelter=8398> or
<http://www.catholicservice.org>
- **Salvation Army** - Temporary shelter for men.
212 Sixth St.
Lafayette, LA 70501
337-235-2407
http://www.salvationarmy.org/ihq/www_sa.nsf

- **Family Promise of Acadiana** - Shelter Program for families or single mothers.
1604 W. University Ave
Lafayette, LA 70506
337-233-3447
- **Oxford House** - Sober living for men and women.
800-689-6441
- **Acadiana Outreach Center** –
125 South Buchanan Street
Lafayette, LA 70501-5944
(337) 235-1559
<http://www.acadianaoutreach.org/>

Types of Housing

Transitional (Halfway Housing)—some offenders are mandated to this type of housing as a condition of their release and to provide some structure as the offender adjusts to life on the outside. If space is available, others may also live there, provided they meet the shelter’s guidelines. To help you locate transitional housing in your area ask your caseworker for assistance. Transitional housing:

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

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

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

Renting—be sure to consider all expenses such as application fee, security deposit, utilities no included in rent, etc.

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

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

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

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

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

What Property Managers Look for in Tenants

Past Rental History—Know names and addresses of those you rented from in the past. Before you apply, be sure to take care of any unlawful detainers.

Employment History—Name, address, and phone number of your employer, as well as your monthly income (generally rent should not exceed one third of you income).

Credit History—Property managers do a criminal history check. They may ask you is an offense was committed in a residence. An honest, straightforward response is best.

Questions to Consider Before Signing a Lease

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

Housing Expenses

Property Address:	1st Choice	2nd Choice	3rd Choice
Rent (Monthly)			
Security Deposit			
Heat			
Gas/Electricity			
Parking/Garage			
Garbage			
Other			
Total Cost			

These are the areas you will need to consider to determine your monthly expenses.

You have the following Responsibilities as a tenant:

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

As a tenant in Louisiana, you have the following Rights:

- A tenant in Louisiana has a reasonable expectation to be able to enjoy his home in a quiet, peaceful manner.
- The tenant has the right to receive his security deposit back within 30 days of vacating the premises and cannot be charged for repairs considered normal wear and tear.
- A Louisiana tenant on a month-to-month lease can choose to provide notice of lease termination. The notice must be given 10 days before the current rental period has ended.
- A tenant receives two notices--a notice of lease termination prior to the landlord filing eviction in court, and a summons to the hearing if the tenant remains after the lease is terminated. A tenant may file for a dismissal of the eviction if one of those notices was not received.
- A tenant must be evicted for cause. Louisiana eviction causes are nonpayment of rent, lease violation and holdover tenants.

Buying a Home

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

Questions

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

Where do you plan to live in the future?

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

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

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

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

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

Chapter 3: Employment

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

Job Searches

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

Job-Seeking Methods

- **Help-Wanted Ads in Newspaper** – only 15 percent of all jobs available are listed in the help wanted ads, and competition is fierce because almost everyone reads them.
- **Sending out Résumés** – almost all job search books recommend it, but doing that alone as a job search method does not work very well.
- **Private Employment Agencies** – charge fees for finding you a job. The fees range from 10 to 15 percent of your annual income.
- **Local Government Workforce Centers (WIA)** – post job openings and will post your résumé for potential employers. They also provide assistance in résumé writing. Workforce centers have a number of useful publications to help you choose a career.
- **Louisiana Workforce Commission Business and Career Solutions Center** - Provides job search assistance, résumé writing assistance and employment training classes. 706 East Vermillion St., Lafayette, LA 70501. www.laworks.net. 337-262-5601
- **Goodwill Industries of Acadiana** - Provides job search assistance, résumé writing assistance and employment training classes. 2435 West Congress St., Lafayette, LA 70506. 337-261-5811
- **Job Clubs** – various community agencies and local churches host job club meetings in their facilities. These meetings provide job leads, job search tips, and support.
- **Warm Contact** – let it be known to others that you are seeking employment. Let friends, relatives, neighbors, former employers, former co-workers, church members, etc., know that you are looking for a job.
- **Cold Contact** – means going directly to possible employers. This requires a lot of time and traveling around town. Cold contacts may not be easy for most, but remember the worst that can happen is that they will say no.
- **Public Library**—is a great resource for job seekers. It has directories for local, state, and national organizations, businesses, corporations. Most libraries also have out-of-town newspapers and phone directories for assistance as well. 301 West Congress Street, Lafayette, LA 70501. (337) 261-5787
- **School Placement Offices**—at private, trade, technical, and vocational schools. Some prospective employers notify these schools of openings, and school may reserve these prospects for their own students.
- **Trade Magazines and Journals**—often list jobs available in their field. Review only current issues.

- **Accept an Entry-Level Position**—to get you foot in the door and then volunteer to help with more responsible positions within the business.
- **Temporary Help Agencies**—are a fast source of income and supply you with helpful experience, even though the pay may be lower and fewer benefits offered. Many times the temporary job can turn into full-time positions.
- **Volunteer Work**—shows employers a positive work ethic and may serve as a foot in the door to a potential employer. It is also an excellent opportunity to network. If you are volunteering for an organization, ask your volunteer coordinator to be a job reference for you.
- **Internet**—allows you to browse at your convenience at home and most public libraries. You can find many different websites containing possible employment opportunities. Be sure you have no special release conditions prohibiting your use of the Internet.
- **Job Card**—example of a pocket sized card to leave with your employer. These are especially handy for “drop-in” or cold contacts for employment.

Name: Lana Loftus

Telephone: (337) 555-6873

Position: Computer Technician

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

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

Federal Bonding Program

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

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

Louisiana Work Opportunity Tax Credit

The Work Opportunity Tax Credit (WOTC) is one tool in a diverse toolbox of flexible strategies designed to help move people into gainful employment and obtain on-the-job experience. It joins other tax credits, education, and workforce training and development 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. All new adult employees must work a minimum of 120 or 400 hours; Summer Youth must work at least 90 days, between May 1 and September 15 before the employer is eligible to claim the tax credit. The ETA form 9061 and the IRS form 8850 with original signatures must be completed and mailed with a postmark date no later than 28 days after the start date, to the Louisiana Workforce Commission – WOTC Unit, P. O. Box 94094 Baton Rouge, LA, 70804.

Employment History

Fill out the following profile worksheet. You may need to write or call someone to research accurate names and addresses.

Personal History:

Name: _____ Phone Number: _____
Address: _____
City: _____ State: _____ Zip Code: _____

Work History # 1:

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

Work History # 2:

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

Work History # 3:

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

Education History Worksheet

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

Education History # 1:

School Class: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Degree/Certification/Date: _____

Education History # 2:

School Class: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Degree/Certification/Date: _____

Education History # 3:

School Class: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Degree/Certification/Date: _____

Personal Skills

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

1. _____
2. _____
3. _____
4. _____
5. _____

Job Search Strategies

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

1. _____

2. _____

3. _____

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

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

Job Search

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

Job Search (example)

Seeking Method: Employment Weekly Newspaper

Company: Steffen's Custom Motorcycles

Contact Person: Mr. Olson

Applying position: Custom Motorcycle Technician

Address: 123 42nd Ave. North

City: Lafayette State: Louisiana Zip Code: 70506

Phone: (337) 555-5555

Job Search # 1:

Seeking Method: _____

Company: _____

Contact Person: _____

Applying Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Job Search # 2:

Seeking Method: _____

Company: _____

Contact Person: _____

Applying Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Job Search # 3:

Seeking Method: _____

Company: _____

Contact Person: _____

Applying Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Reference Worksheet

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

Reference # 1:

Name: _____

Occupation: _____

Professional Relationship: _____

City, State: _____

Phone: _____

Reference # 2:

Name: _____

Occupation: _____

Professional Relationship: _____

City, State: _____

Phone: _____

Reference # 3:

Name: _____

Occupation: _____

Professional Relationship: _____

City, State: _____

Phone: _____

Résumés and Applications

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

Tips for an Effective Résumé

- 1. Try to use a Computer** – There are computer programs that make it much easier to prepare your résumé. Your local library, work force center, or “quick print” shop can help. Practice on the computer in the library.
- 2. Be Specific** – Don’t waste valuable space with overused, general statements. An example of a general of “flowery” statement is: “A challenging position enabling me to contribute to organizational goals while offering an opportunity for growth and advancement.” Be direct and to the point in identifying your accomplishments.
- 3. One or Two Pages** – If your career justifies a two-page résumé, go ahead and create a document that explains the full range of your experiences and accomplishments. On the other hand, don’t ramble on about unrelated experiences. Ask yourself, “Will this statement help me land an interview?” Every word should sell you.
- 4. Avoid use of Personal Pronouns** – There should be no mention of “I” or “me” and only limited use of articles as, “a,” “an,” and “the.” Also do not use abbreviations.
- 5. List Only Necessary Information** – Do not include your interests unless they are related to the job. For example, if applying for a position as a ski instructor, list cross-country skiing as a hobby. Personal information such as date of birth, marital status, height and weight, and salary or wages should not be on the résumé.
- 6. Center or Align Headings** – All headings should be easy to locate and consistent in layout.
- 7. Avoid Making Excuses** – Don’t include the reasons you are no longer working at each job listed on your résumé. The phrases, “company sold,” “boss was an idiot,” and “left to make more money” have no place on your résumé. Be positive.
- 8. Check for Typos** – Check for typos, grammatical errors, and coffee stains. Use the spell check feature on the computer and ask one or two friends to review the résumé to find mistakes you might have missed.
- 9. Use Quality Copy Paper** – Don’t try to save money by printing your résumé on cheap copy paper instead of good quality stock. A résumé should be printed on paper with a high percentage of cotton fiber; it should also be mailed in an envelope with a high percentage of cotton fiber. You can find résumé paper and envelopes at any store that sells office supplies. Inspect copies for smudges and marks before distributing.

Action Verbs

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

Accomplished			
Accelerated	Consulted	Opened	Staffed
Achieved	Contracted	Operated	Started
Activated	Contributed	Optimized	
Actuated	Controlled	Ordered	Terminated
Addressed	Converted	Organized	Tested
Administered	Coordinated	Originated	Tripled
Advertized	Corrected	Oversaw	Trimmed
Advised	Founded	Performed	Traced
Analyzed	Galvanized	Planned	Took over
Approved	Gathered	Prepared	Tracked
Arranged	Generated	Prescribed	Traded
Assembled	Ghostwrote	Presented	Trained
Assisted	Governed	Procured	Transferred
Attracted	Graduated	Produced	Transformed
Audited	Guarded	Programmed	Translated
Authored	Guided	Promoted	Triggered
Backed			Tripled
Began	Halved	Proposed	Trimmed
Bid	Hastened	Protected	Traced
Brought	Headed	Provided	
Built	Heightened	Purchased	Uncovered
Backed	Helped		Unified
Began	Hired	Realized	Unraveled
Bid		Received	
Brought	Identified	Recommended	Wrote
Built	Illuminated	Reconciled	
	Illustrated	Recorded	
	Implemented	Recruited	
	Improved	Redesigned	
	Improvised	Reduced	
	Initiated	Rendered	
Calculated	Innovated	Reorganized	
Charted	Interpreted	Replaced	
Closed	Installed	Represented	
Collected	Instituted	Researched	
Compiled	Instructed	Restored	
Calculated	Introduced	Reviewed	
Charted	Invented	Revised	
Closed	Investigated	Revitalized	
Collected	Interviewed	Routed	
Compiled	Launched		
Completed	Leg	Safeguarded	
Composed	Logged	Scheduled	
Compounded	Maintained	Secured	
Conceived	Managed	Selected	
Consulted	Maximized	Served	
Conducted	Minimized	Serviced	
Confined	Modernized	Set up	
Consolidate	Modified	Shut down	
Constructed	Motivated	Simplified	
		Slashed	
	Negotiated	Sold	
	Obtained	Solved	

Getting your Résumé out

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

Functional or Skills Résumé

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

Cover Letters

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

Cover Letter (Sample)

January 1, 2012
William Barnett
Supervising Engineer
Montgomery Water Company
P.O. Box 1875
Montgomery, Alabama 26134

Address the letter to
a person by name.

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

Dear Mr. Barnett

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

My experience includes managerial and practical engineering work in both the water treatment and chemical industries.

It is my intention to pursue a position where I can utilize my past experience and education.

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

Tell why
you are
qualified.

Thank you for your consideration.

Sincerely,

Thank them for
considering you.

Juanita Hartley
1986 Glen Street
Donthan, Alabama 26134
Phone (205) 555-1754

Always include a
daytime telephone

Enclosure: résumé

Résumé (Functional, Sample #1)

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

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

Johnny G. Doe
5656 110th Street
Huntington, Ohio 59123
(234) 555-1123

Always include a daytime
phone telephone number.

OBJECTIVE: To a baker in a food service setting.

EXPERTISE:

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

ABILITIES:

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

STRENGTHS:

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

WORK HISTORY:

1996-present: MCF – Moose Lake, Painter
1990-1996L MCF – Faribault, Baker

EDUCATION:

1990-1994: Central Georgia Vocational Schools
1999: RSAT Transitional Program

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

REFERENCES AVAILABLE UPON REQUEST

Résumé (Functional, Sample #2)

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

Johnny G. Doe
5656 110th Street
Huntington, Ohio 59123
(234) 555-1123

OBJECTIVE: General Labor

EXPERTISE:

- Accurately read measuring devices
- Able to meet required specifications and tolerances
- Computer experience
- Operating skills with front loaders, bobcat, boom truck, tractors, and dump trucks.

Be concise when listing specific descriptions.

ABILITIES:

- Experienced in shipping and handling
- Capable of doing inventories and keeping accurate supplies for running departments
- Dependable, reliable, and self motivated

WORK HISTORY:

- 1996-1997: Baldinger Bakery, Inc., St. Martinville, Louisiana; Truck Driver and Dock Worker
- 1993-1995: Quality Mobile Wash, Baton Rouge, Louisiana; Truck Driver and Operator of Power Washer

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

EDUCATION:

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

My Résumé

NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

TELEPHONE: _____

OBJECTIVE:

EXPERTISE: (skills)

-
-
-
-

ABILITIES:

-
-
-
-

STRENGTHS:

-
-
-
-

WORK HISTORY: (include your job in the institution)

EDUCATION:

Matching your Skills to the Job

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

Technical or Job Skills

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

- Welding
- Taking blood pressure
- Carpentry
- Automobile repair
- Keyboarding

Self-Management Skills

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

Key Self-Management Skills

___ Accepts supervision	___ Gets along with co-workers	___ Hard worker	___ Honest
___ Good Attendance	___ Completes work on time	___ Punctual	___ Productive

Other Self-Management Skills

___ Ambitious	___ Dependable	___ Loyal	___ Mature	___ Eager
___ Capable	___ Energetic	___ Flexible	___ Efficient	___ Enthusiastic
___ Responsible	___ Independent	___ Intelligent	___ Cheerful	___ Thrifty
___ Competent	___ Creative	___ Friendly	___ Good-natured	___ Self-confident
___ Conscientious	___ Patient	___ Imaginative	___ Open-minded	___ Well-organized
___ Reliable	___ Helpful	___ Industrious	___ Problem-solver	___ Tactful
___ Modest	___ Sincere	___ Patient	___ Sense of humor	___ Trustworthy
___ Motivated	___ Versatile	___ Cooperative	___ Learn quickly	___ Resourceful

Transferable Skills

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

Key Transferable Skills

☐ Instruct others ☐ Meet deadlines ☐ Organize/manage projects
☐ Manage money, budget ☐ Meet the public ☐ Public speaking

Skills Working With Things

☐ Assemble things ☐ Good with hands ☐ Use complex equipment ☐ Drive/operate vehicles
☐ Construct/build ☐ Inspect things ☐ Operate tools/machines ☐ Repair things

Skills Working With Data

☐ Analyze data ☐ Audit records ☐ Check for accuracy ☐ Evaluate
☐ Budget ☐ Calculate/compute ☐ Detailed-oriented ☐ Observe/inspect
☐ Compare ☐ Manage money ☐ Keep financial records ☐ Record facts
☐ Research/investigate ☐ Take inventory ☐ Locate information

Skills Working With Words, Ideas

☐ Communicate verbally ☐ Design ☐ Public speaking
☐ Correspond with others ☐ Inventive ☐ Remember information
☐ Create new ideas ☐ Logical ☐ Write clearly

Skills Working With People

☐ Administer ☐ Help others ☐ Diplomatic ☐ Perceptive ☐ Instruct
☐ Advise ☐ Interview/skills ☐ Persuade ☐ Patient ☐ Listen
☐ Care for others ☐ Kind/understanding ☐ Pleasant ☐ Sensitive ☐ Trusting
☐ Coach ☐ Negotiate ☐ Tactful ☐ Outgoing ☐ Tolerant
☐ Counsel

Leadership Skills

☐ Arrange social functions ☐ Initiate new tasks ☐ Negotiate agreements ☐ Self-motivated
☐ Competitive ☐ Make decisions ☐ Plan events ☐ Solve problems
☐ Delegate ☐ Manage/direct others ☐ Results-oriented ☐ Influence others
☐ Explanations to others ☐ Mediate problem ☐ Risk-taker ☐ Motivate people
☐ Self-confident

Creative/Artistic Skills

☐ Artistic/expressive ☐ Perform, act ☐ Drawing, art
☐ Dance, body movements ☐ Present artistic ideas

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

Thank You Letters

- A well-written thank-you letter helps you stand apart from the crowd.
- Thanks interviewer or job search contacts for what they did, and at the same time puts your name in front of the employer again.

- Shows that you are someone who takes time to show appreciation for the efforts of others.

Thank You Letter (Sample)

<p>May 30, 2012</p>		<p>Follow up quickly. Send me a letter the same day if possible.</p>
<p>Nancy K. Doe Personnel Director Dexter Manufacturing Company Dexter, Maine 04930</p>	<p>Indicate specifically the reason for the thank you.</p>	<p>A thank you letter should be short and friendly. Be sure to use proper grammar and correct spelling.</p>
<p>Dear Ms. Doe:</p>		
<p>Thank you for interviewing me last Wednesday for the position of Line Quality Inspector. I believe Dexter Manufacturing Company and I have a lot in common!</p>		
<p>The information you provided about your community was very helpful. Relocating to such a beautiful area is very appealing.</p>		
<p>As you requested, my references and transcripts are enclosed. I look forward to meeting with you again. Until then, don't hesitate to me with any further questions regarding my candidacy for this position.</p>		
<p>Sincerely,</p>	<p>Let them know that you available at their convenience and you are happy to supply any information needed.</p>	
<p>Ray T. Simmons 268 6th Avenue Locania, New Hampshire 03246 (397) 222-1111</p>	<p>A personal letter can be handwritten. If your handwriting is not neat and legible, type it.</p>	

Applications

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

- Read the directions carefully.
- Keep it as neat as possible; re-do poorly done applications, if possible.

- ## Notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Application for Employment

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

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

If you are under 18 years of age, can you provide required Yes ☐ No ☐

Proof of eligibility to work?

Have you ever filed an application with us before? Yes ☐ No ☐

If yes, give date _____

Have you ever been employed with us before? Yes ☐ No ☐

If yes, give date _____

Are you currently employed? Yes ☐ No ☐

May we contact you present employer? Yes ☐ No ☐

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

Proof of citizenship or immigration status will be required upon employment

On what date would you be available to work?

Are you able to work ☐ Full-time ☐ Part-time ☐ Shift-work ☐

Temporary

Are you currently on "lay-off" status and subject to recall?

Can you travel if a job requires it? Yes ☐ No ☐

Have you been convicted of a felony? Yes ☐ No ☐

Conviction will not necessarily disqualify you from employment

If yes, please explain

Education

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

References

<p>Give name, address, and telephone number of three references who are not related to you and are not previous employers. 1. _____</p> <p>2. _____</p> <p>3. _____</p>

Have you ever had any job-related training in the United States Military? Yes ☐ No ☐

If yes, please describe

Are you physically or otherwise unable to perform the duties of the job for which you are applying?

Yes ☐ No ☐

Employment Experiences

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

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

Special Skills and Qualifications

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

If you need more space, please continue on a separate sheet of paper.

Applicant's Statement

I certify that answers given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as this may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment after this time period should inquire as to whether applications are being accepted at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in my discharge.

I also understand that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview

Yes

No

Remarks _____

Interviewer
Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____
Name and Title Date

Things to Remember for Completing Applications On-site

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

Face-to-Face Contacts

Creating a Good First Impressions

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

Communicate Your Best Image in Appearance

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

Dress for Success

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

■ Women should avoid:

- Hair that is over styled, teased, or moussed. It is best to keep hair conservatively styled.
- Dangling or large earrings.
- Too many earrings, rings, necklaces, or bracelets.
- Too much make-up. Too little is always better than too much.
- Too much perfume – none is better.
- Low-cut, tight, or short apparel.
- Exposed undergarment.
- Leather or suede apparel.
- Ruffles, bows, or fringe (they do not project a professional or businesslike image).
- Patterned nylons. Plain nylons are best.
- Very high heels.
- Glittery, silver, gold, or open-toe shoes.

- Showing tattoos or body piercings—cover with clothing or make-up if possible.

■ **Men should avoid:**

- Earrings, bracelets, pinkie-rings, or similar jewelry.
- Too much aftershave or cologne – none is better.
- Unbuttoned shirts.
- Tee shirts.
- Patterned tee shirts under dress shirts.
- White socks with dress pants. Wear dark colored dress socks.
- White pants.
- Novelty or leather ties.
- Sneakers.
- Showing tattoos or body piercings—cover with clothing or make-up if possible.

Communicate Your Best Image by Being Prepared

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

Interview Do's and Don'ts

Do – Do – Do:

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

Don't – Don't – Don't:

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

Communicate Your Best Attitude

- **Sit straight and relatively still.** Avoid distracting wiggling or jiggling of your hands or legs or tapping and clicking of a pen.
- **Fold your hands comfortably in your lap** or on top of your résumé materials. Do not cross your arms over your chest (makes you appear disagreeable) or spread them across the back of the chair or couch (makes you appear too relaxed, lazy, or disinterested).
- **Maintain good eye contact.**
- **Show reserved confidence.** Let the interviewer start the dialogue. Listen carefully.
- **Avoid interrupting,** even if the interviewer does most of the talking.

- **Ask questions** if you don't understand something.
- **Be positive and upbeat** in your remarks.
- **Avoid complaining** about a previous job or employer. Whether or not your remarks are true, you won't appear professional if you "harp" on these subjects.
- **Avoid criticizing or disagreeing** with the interviewer.
- **Tell the employer about your skills.** If you don't, no one else will! Don't make the employer work harder than you during the interview.
- **Welcome all questions** and give direct, honest answers. Take your time by developing the answer in your head before you respond.
- **Try to plan ahead for tough questions** and practice your answers before the interview.
- **For women, crossing your legs is acceptable,** but wear a skirt of appropriate length to do so.

Communicate Your Best Image by Finishing Strong

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

Reasons Employers Give for Not Hiring an Applicant

- Sarcastic or defensive responses.
- Boastful or "know it all" attitude.
- Over aggressive or high-pressure type.
- Makes excuses or lies about unfavorable facts in record.
- Seems unprepared for interview—late, cannot answer questions, etc.

- Poor grooming or personal appearance.
- Immature or ill-mannered behavior.
- Speaks negatively of former co-workers, school, or other people.
- Lazy or low on energy.
- Talking about personal problems.
- Radical ideas—politics, religion, dress, life-style, etc.
- Seems overly concerned about salary and benefits.
- Shows no interest in company or job.
- Undecided—appears to rely on others to make their decisions.
- Doesn't ask any questions about the job.
- Poor work history—a “job hopper.”
- Fails to make good eye contact.
- Limp handshake.
- Lack of confidence—poor posture, shy, etc.
- Unable to take criticism.
- Appears to have trouble getting along with others.

Questions Interviewers May Ask You

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

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

Suggested Questions You May Ask an Employer

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

Discussing Your Conviction Record

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

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

Three Choices for Discussing Your Record

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

Steps to Discussing Your Conviction Record

Step 1: Own it. Take responsibility for your actions. Show them you own up to your behavior.

Statements should begin with “I.” Placing blame on someone or something else (it wasn’t my fault or I didn’t know) is the worst thing you can do. Suggested openers could be: In the past

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

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

- Completed GED
- Completed Cognitive Skills Programming for thinking and decision making
- Paid restitution
- Participated in counseling or treatment. Maintained aftercare

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

- Express your regret and speak about the lessons you have learned.
- I’m not proud of what I’ve done; I’m sorry it ever happened.
- I wanted fast money and now I see it was wrong.

- I wish I had realized sooner just how immature and irresponsible I was being.
- I lost sight of what was really important; my priorities were really mixed up.

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

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

If Asked – Were You Incarcerated?

- I did spend some time at an adult correctional facility for some bad choices I made.
- My time there helped me to focus and set new goals.
- I used the time to take advantage of education offered and by participating in various courses (name a few) and volunteering to work while I was there.
- I'm ready to work hard and do a good job.

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

Don't lie!

Don't give details!

Don't get defensive!

Don't volunteer information!

Keep answers brief and to the point!

Telephone Etiquette

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

- Whenever you first contact an employer by telephone, always be courteous to whoever answer the phone. The support staff is often who decides whether calls should be put through and it is not uncommon for supervisors themselves to answer the phone.
- Wear a smile on the telephone—they may not see it, but they will hear it.
- In general, it's best to make calls in the morning when people are alert and not yet involved in the day's events.
- If you can't get past a shrewd receptionist, try before 8:00 a.m., during lunch, after 5:00 p.m., or Saturday morning. If you still can't get through, ask for the receptionist's assistance.
- If you were referred by a mutual contact, give that person's name to the receptionist.
- The first rule of telephone etiquette is to be prepared. Know whom you want to speak to and what you want to say. If you sound hesitant or unsure of yourself, you may have more difficulty getting past the person answering the phone.
- Outline in writing what you want to say. This is important in the early stages of cold calling or when the call is very important. As you gain confidence, you will "script" most of your calls in your head.
- Make sure there are no distracting noises in the background; crying children, loud lawnmowers, kitchen noise, barking dogs, etc., will distract from your professionalism.

- ## Chapter 4: Careers

OFFENDER CAREER PLAN

Prepared by Participant (Use additional paper as necessary)

Name _____ Date _____

INTEREST PROFILER Scores:

R _____ I _____ A _____ S _____ E _____ C _____

Career Choice # 1 _____ Zone _____

Steps 1 to employment: Retention Planning

(Note further preparation or immediate employment)

1.

2.

3.

Career Choice # 2 _____ Zone _____

Steps 2 to employment: Contingency Planning

1.

2.

3.

Career Choice # 3 _____ Zone _____

Steps 3 to employment: Advancement Planning

1.

2.

3.

Chapter 5: Work Ethics

Job Survival Skills

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

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

Communication

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

Getting Along with Others

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

Personal Traits

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

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

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

- First take a deep breath. Do not run, hide, get angry, or blame others. Move from “stewing” about what cannot be undone to figuring out what need to be done next and right away.
- Figure out what went wrong, how it went wrong, and what to do about it. Think clearly and gather information so that you can solve the problem and make amends.
- Be a problem-solver. Whether it was a minor embarrassment or a major disaster, think of yourself as a problem-solver and explain to your supervisor how you will avoid a repeat.
- Tell your supervisor the mistake. Keep emotion to a minimum – be straightforward, clear, and direct, “This is what happened and I’m sorry. I know we have to deal with this, and this is what I recommend.”
- Listen to your boss’s response. Be prepared to hear everything including anger, criticism, silence, etc. Above all, do not argue or offer excuses.
- Apologize and accept responsibility. Grace under fire can win you new respect.
- Check for causes of repeat mistakes. Try to change it so you can be in control in the future.
- The longer you wait to deal with a mistake, the harder it will be to correct it.

Questions

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

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

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

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


Why should you dress to impress for a job interview?

Chapter 6: Transportation

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

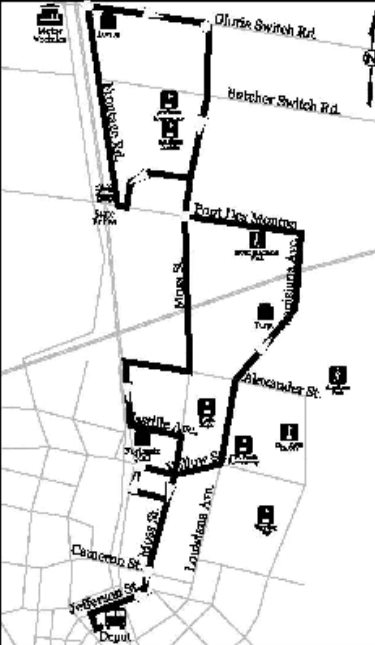
The bus- Lafayette Consolidated Government public transit system runs bus routes throughout the City of Lafayette. The following information below can also be found on their website at <http://www.ridelts.com/>

Effective February, 2011



Lafayette Transit

Route 45- Moss St.



Not all streets and stops are depicted
Subject to change without notice.

For Information Call 291-8570

Route 45 Operates Monday Through Saturday

Depart Terminal Route 45	Frontage and Willow	Pont Des Mouton and Moss	Frontage and Pont Des Mouton	Gloria Switch at Lowes	Gloria Switch and Moss	Frontage and Castille	Terminal
6:30 AM	6:39 AM	6:45 AM	6:50 AM	6:55 AM	7:00 AM	7:10 AM	7:18 AM
7:30 AM	7:39 AM	7:45 AM	7:50 AM	7:55 AM	8:00 AM	8:10 AM	8:18 AM
8:30 AM	8:39 AM	8:45 AM	8:50 AM	8:55 AM	9:00 AM	9:10 AM	9:18 AM
9:30 AM	9:39 AM	9:45 AM	9:50 AM	9:55 AM	10:00 AM	10:10 AM	10:18 AM
10:30 AM	10:39 AM	10:45 AM	10:50 AM	10:55 AM	11:00 AM	11:10 AM	11:18 AM
11:30 AM	11:39 AM	11:45 AM	11:50 AM	11:55 AM	12:00 PM	12:10 PM	12:18 PM
12:30 PM	12:39 PM	12:45 PM	12:50 PM	12:55 PM	1:00 PM	1:10 PM	1:18 PM
1:30 PM	1:39 PM	1:45 PM	1:50 PM	1:55 PM	2:00 PM	2:10 PM	2:18 PM
2:30 PM	2:39 PM	2:45 PM	2:50 PM	2:55 PM	3:00 PM	3:10 PM	3:18 PM
3:30 PM	3:39 PM	3:45 PM	3:50 PM	3:55 PM	4:00 PM	4:10 PM	4:18 PM
4:30 PM	4:39 PM	4:45 PM	4:50 PM	4:55 PM	5:00 PM	5:10 PM	5:18 PM
5:35 PM	5:44 PM	5:50 PM	5:55 PM	6:00 PM	6:05 PM	6:15 PM	6:23 PM

This bus also serves Route 70 Pinhook A round trip on this bus takes one hour

Fares		Passes	
Adult	\$1.00	Adult Monthly	\$38.00
Child 5-12 (less than 46 in)	\$0.90	Senior Monthly	\$19.00
Disabled, Senior & Medicare	\$0.50	12 Ride	\$10.00
Under 5 (less than 42 in)	Free	Day Pass	\$3.00

www.ridelts.com


Subject to change without notice.

For Information Call 291-8570

Lafayette Transit System Hours of Operation-

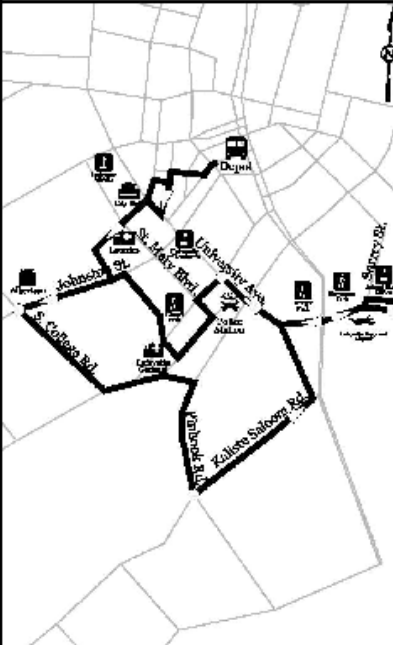
- The day service runs from 6:30 AM to 6:30 PM Monday-Saturday
 - The night service runs from 6:30 PM to 11:30 PM Monday-Saturday
 - Their Business Office hours are from 7:30 AM to 4:30 PM Monday-Friday
- For more information call the LTS office at (337) 291-8570.
- All bus passes can be purchased in the LTS business office at the downtown bus terminal. If you have any questions please call the LTS office at (337) 291-8570. Discount passes are available.
 - You can also track the bus routes online at- <http://www.ridelts.com/routes.asp>
 - Limited Service is available on other holidays. Please check on the website or Call (337) 291-8570 for more information.

Effective February, 2011



Lafayette Transit

Route 55- Downtown



Not all streets and stops are depicted
Subject to change without notice.

For Information Call 291-8570

Route 55		Operates Monday Through Friday No Saturday Service					
Depart Terminal Route 55	Lafayette City Hall	Johnston and S. College	Pinhook and Kaliste Saloom	Lafayette Regional Airport	University and Taft	Lady of Lourdes Hospital	Terminal
7:15 AM	7:20 AM	7:24 AM	7:30 AM	7:40 AM	7:44 AM	7:52 AM	8:08 AM
8:15 AM	8:20 AM	8:24 AM	8:30 AM	8:40 AM	8:44 AM	8:52 AM	9:08 AM
9:15 AM	9:20 AM	9:24 AM	9:30 AM	9:40 AM	9:44 AM	9:52 AM	10:08 AM
10:15 AM	10:20 AM	10:24 AM	10:30 AM	10:40 AM	10:44 AM	10:52 AM	11:08 AM
12:15 PM	12:20 PM	12:24 PM	12:30 PM	12:40 PM	12:44 PM	12:52 PM	1:08 PM
2:15 PM	2:20 PM	2:24 PM	2:30 PM	2:40 PM	2:44 PM	2:52 PM	3:08 PM
3:15 PM	3:20 PM	3:24 PM	3:30 PM	3:40 PM	3:44 PM	3:52 PM	4:08 PM
4:15 PM	4:20 PM	4:24 PM	4:30 PM	4:40 PM	4:44 PM	4:52 PM	5:08 PM
5:15 PM	5:20 PM	5:24 PM	5:30 PM	5:40 PM	5:44 PM	5:52 PM	6:08 PM

This bus also serves Route 65 Circulator A round trip on this bus takes one hour

Fares		Passes	
Adult	\$1.00	Adult Monthly	\$38.00
Child 5-12 (less than 46 in)	\$0.90	Senior Monthly	\$19.00
Disabled, Senior & Medicare	\$0.50	12 Ride	\$10.00
Under 5 (less than 42 in)	Free	Day Pass	\$3.00

www.ridelts.com


Subject to change without notice.

For Information Call 291-8570

Important Telephone Numbers-

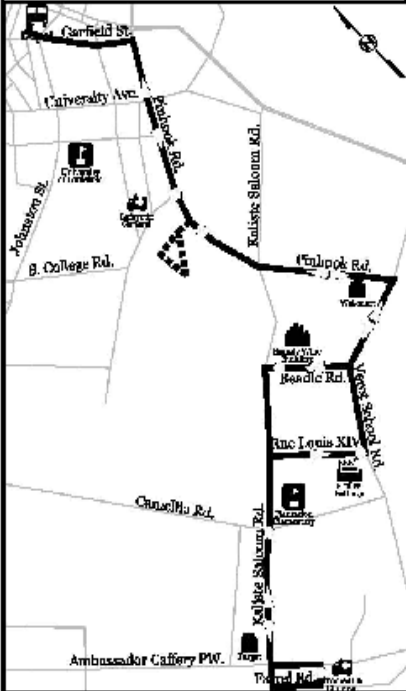
- Lafayette Transit System general information (337) 291-8570
- Fare and Schedule information (337) 291-8570
- Customer service, comments/complaints (337) 291-7041
- Disabled and Para transit service (337) 235-8976
- Lost and Found (337) 291-8573
- For Broussard or Carencro service (337) 262-5990

Effective February, 2011



Lafayette Transit

Route 70- Pinhook



Subject to change without notice.
Not all streets and stops are depicted

For Information Call 291-8570

Route 70

Operates Monday Through Saturday

Depart Terminal Route 70	Pinhook and South College	S. Beadle at Brandy- Wine Building	Farrel at Womens Childrens Hospital	Rue Louis XIV at Stuller Settings	Pinhook at Verot School Road	Pinhook at Hilton Hotel	Terminal
6:30 AM	6:40 AM	6:53 AM	6:57 AM	7:05 AM	7:12 AM	7:19 AM	7:25 AM
7:30 AM	7:40 AM	7:53 AM	7:57 AM	8:05 AM	8:12 AM	8:19 AM	8:25 AM
8:30 AM	8:40 AM	8:53 AM	8:57 AM	9:05 AM	9:12 AM	9:19 AM	9:25 AM
9:30 AM	9:40 AM	9:53 AM	9:57 AM	10:05 AM	10:12 AM	10:19 AM	10:25 AM
10:30 AM	10:40 AM	10:53 AM	10:57 AM	11:05 AM	11:12 AM	11:19 AM	11:25 AM
11:30 AM	11:40 AM	11:53 AM	11:57 AM	12:05 PM	12:12 PM	12:19 PM	12:25 PM
12:30 PM	12:40 PM	12:53 PM	12:57 PM	1:05 PM	1:12 PM	1:19 PM	1:25 PM
1:30 PM	1:40 PM	1:53 PM	1:57 PM	2:05 PM	2:12 PM	2:19 PM	2:25 PM
2:30 PM	2:40 PM	2:53 PM	2:57 PM	3:05 PM	3:12 PM	3:19 PM	3:25 PM
3:30 PM	3:40 PM	3:53 PM	3:57 PM	4:05 PM	4:12 PM	4:19 PM	4:25 PM
4:30 PM	4:40 PM	4:53 PM	4:57 PM	5:05 PM	5:12 PM	5:19 PM	5:25 PM
5:35 PM	5:45 PM	5:58 PM	6:02 PM	6:10 PM	6:17 PM	6:24 PM	6:30 PM

This bus also serves Route 45 Moss A round trip on this bus takes one hour

www.rideLTS.com

Subject to change without notice.

Fares

Adult \$1.00
Child 5-12 (less than 46 in) \$0.90
Disabled, Senior & Medicare \$0.50
Under 5 (less than 42 in) Free

Passes


Adult Monthly \$38.00
Senior Monthly \$19.00
12 Ride \$10.00
Day Pass \$3.00

For Information Call 291-8570

Day Fares for LCG transit system-

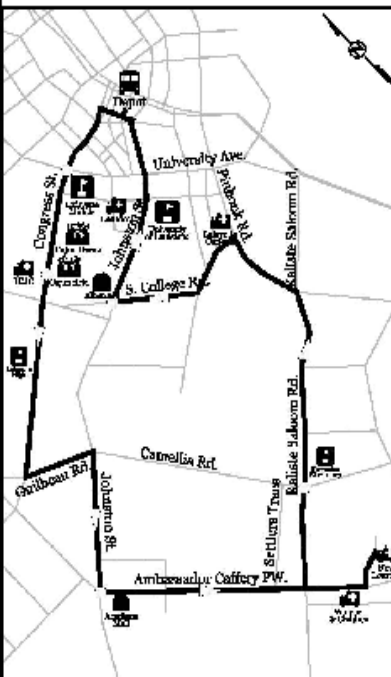
- Adult- \$1.00
- Child 5-12 \$.90
- Disabled, Senior & Medicare- \$.50
- Under 5 (with adult) – Free
- Day Pass- \$3.00

Effective February, 2011



Lafayette Transit

Route 65- Circulator



Not all streets and stops are depicted
Subject to change without notice.

For Information Call 291-8570

Route 65

Operates Monday Through Friday
No Saturday Service

Depart Terminal Route 65	Congress and University	Congress and University Medical	Congress and Lafayette High	Johnston and Amb. Caffery	Camelia and Kaliste Saloom	S.College and Johnston	Terminal
7:15 AM	7:22 AM	7:25 AM	7:28 AM	7:41 AM	7:52 AM	8:02 AM	8:10 AM
8:15 AM	8:22 AM	8:25 AM	8:28 AM	8:41 AM	8:52 AM	9:02 AM	9:10 AM
9:15 AM	9:22 AM	9:25 AM	9:28 AM	9:41 AM	9:52 AM	10:02 AM	10:10 AM
10:15 AM	10:22 AM	10:25 AM	10:28 AM	10:41 AM	10:52 AM	11:02 AM	11:10 AM
11:15 AM	11:22 AM	11:25 AM	11:28 AM	11:41 AM	11:52 AM	12:02 PM	12:10 PM
1:15 PM	1:22 PM	1:25 PM	1:28 PM	1:41 PM	1:52 PM	2:02 PM	2:10 PM
2:15 PM	2:22 PM	2:25 PM	2:28 PM	2:41 PM	2:52 PM	3:02 PM	3:10 PM
3:15 PM	3:22 PM	3:25 PM	3:28 PM	3:41 PM	3:52 PM	4:02 PM	4:10 PM
4:15 PM	4:22 PM	4:25 PM	4:28 PM	4:41 PM	4:52 PM	5:02 PM	5:10 PM
5:15 PM	5:22 PM	5:25 PM	5:28 PM	5:41 PM	5:52 PM	6:02 PM	6:10 PM

This bus also serves Route 55 A round trip on this bus takes one hour

www.rideLTS.com

Subject to change without notice.

Fares Passes

Adult \$1.00	Adult Monthly \$38.00
Child 5-12 (less than 46 in) \$0.90	Senior Monthly \$19.00
Disabled, Senior & Medicare \$0.50	12 Ride \$10.00
Under 5 (less than 42 in) Free	Day Pass \$3.00

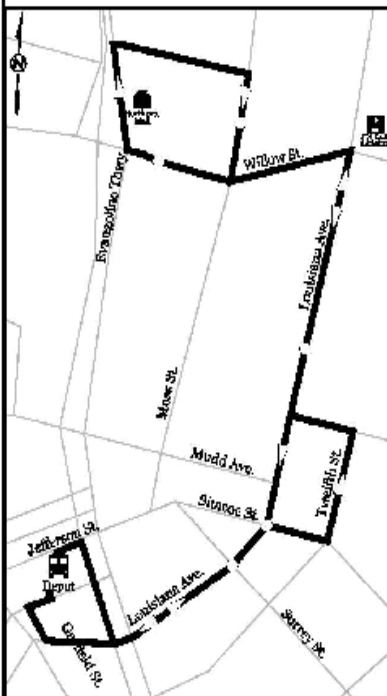
For Information Call 291-8570

Effective February, 2011



**Lafayette
Transit**

Route 60- Louisiana Ave.



Subject to change without notice.

For Information Call 291-8570

Route 60

Operates Monday Through Saturday

Depart Terminal Route 60	Louisiana and Simcoe	Louisiana at Holy Family Apts.	Willow and Northgate	Castille at Albertsons	Louisiana across Holy Family Apts.	Louisiana and Surrey	Terminal
6:15 AM	6:19 AM	6:24 AM	6:27 AM	6:31 AM	6:36 AM	6:38 AM	6:40 AM
6:45 AM	6:49 AM	6:54 AM	6:57 AM	7:01 AM	7:06 AM	7:08 AM	7:10 AM
7:15 AM	7:19 AM	7:24 AM	7:27 AM	7:31 AM	7:36 AM	7:38 AM	7:40 AM
7:45 AM	7:49 AM	7:54 AM	7:57 AM	8:01 AM	8:06 AM	8:08 AM	8:10 AM
8:15 AM	8:19 AM	8:24 AM	8:27 AM	8:31 AM	8:36 AM	8:38 AM	8:40 AM
8:45 AM	8:49 AM	8:54 AM	8:57 AM	9:01 AM	9:06 AM	9:08 AM	9:10 AM
9:15 AM	9:19 AM	9:24 AM	9:27 AM	9:31 AM	9:36 AM	9:38 AM	9:40 AM
9:45 AM	9:49 AM	9:54 AM	9:57 AM	10:01 AM	10:06 AM	10:08 AM	10:10 AM
10:15 AM	10:19 AM	10:24 AM	10:27 AM	10:31 AM	10:36 AM	10:38 AM	10:40 AM
10:45 AM	10:49 AM	10:54 AM	10:57 AM	11:01 AM	11:06 AM	11:08 AM	11:10 AM
11:15 AM	11:19 AM	11:24 AM	11:27 AM	11:31 AM	11:36 AM	11:38 AM	11:40 AM
11:45 AM	11:49 AM	11:54 AM	11:57 AM	12:01 PM	12:06 PM	12:08 PM	12:10 PM
12:15 PM	12:19 PM	12:24 PM	12:27 PM	12:31 PM	12:36 PM	12:38 PM	12:40 PM
12:45 PM	12:49 PM	12:54 PM	12:57 PM	1:01 PM	1:06 PM	1:08 PM	1:10 PM
1:15 PM	1:19 PM	1:24 PM	1:27 PM	1:31 PM	1:36 PM	1:38 PM	1:40 PM
1:45 PM	1:49 PM	1:54 PM	1:57 PM	2:01 PM	2:06 PM	2:08 PM	2:10 PM
2:15 PM	2:19 PM	2:24 PM	2:27 PM	2:31 PM	2:36 PM	2:38 PM	2:40 PM
2:45 PM	2:49 PM	2:54 PM	2:57 PM	3:01 PM	3:06 PM	3:08 PM	3:10 PM
3:15 PM	3:19 PM	3:24 PM	3:27 PM	3:31 PM	3:36 PM	3:38 PM	3:40 PM
3:45 PM	3:49 PM	3:54 PM	3:57 PM	4:01 PM	4:06 PM	4:08 PM	4:10 PM
4:15 PM	4:19 PM	4:24 PM	4:27 PM	4:31 PM	4:36 PM	4:38 PM	4:40 PM
4:45 PM	4:49 PM	4:54 PM	4:57 PM	5:01 PM	5:06 PM	5:08 PM	5:10 PM
5:15 PM	5:19 PM	5:24 PM	5:27 PM	5:31 PM	5:36 PM	5:38 PM	5:40 PM
5:50 PM	5:54 PM	5:59 PM	6:04 PM	6:06 PM	6:11 PM	6:13 PM	6:15 PM

This bus also serves Route 50

A round trip on this bus takes 30 minutes

Fares

Passes

Adult \$1.00	Adult Monthly \$38.00
Child 5-12 (less than 46 in) \$0.90	Senior Monthly \$19.00
Disabled, Senior & Medicare \$0.50	12 Ride \$10.00
Under 5 (less than 42 in) Free	Day Pass \$3.00

For Information Call 291-8570

www.rideLTS.com

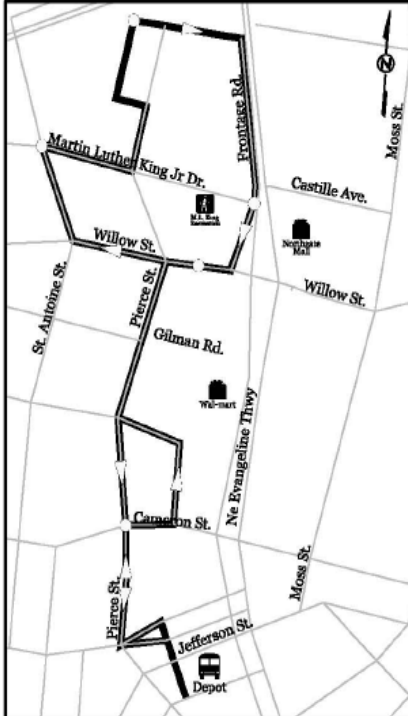
Subject to change without notice.

Effective February, 2011



**Lafayette
Transit**

Route 50- Pierce St.



Not all streets and stops are depicted

Subject to change without notice.

For Information Call 291-8570

Route 50

Operates Monday Through Saturday

Depart Terminal Route 50	Pierce at Pride Plaza	St. Antoine and MLK	S. Richter and Jessica	Frontage and MLK	Willow at Comm. Service Center	Pierce and Cameron	Terminal
6:15 AM	6:20 AM	6:24 AM	6:27 AM	6:31 AM	6:34 AM	6:38 AM	6:40 AM
6:45 AM	6:50 AM	6:54 AM	6:57 AM	7:01 AM	7:04 AM	7:08 AM	7:10 AM
7:15 AM	7:20 AM	7:24 AM	7:27 AM	7:31 AM	7:34 AM	7:38 AM	7:40 AM
7:45 AM	7:50 AM	7:54 AM	7:57 AM	8:01 AM	8:04 AM	8:08 AM	8:10 AM
8:15 AM	8:20 AM	8:24 AM	8:27 AM	8:31 AM	8:34 AM	8:38 AM	8:40 AM
8:45 AM	8:50 AM	8:54 AM	8:57 AM	9:01 AM	9:04 AM	9:08 AM	9:10 AM
9:15 AM	9:20 AM	9:24 AM	9:27 AM	9:31 AM	9:34 AM	9:38 AM	9:40 AM
9:45 AM	9:50 AM	9:54 AM	9:57 AM	10:01 AM	10:04 AM	10:08 AM	10:10 AM
10:15 AM	10:20 AM	10:24 AM	10:27 AM	10:31 AM	10:34 AM	10:38 AM	10:40 AM
10:45 AM	10:50 AM	10:54 AM	10:57 AM	11:01 AM	11:04 AM	11:08 AM	11:10 AM
11:15 AM	11:20 AM	11:24 AM	11:27 AM	11:31 AM	11:34 AM	11:38 AM	11:40 AM
11:45 AM	11:50 AM	11:54 AM	11:57 AM	12:01 PM	12:04 PM	12:08 PM	12:10 PM
12:15 PM	12:20 PM	12:24 PM	12:27 PM	12:31 PM	12:34 PM	12:38 PM	12:40 PM
12:45 PM	12:50 PM	12:54 PM	12:57 PM	1:01 PM	1:04 PM	1:08 PM	1:10 PM
1:15 PM	1:20 PM	1:24 PM	1:27 PM	1:31 PM	1:34 PM	1:38 PM	1:40 PM
1:45 PM	1:50 PM	1:54 PM	1:57 PM	2:01 PM	2:04 PM	2:08 PM	2:10 PM
2:15 PM	2:20 PM	2:24 PM	2:27 PM	2:31 PM	2:34 PM	2:38 PM	2:40 PM
2:45 PM	2:50 PM	2:54 PM	2:57 PM	3:01 PM	3:04 PM	3:08 PM	3:10 PM
3:15 PM	3:20 PM	3:24 PM	3:27 PM	3:31 PM	3:34 PM	3:38 PM	3:40 PM
3:45 PM	3:50 PM	3:54 PM	3:57 PM	4:01 PM	4:04 PM	4:08 PM	4:10 PM
4:15 PM	4:20 PM	4:24 PM	4:27 PM	4:31 PM	4:34 PM	4:38 PM	4:40 PM
4:45 PM	4:50 PM	4:54 PM	4:57 PM	5:01 PM	5:04 PM	5:08 PM	5:10 PM
5:15 PM	5:20 PM	5:24 PM	5:27 PM	5:31 PM	5:34 PM	5:38 PM	5:40 PM
5:50 PM	5:55 PM	5:59 PM	6:02 PM	6:06 PM	6:09 PM	6:13 PM	6:15 PM

This bus also serves Route 60

A round trip on this bus takes 30 minutes

Fares

Passes

Adult \$1.00	Adult Monthly \$38.00
Child 5-12 (less than 46 in) \$0.90	Senior Monthly \$19.00
Disabled, Senior & Medicare \$0.50	12 Ride \$10.00
Under 5 (less than 42 in) Free	Day Pass \$3.00

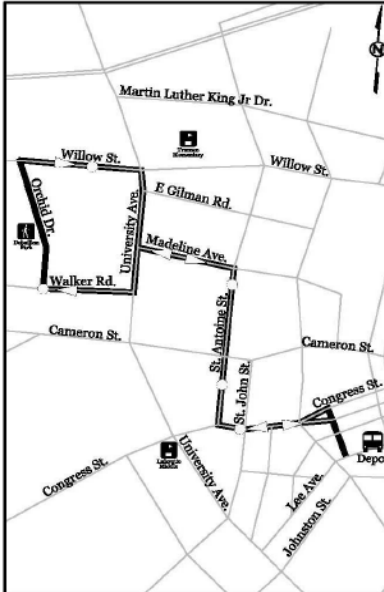
For Information Call 291-8570

Subject to change without notice.



***Lafayette
Transit***

Route 35- Madeline Ave.



Not all streets and stops are depicted
Subject to change without notice.

For Information Call 291-8570

Route 35

Operates Monday Through Saturday

Depart Terminal Route 35	Congress and St. John	St. Antoine and Simcoe	Orchid and 501 Block	Willow at Russells Specialty	Willow at Willow- brook Apts.	St. Antoine and Marie	Terminal
6:15 AM	6:18 AM	6:23 AM	6:28 AM	6:31 AM	6:32 AM	6:36 AM	6:40 AM
6:45 AM	6:48 AM	6:53 AM	6:58 AM	7:01 AM	7:02 AM	7:06 AM	7:10 AM
7:15 AM	7:18 AM	7:23 AM	7:28 AM	7:31 AM	7:32 AM	7:36 AM	7:40 AM
7:45 AM	7:48 AM	7:53 AM	7:58 AM	8:01 AM	8:02 AM	8:06 AM	8:10 AM
8:15 AM	8:18 AM	8:23 AM	8:28 AM	8:31 AM	8:32 AM	8:36 AM	8:40 AM
8:45 AM	8:48 AM	8:53 AM	8:58 AM	9:01 AM	9:02 AM	9:06 AM	9:10 AM
9:15 AM	9:18 AM	9:23 AM	9:28 AM	9:31 AM	9:32 AM	9:36 AM	9:40 AM
9:45 AM	9:48 AM	9:53 AM	9:58 AM	10:01 AM	10:02 AM	10:06 AM	10:10 AM
10:15 AM	10:18 AM	10:23 AM	10:28 AM	10:31 AM	10:32 AM	10:36 AM	10:40 AM
10:45 AM	10:48 AM	10:53 AM	10:58 AM	11:01 AM	11:02 AM	11:06 AM	11:10 AM
11:15 AM	11:18 AM	11:23 AM	11:28 AM	11:31 AM	11:32 AM	11:36 AM	11:40 AM
11:45 AM	11:48 AM	11:53 AM	11:58 AM	12:01 PM	12:02 PM	12:06 PM	12:10 PM
12:15 PM	12:18 PM	12:23 PM	12:28 PM	12:31 PM	12:32 PM	12:36 PM	12:40 PM
12:45 PM	12:48 PM	12:53 PM	12:58 PM	1:01 PM	1:02 PM	1:06 PM	1:10 PM
1:15 PM	1:18 PM	1:23 PM	1:28 PM	1:31 PM	1:32 PM	1:36 PM	1:40 PM
1:45 PM	1:48 PM	1:53 PM	1:58 PM	2:01 PM	2:02 PM	2:06 PM	2:10 PM
2:15 PM	2:18 PM	2:23 PM	2:28 PM	2:31 PM	2:32 PM	2:36 PM	2:40 PM
2:45 PM	2:48 PM	2:53 PM	2:58 PM	3:01 PM	3:02 PM	3:06 PM	3:10 PM
3:15 PM	3:18 PM	3:23 PM	3:28 PM	3:31 PM	3:32 PM	3:36 PM	3:40 PM
3:45 PM	3:48 PM	3:53 PM	3:58 PM	4:01 PM	4:02 PM	4:06 PM	4:10 PM
4:15 PM	4:18 PM	4:23 PM	4:28 PM	4:31 PM	4:32 PM	4:36 PM	4:40 PM
4:45 PM	4:48 PM	4:53 PM	4:58 PM	5:01 PM	5:02 PM	5:06 PM	5:10 PM
5:15 PM	5:18 PM	5:23 PM	5:28 PM	5:31 PM	5:32 PM	5:36 PM	5:40 PM
5:50 PM	5:53 PM	5:58 PM	6:03 PM	6:06 PM	6:07 PM	6:11 PM	6:15 PM

This bus also serves Route 25

A round trip on this bus takes 30 minutes.

Fares

Adult	\$1.00
Child 5-12 (less than 48 in)	\$0.90
Disabled, Senior & Medicare	\$0.50
Under 5 (less than 42 in)	Free

Passes

Adult Monthly	\$38.00
Senior Monthly	\$19.00
12 Ride	\$10.00
Day Pass	\$3.00

www.rideLTS.com

Subject to change without notice.

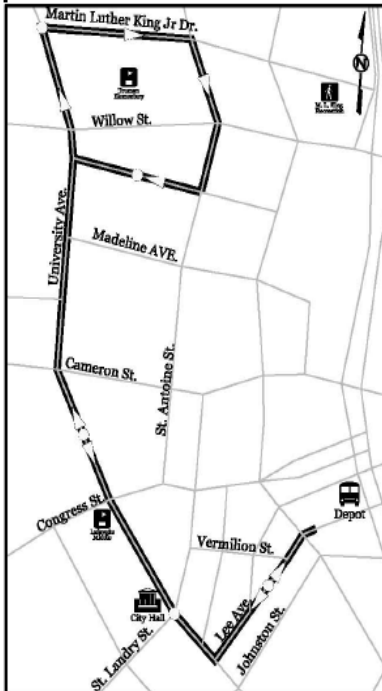
For Information Call 291-8570

Effective February, 2011



**Lafayette
Transit**

Route 30- Martin Luther King



Not all streets and stops are depicted
Subject to change without notice.

For Information Call 291-8570

Route 30

Operates Monday Through Saturday

Depart Terminal Route 30	Lee at City Court	University and St. John	University and Simcoe	Hollywood at Saint Francis Motel	Gilman and Cora	University and St. Landry	Terminal
6:15 AM	6:17 AM	6:21 AM	6:25 AM	6:30 AM	6:34 AM	6:38 AM	6:40 AM
6:45 AM	6:47 AM	6:51 AM	6:55 AM	7:00 AM	7:04 AM	7:08 AM	7:10 AM
7:15 AM	7:17 AM	7:21 AM	7:25 AM	7:30 AM	7:34 AM	7:38 AM	7:40 AM
7:45 AM	7:47 AM	7:51 AM	7:55 AM	8:00 AM	8:04 AM	8:08 AM	8:10 AM
8:15 AM	8:17 AM	8:21 AM	8:25 AM	8:30 AM	8:34 AM	8:38 AM	8:40 AM
8:45 AM	8:47 AM	8:51 AM	8:55 AM	9:00 AM	9:04 AM	9:08 AM	9:10 AM
9:15 AM	9:17 AM	9:21 AM	9:25 AM	9:30 AM	9:34 AM	9:38 AM	9:40 AM
9:45 AM	9:47 AM	9:51 AM	9:55 AM	10:00 AM	10:04 AM	10:08 AM	10:10 AM
10:15 AM	10:17 AM	10:21 AM	10:25 AM	10:30 AM	10:34 AM	10:38 AM	10:40 AM
10:45 AM	10:47 AM	10:51 AM	10:55 AM	11:00 AM	11:04 AM	11:08 AM	11:10 AM
11:15 AM	11:17 AM	11:21 AM	11:25 AM	11:30 AM	11:34 AM	11:38 AM	11:40 AM
11:45 AM	11:47 AM	11:51 AM	11:55 PM	12:00 PM	12:04 PM	12:08 PM	12:10 PM
12:15 PM	12:17 PM	12:21 PM	12:25 PM	12:30 PM	12:34 PM	12:38 PM	12:40 PM
12:45 PM	12:47 PM	12:51 PM	12:55 PM	1:00 PM	1:04 PM	1:08 PM	1:10 PM
1:15 PM	1:17 PM	1:21 PM	1:25 PM	1:30 PM	1:34 PM	1:38 PM	1:40 PM
1:45 PM	1:47 PM	1:51 PM	1:55 PM	2:00 PM	2:04 PM	2:08 PM	2:10 PM
2:15 PM	2:17 PM	2:21 PM	2:25 PM	2:30 PM	2:34 PM	2:38 PM	2:40 PM
2:45 PM	2:47 PM	2:51 PM	2:55 PM	3:00 PM	3:04 PM	3:08 PM	3:10 PM
3:15 PM	3:17 PM	3:21 PM	3:25 PM	3:30 PM	3:34 PM	3:38 PM	3:40 PM
3:45 PM	3:47 PM	3:51 PM	3:55 PM	4:00 PM	4:04 PM	4:08 PM	4:10 PM
4:15 PM	4:17 PM	4:21 PM	4:25 PM	4:30 PM	4:34 PM	4:38 PM	4:40 PM
4:45 PM	4:47 PM	4:51 PM	4:55 PM	5:00 PM	5:04 PM	5:08 PM	5:10 PM
5:15 PM	5:17 PM	5:21 PM	5:25 PM	5:30 PM	5:34 PM	5:38 PM	5:40 PM
5:50 PM	5:52 PM	5:56 PM	6:00 PM	6:05 PM	6:09 PM	6:13 PM	6:15 PM

This bus also serves Route 10

A round trip on this bus takes 30 minutes

Fares

Adult \$1.00
Child 5-12 (less than 48 in) \$0.90
Disabled, Senior & Medicare \$0.50
Under 5 (less than 42 in) Free

Passes

Adult Monthly \$38.00
Senior Monthly \$19.00
12 Ride \$10.00
Day Pass \$3.00

www.ridelts.com

Subject to change without notice.

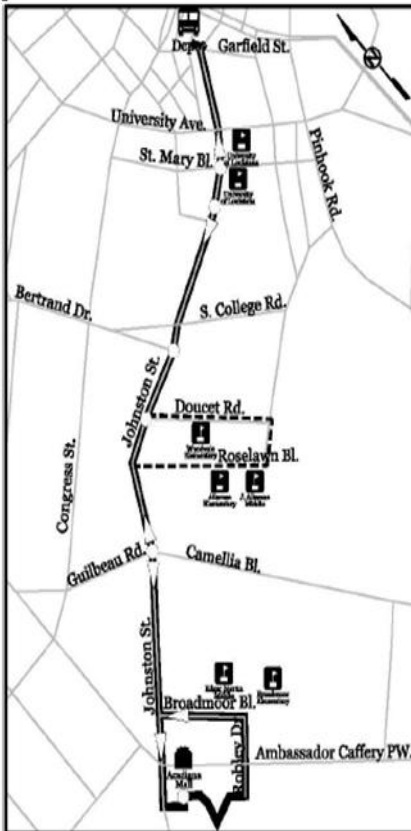
For Information Call 291-8570

Effective February, 2011



**Lafayette
Transit**

Route 25- Johnston St.



Not all streets and stops are depicted

Subject to change without notice.

For Information Call 291-8570

Route 25

Operates Monday Through Saturday

Depart Terminal Route 25	Johnston and St. Mary	Johnston and Bertrand	Johnston and Guilbeau	Acadiana Mall	Johnston at Grand Theatre	Johnston and E. Lewis	Terminal
6:15 AM	6:19 AM	6:28 AM	6:32 AM	6:15 AM	6:30 AM	6:38 AM	6:40 AM
6:45 AM	6:49 AM	6:58 AM	7:02 AM	6:45 AM	7:00 AM	7:08 AM	7:10 AM
7:15 AM	7:19 AM	7:28 AM	7:32 AM	7:15 AM	7:30 AM	7:38 AM	7:40 AM
7:45 AM	7:49 AM	7:58 AM	8:02 AM	7:45 AM *	8:00 AM	8:08 AM	8:10 AM
8:15 AM	8:19 AM	8:28 AM	8:32 AM	8:15 AM *	8:30 AM	8:38 AM	8:40 AM
8:45 AM	8:49 AM	8:58 AM	9:02 AM	8:45 AM *	9:00 AM	9:08 AM	9:10 AM
9:15 AM	9:19 AM	9:28 AM	9:32 AM	9:15 AM *	9:30 AM	9:38 AM	9:40 AM
9:45 AM	9:49 AM	9:58 AM	10:02 AM	9:45 AM	10:00 AM	10:08 AM	10:10 AM
10:15 AM	10:19 AM	10:28 AM	10:32 AM	10:15 AM	10:30 AM	10:38 AM	10:40 AM
10:45 AM	10:49 AM	10:58 AM	11:02 AM	10:45 AM	11:00 AM	11:08 AM	11:10 AM
11:15 AM	11:19 AM	11:28 AM	11:32 AM	11:15 AM	11:30 AM	11:38 AM	11:40 AM
11:45 AM	11:49 AM	11:58 PM	12:02 PM	11:45 AM	12:00 PM	12:08 PM	12:10 AM
12:15 PM	12:19 PM	12:28 PM	12:32 PM	12:15 PM	12:30 PM	12:38 PM	12:40 PM
12:45 PM	12:49 PM	12:58 PM	1:02 PM	12:45 PM	1:00 PM	1:08 PM	1:10 PM
1:15 PM	1:19 PM	1:28 PM	1:32 PM	1:15 PM *	1:30 PM	1:38 PM	1:40 PM
1:45 PM	1:49 PM	1:58 PM	2:02 PM	1:45 PM *	2:00 PM	2:08 PM	2:10 PM
2:15 PM	2:19 PM	2:28 PM	2:32 PM	2:15 PM *	2:30 PM	2:38 PM	2:40 PM
2:45 PM	2:49 PM	2:58 PM	3:02 PM	2:45 PM *	3:00 PM	3:08 PM	3:10 PM
3:15 PM	3:19 PM	3:28 PM	3:32 PM	3:15 PM	3:30 PM	3:38 PM	3:40 PM
3:45 PM	3:49 PM	3:58 PM	4:02 PM	3:45 PM	4:00 PM	4:08 PM	4:10 PM
4:15 PM	4:19 PM	4:28 PM	4:32 PM	4:15 PM	4:30 PM	4:38 PM	4:40 PM
4:45 PM	4:49 PM	4:58 PM	5:02 PM	4:45 PM	5:00 PM	5:08 PM	5:10 PM
5:15 PM	5:19 PM	5:28 PM	5:32 PM	5:15 PM	5:30 PM	5:38 PM	5:40 PM
5:50 PM	5:54 PM	6:03 PM	6:07 PM	5:50 PM	6:00 PM	6:08 PM	6:10 PM

Note: *Four times in the morning and four times in the afternoon this bus deviates to Roselawn and Doucet.*

This bus also serves Route 35

A round trip on this bus takes one hour

Fares

Adult \$1.00
Child 5-12 (less than 48 in) \$0.90
Disabled, Senior & Medicare \$0.50
Under 5 (less than 42 in) Free

Passes

Adult Monthly \$38.00
Senior Monthly \$19.00
12 Ride \$10.00
Day Pass \$3.00

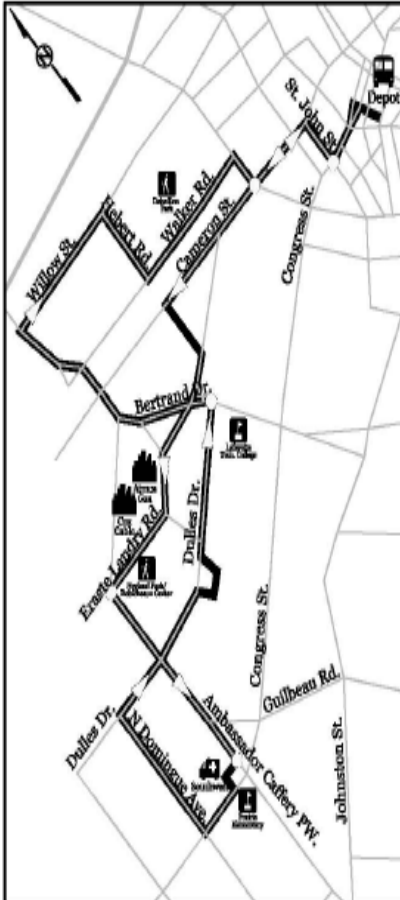
www.rideLTS.com

Subject to change without notice.

For Information Call 291-8570



Route 20- Cameron



Not all streets and stops are depicted.
Subject to change without notice.

For Information Call 291-8570

Route 20

Operates every hour Mon. thru Fri.
Operates every two hours on Saturday

Depart Terminal Route 20	Congress and St. John	Eraste Landry and Amb. Caffery	Amb. Caffery at S.W. Medical	Dulles and Bertrand	University and Cameron	St. John and Congress	Terminal
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	6:30 AM	6:35 AM	6:46 AM	6:50 AM	7:03 AM	7:14 AM	7:17 AM	7:25 AM
N/S	7:30 AM	7:35 AM	7:46 AM	7:50 AM	8:03 AM	8:14 AM	8:17 AM	8:25 AM
	8:30 AM	8:35 AM	8:46 AM	8:50 AM	9:03 AM	9:14 AM	9:17 AM	9:25 AM
N/S	9:30 AM	9:35 AM	9:46 AM	9:50 AM	10:03 AM	10:14 AM	10:17 AM	10:25 AM
	10:30 AM	10:35 AM	10:46 AM	10:50 AM	11:03 AM	11:14 AM	11:17 AM	11:25 AM
N/S	11:30 AM	11:35 AM	11:46 AM	11:50 AM	12:03 PM	12:14 PM	12:17 PM	12:25 PM
	12:30 PM	12:35 PM	12:46 PM	12:50 PM	1:03 PM	1:14 PM	1:17 PM	1:25 PM
N/S	1:30 PM	1:35 PM	1:46 PM	1:50 PM	2:03 PM	2:14 PM	2:17 PM	2:25 PM
	2:30 PM	2:35 PM	2:46 PM	2:50 PM	3:03 PM	3:14 PM	3:17 PM	3:25 PM
N/S	3:30 PM	3:35 PM	3:46 PM	3:50 PM	4:03 PM	4:14 PM	4:17 PM	4:25 PM
	4:30 PM	4:35 PM	4:46 PM	4:50 PM	5:03 PM	5:14 PM	5:17 PM	5:25 PM
N/S	5:35 PM	5:40 PM	5:51 PM	5:55 PM	6:08 PM	6:19 PM	6:22 PM	6:30 PM

N/S = No Saturday Service

This bus also serves Route 15 Congress

A round trip on this bus takes one hour

Fares

Passes

www.rideLTS.com

Adult	\$1.00	Adult Monthly	\$38.00
Child 5-12 (less than 48 in)	\$0.90	Senior Monthly	\$19.00
Disabled, Senior & Medicare	\$0.50	12 Ride	\$10.00
Under 5 (less than 42 in)	Free	Day Pass	\$3.00

Subject to change without notice

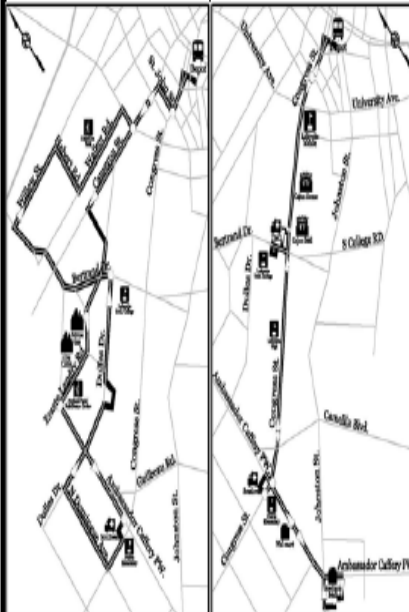
For Information Call 291-8570

Effective February, 2011



Lafayette Transit Saturday

Route 20 Cameron Route 15 Congress



Not all streets and stops are depicted

Subject to change without notice.

For Information Call 291-8570

Route 20

Saturday Schedule

Depart Terminal Route 20	Congress and St. John	Eraste Landry and Amb. Caffery	Amb. Caffery at S.W. Medical	Dulles and Bertrand	University and Cameron	St. John and Congress	Terminal
6:30 AM	6:35 AM	6:46 AM	6:50 AM	7:03 AM	7:14 AM	7:17 AM	7:25 AM
8:30 AM	8:35 AM	8:46 AM	8:50 AM	9:03 AM	9:14 AM	9:17 AM	9:25 AM
10:30 AM	10:35 AM	10:46 AM	10:50 AM	11:03 AM	11:14 AM	11:17 AM	11:25 AM
12:30 PM	12:35 PM	12:46 PM	12:50 PM	1:03 PM	1:14 PM	1:17 PM	1:25 PM
2:30 PM	2:35 PM	2:46 PM	2:50 PM	3:03 PM	3:14 PM	3:17 PM	3:25 PM
4:30 PM	4:35 PM	4:46 PM	4:50 PM	5:03 PM	5:14 PM	5:17 PM	5:25 PM

This bus also serves Route 15

A round trip on this bus takes one hour

Route 15

Saturday Schedule

Depart Terminal Route 15	Congress and St. John	Congress at University Medical Center	Medical Center Southwest Louisiana	Amb. Caffery at Wal Mart	Mall of Acadiana	Congress at Cajun Field Gate 3	Terminal
7:30 AM	7:36 AM	7:39 AM	7:57 AM	8:02 AM	8:06 AM	8:18 AM	8:25 AM
9:30 AM	9:36 AM	9:39 AM	9:57 AM	10:02 AM	10:06 AM	10:18 AM	10:25 AM
11:30 AM	11:36 AM	11:39 AM	11:57 AM	12:02 PM	12:06 PM	12:18 PM	12:25 PM
1:30 PM	1:36 PM	1:39 PM	1:57 PM	2:02 PM	2:06 PM	2:18 PM	2:25 PM
3:30 PM	3:36 PM	3:39 PM	3:57 PM	4:02 PM	4:06 PM	4:18 PM	4:25 PM
5:35 PM	5:41 PM	5:54 PM	6:02 PM	6:07 PM	6:11 PM	6:23 PM	6:30 PM

This bus also serves Route 20

A round trip on this bus takes one hour

Fares

Passes

Adult \$1.00	Adult Monthly \$38.00
Child 5-12 (less than 46 in) \$0.90	Senior Monthly \$19.00
Disabled, Senior & Medicare \$0.50	12 Ride \$10.00
Under 5 (less than 42 in) Free	Day Pass \$3.00

For Information Call 291-8570

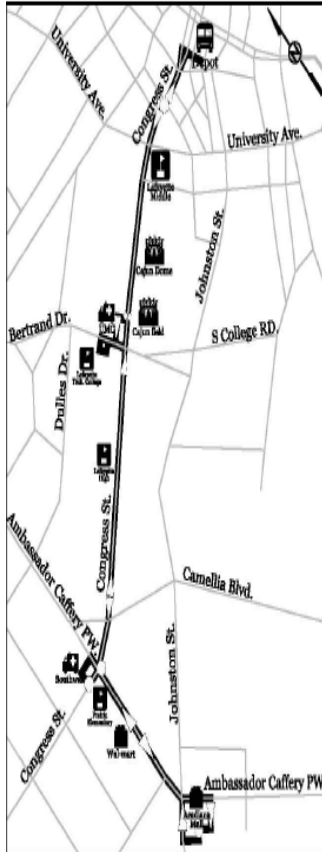
Subject to change without notice.

Effective February, 2011



**Lafayette
Transit**

Route 15- Congress



Not all streets and stops are depicted
Subject to change without notice.

For Information Call 291-8570

Route 15

Operates every hour Mon. thru Fri.
Operates every two hours on Saturday

Depart Terminal Route 15	Congress and University Medical	Congress at S.W. Medical Center	Acadiana Mall	Amb. Caffery at St. Ed Church	Congress and Cajun Field Gate 3	Congress and St. John	Terminal
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N/S	6:30 AM	6:30 AM	6:57 AM	7:08 AM	7:12 AM	7:18 AM	7:21 AM	7:24 AM
	7:30 AM	7:30 AM	7:57 AM	8:08 AM	8:12 AM	8:18 AM	8:21 AM	8:24 AM
N/S	8:30 AM	8:30 AM	8:57 AM	9:08 AM	9:12 AM	9:18 AM	9:21 AM	9:24 AM
	9:30 AM	9:30 AM	9:57 AM	10:08 AM	10:12 AM	10:18 AM	10:21 AM	10:24 AM
N/S	10:30 AM	10:30 AM	10:57 AM	11:08 AM	11:12 AM	11:18 AM	11:21 AM	11:24 AM
	11:30 AM	11:30 AM	11:57 AM	12:08 AM	12:12 AM	12:18 AM	12:21 AM	12:24 AM
N/S	12:30 PM	12:30 PM	12:57 PM	1:08 PM	1:12 PM	1:18 PM	1:21 PM	1:24 PM
	1:30 PM	1:30 PM	1:57 PM	2:08 PM	2:12 PM	2:18 PM	2:21 PM	2:24 PM
N/S	2:30 PM	2:30 PM	2:57 PM	3:08 PM	3:12 PM	3:18 PM	3:21 PM	3:24 PM
	3:30 PM	3:30 PM	3:57 PM	4:08 PM	4:12 PM	4:18 PM	4:21 PM	4:24 PM
N/S	4:30 PM	4:30 PM	4:57 PM	5:08 PM	5:12 PM	5:18 PM	5:21 PM	5:24 PM
	5:35 PM	5:44 PM	6:02 PM	6:11 PM	6:17 PM	6:23 PM	6:28 PM	6:29 PM

N/S = No Saturday Service

This bus also serves Route 20 Cameron

A round trip on this bus takes one hour

Fares

Passes

Adult \$1.00	Adult Monthly \$38.00
Child 5-12 (less than 48 in) \$0.90	Senior Monthly \$19.00
Disabled, Senior & Medicare \$0.50	12 Ride \$10.00
Under 5 (less than 42 in) Free	Day Pass \$3.00

www.rideLIS.com

For Information Call 291-8570

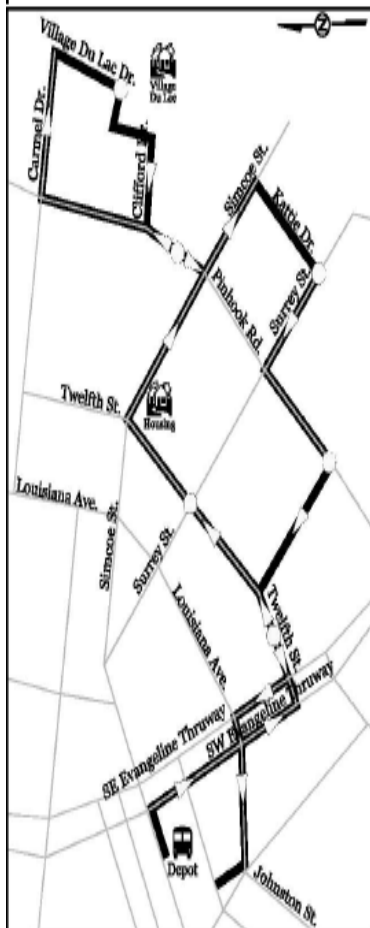
Subject to change without notice.

Effective February, 2011



**Lafayette
Transit**

Route 10 Twelfth St.



Not all streets and stops are depicted

Subject to change without notice.

For Information Call 291-8570

Route 10

Operates Monday Through Saturday

Depart Terminal Route 10	Twelfth and Surrey	Pinhook and Dorian	Rue Du Lac at Village Du Lac	Kattie and Surrey	Magnolia and Pinhook	Twelfth and Plum	Terminal
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6:15 AM	6:18 AM	6:23 AM	6:27 AM	6:30 AM	6:33 AM	6:36 AM	6:40 AM
6:45 AM	6:48 AM	6:53 AM	6:57 AM	7:00 AM	7:03 AM	7:06 AM	7:10 AM
7:15 AM	7:18 AM	7:23 AM	7:27 AM	7:30 AM	7:33 AM	7:36 AM	7:40 AM
7:45 AM	7:48 AM	7:53 AM	7:57 AM	8:00 AM	8:03 AM	8:06 AM	8:10 AM
8:15 AM	8:18 AM	8:23 AM	8:27 AM	8:30 AM	8:33 AM	8:36 AM	8:40 AM
8:45 AM	8:48 AM	8:53 AM	8:57 AM	9:00 AM	9:03 AM	9:06 AM	9:10 AM
9:15 AM	9:18 AM	9:23 AM	9:27 AM	9:30 AM	9:33 AM	9:36 AM	9:40 AM
9:45 AM	9:48 AM	9:53 AM	9:57 AM	10:00 AM	10:03 AM	10:06 AM	10:10 AM
10:15 AM	10:18 AM	10:23 AM	10:27 AM	10:30 AM	10:33 AM	10:36 AM	10:40 AM
10:45 AM	10:48 AM	10:53 AM	10:57 AM	11:00 AM	11:03 AM	11:06 AM	11:10 AM
11:15 AM	11:18 AM	11:23 AM	11:27 AM	11:30 AM	11:33 AM	11:36 AM	11:40 AM
11:45 AM	11:48 AM	11:53 AM	11:57 AM	12:00 PM	12:03 PM	12:06 PM	12:10 PM
12:15 PM	12:18 PM	12:23 PM	12:27 PM	12:30 PM	12:33 PM	12:36 PM	12:40 PM
12:45 PM	12:48 PM	12:53 PM	12:57 PM	1:00 PM	1:03 PM	1:06 PM	1:10 PM
1:15 PM	1:18 PM	1:23 PM	1:27 PM	1:30 PM	1:33 PM	1:36 PM	1:40 PM
1:45 PM	1:48 PM	1:53 PM	1:57 PM	2:00 PM	2:03 PM	2:06 PM	2:10 PM
2:15 PM	2:18 PM	2:23 PM	2:27 PM	2:30 PM	2:33 PM	2:36 PM	2:40 PM
2:45 PM	2:48 PM	2:53 PM	2:57 PM	3:00 PM	3:03 PM	3:06 PM	3:10 PM
3:15 PM	3:18 PM	3:23 PM	3:27 PM	3:30 PM	3:33 PM	3:36 PM	3:40 PM
3:45 PM	3:48 PM	3:53 PM	3:57 PM	4:00 PM	4:03 PM	4:06 PM	4:10 PM
4:15 PM	4:18 PM	4:23 PM	4:27 PM	4:30 PM	4:33 PM	4:36 PM	4:40 PM
4:45 PM	4:48 PM	4:53 PM	4:57 PM	5:00 PM	5:03 PM	5:06 PM	5:10 PM
5:15 PM	5:18 PM	5:23 PM	5:27 PM	5:30 PM	5:33 PM	5:36 PM	5:40 PM
5:50 PM	5:53 PM	5:58 PM	6:02 PM	6:05 PM	6:08 PM	6:11 PM	6:15 PM

This bus also serves Route 30

A round trip on this bus takes 30 minutes

Fares

Passes

Adult \$1.00

Adult Monthly \$38.00

Child 5-12 (less than 48 in) \$0.90

Senior Monthly \$19.00

Disabled, Senior & Medicare \$0.50

12 Ride \$10.00

Under 5 (less than 42 in) Free

Day Pass \$3.00

For Information Call 291-8570

Subject to change without notice.

SMILE Community Action Agency provides weekday demand response transportation services in the tri-parish religious for medical and social service appointments, job training/education programs, as well as grocery stores, banks etc.

Its Transportation Program includes general transportation, elderly & disabled transportation, rural public transit and STEP (formerly Project Independence and FIND Works) transportation.

Lafayette Community Action Center (SMILE)
501 St. John Street
Lafayette, LA 70501
(337) 232-6810

Transportation out of town

Greyhound bus station- if you need transportation out of town, and do not have a vehicle, you can contact the Greyhound bus station to see what type of fares they have. There information is below:

Greyhound Lines
315 Lee Avenue
Lafayette, LA 70501
(337) 233-6750
Website- <http://www.greyhound.com/en/locations/terminal.aspx?city=660451>

Amtrak train station- 100 Lee Avenue, Lafayette, LA 70501, (1-800-872-7245)

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

For Taxi cab services in the Lafayette area go to the web site below or check your local yellow pages- <http://www.allonesearch.com/taxi-service/louisiana/lafayette>

Here are a few in the Lafayette area-

- Affordable Yellow Cab Inc- (337) 234-2111
- City Dixie Cab Inc- (337) 235-7515
- Dixie Cab Inc- (337) 237-3333
- Yellow/Checker Cab (337) 237-5701

Buying a car

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

There are a few car dealerships in the Lafayette area who sell vehicles to people who have little or no credit. Normally, these types of dealerships are sometimes called “rent to own” due to the fact that you are paying for the vehicle monthly, and if you cannot pay for the vehicle for some reason, they will take the vehicle back or charge you a late fee.

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

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

Insurance Cost

The cost of owning a car today is much more than the price on the window sticker. Before you can drive your car you must also purchase insurance from and insurance agent. It is **required by law** and protects you from paying costly bills in the unfortunate event of an accident. Insurance costs widely vary.

Insurance costs are calculated by a number of factors including the year of the car, the make and model of the car, your age, your gender, and your driving record. Any flags you may have on your driver's license record at the Department of Motor Vehicles needs to be cleared up before you start driving. You should also be sure that your driver's license is up to date before you get on the road.

Louisiana Department of Motor Vehicles web site- <http://omv.dps.state.la.us/>

For assistance call- (225) 925-6146

There are two types of car insurance:

- **Liability-** will cover the bills of the other driver in the event that you cause an accident but will not pay anything to you if you are hurt or your car is damaged. This type of insurance costs you less per month, but may cost you more in the event of an accident as you must pay to fix the damages to your car and your medical/hospital bills.
- **Full Coverage-** will cover all bills* of all drivers in the accident, including you. This type of insurance cost more per month but may save you money in the event of an accident. (*a deductible applies in all policies. This is the amount that you are responsible for before the insurance company will pay.)

The following tips may help when choosing the right car for you if you decide to search for one:

1. **Go with low mileage if at all possible.** Lower miles are a benefit if you resell and should mean more time before repairs are necessary. Try to avoid cars with excessive mileage (more than 15,000 miles per year).
2. **Learn about previous owner(s) if possible.** Find out the number of the previous owners. Ideally, a two year old car should have one owner, and a five year old car shouldn't have more than two owners. If it has more owners, it may be a warning sign. Beware of missing or inconsistent service records. **You have the right to ask for the CARFAX report. This report gives you a history of all the accidents or damage the car may have received.**
3. **Do your homework.** Research everything about the vehicles you have in mind. Read up on current trade-in and market values; safety ratings; consumer and professional reviews of the vehicles; and the options, mileage adjustment, and condition of the cars.
4. **Get everything in writing-** especially price, terms, repairs, and/or trade-ins. This should be clearly written into the sales agreement.
5. **Make sure you can afford to own the car once you have bought it.** The true cost to own takes into account all ownership and operation costs for five years, giving the breakdown year by year. The purchase price is the tip of the iceberg with fuel costs which are on the rise, loan/interest, taxes and fees, insurance cost, maintenance and repairs.
Be sure you can afford the vehicle and look at all of the additional costs as a whole before you decide to purchase or rent to own a vehicle.

If possible, research these costs on the internet by going to Edmunds.com or many other sites.

Chapter 7: Money Management

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

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

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

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

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

If you need extra help, you may consider contacting a local facility, Neighborhood Counseling Services. It provides financial literacy/budget & credit workshops. They are located on 111 Shirley Picard Dr. Lafayette, LA 70501. 337-291-5450

Wants versus Needs

- How do you decide what to buy? What do you absolutely need? What can you do without for the time being? A wise man once, “Most problems in life can be figured out by sitting down with a paper and pencil.” Here is your chance.
- Use the pages included in this chapter as a sample budget. Complete it the best that you can, and then ask a friend to check your numbers. Check the newspapers for apartment rent figures, the Sunday paper grocery ad for the cost of food, etc. This will be your budget for your first month out of prison.
- Make your numbers as realistic as possible. When you are released, this will help you create a budget plan of how and where to spend your money appropriately. Write the actual amounts that you spend next to your budgeted numbers so when you make your budget again it will be accurate.

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

Keeping Track of Your Spending

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

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

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

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

For example, for January your list might look like this

	Date	Item	Amount \$
# 1	Jan. 1, 2012	Rent	450.00
# 2	Jan. 1, 2012	Video rental	3.25
# 3	Jan. 2, 2012	Bus pass	30.00
# 4	Jan. 5, 2012	Groceries	45.00
# 5	Jan. 7, 2012	Shoe polish	5.00
# 6	Jan. 10, 2012	Billfold	6.00
# 7	Jan. 12, 2012	Gas	11.50
# 8	Jan. 15, 2012	Electric bill	33.25
# 9	Jan. 18, 2012	Groceries	75.00

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

January Total By Category

Housing and Utilities	Items 1 + 8	483.25
Food and Beverages	Items 4 + 9	120.00
Transportation	Items 3 + 7	41.50
Personal	Items 5 + 6	11.00
Entertainment	Item 2	3.25
	TOTAL	\$659.00

Creating a Realistic Budget Plan

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

Housing (20-30%)

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

Medical (2-8%)

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

Family Necessities (2-4%)

- Laundry and dry cleaning
- Gas and oil
- Insurance
- Repairs
- Rental, taxi, and bus fare

Clothing (3-10%)

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

Recreation and Entertainment (2-6%)

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

Utilities (4-7%)

- Gas and electric
- Waste disposal
- Water
- Telephone

Food (15-30%)

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

Automobile and Transportation (6-30%)

- Purchase and installment payments

Savings and Investments (5-9%)

- Long-term saving/ investment goals

Savings and Investments (5-9%)

- Emergency funds

Outlay for Fixed Assets (2-8%)

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

Personal Improvement

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

Gifts, Church, and Charity*

Life Insurance*

Taxes*

Child Care*

Legal Services*

Unspecified Debt Repayments*

Union/ Professional

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

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

The Case of the Missing Money!!

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

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

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

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

Every day	\$2.25
Every five days	\$11.25
Every four weeks	\$45.00
Every year	\$585.00

Use the above examples on how much you are spending on “junk”

Item	Cost per day (Day x 5)	Per week (Wk. x 4)	Per month (Mth. X 12)	Per year
------	---------------------------	-----------------------	--------------------------	----------

Smart Changes to Save Dollars

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

1. Plan ahead and shop around.

- Plan your spending carefully, especially for expensive items.
- Comparison-shop before you buy. Check catalogs, thrifty classified ads, garage sales, and secondhand discount stores.
- Do most of your food shopping at discount grocery stores. Save convenience stores for emergencies. Don't get fast food just because you haven't planned ahead; save it for a treat.

- Look for sales and specials on food staples, soap, paper products, and personal items. Use coupons if they help you save on things you would buy anyway.
- Eat before you go to the store. Don't shop for groceries when you're hungry.
- Make a list of what you need before you go grocery shopping and stick to it. Don't buy anything that isn't on your list, unless it is a good buy and you will use the item(s).
- Check around for lower cost insurance, but be sure the company is responsible.
- Buy clothes that go with items you already have. Mix and match outfits.

Your ideas: _____

2. Use wisely.

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

Your ideas: _____

3. Don't buy impulsively.

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

Your ideas _____

4. Substitute.

- Buy one all-purpose cleaner for floors, walls, woodwork, and appliances.
- Use less expensive homemade cleaners. You can use baking soda to scrub sinks and countertops and a vinegar and water solution for cleaning glass.
- Find out if a lower-priced brand works as well as the one you usually buy.
- Instead of taking the family to a movie, rent one from the store, check one out from the library, or borrow one from a friend.

- Instead of going to the mall, play games together.
- Instead of going to a restaurant, get prepared food from a grocery store deli.
- Take the city bus whenever possible. If you use the bus a lot, buy a bus pass. For short trips, walk or ride a bike.

Your ideas _____

5. Find it free.

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

Your ideas _____

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

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

Your ideas _____

7. Be creative.

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

[illegible]

Sample Money Tracking Format

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

Date	Item	Amount	
		\$	
Total		\$	

Category	Total	
Housing and utilities	\$	
Food and beverage		
Transportation		
Personal		
Entertainment		
Total	\$	

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

If you buy on Credit, how much can you afford?

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

Method 1

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

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

Method 2

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

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

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

Banking

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

- What is the minimum I need to open an account?
- What is the interest rate on the account and the minimum balance I must keep in order to earn interest?
- Is there a monthly fee and is there any way to avoid monthly fees, such as maintaining a minimum balance?
- What happens if my account balance falls below the minimum requirement?
- Is there a charge for each check or no charge up to a certain number of checks (such as 10 checks per month)? If there are a limited number of checks allowed per month, how much is the charge

for going over than number? If you write a lot of checks, an account that has no monthly fee or per-check charges is for you.

- Should I get a debit card for my bank? A debit card is a way to access your checking account without writing a check. Many debit cards will have a Visa or MasterCard logo on them, but they are not credit cards. You have to put money in your checking account to use the card! Make sure to record all the transactions from your debit card.
- Is there a fee for using an ATM? A non-network ATM is a privately owned ATM that charges for using its services. A non-network ATM will have a notice posted on the machine stating the transaction fees. Depending on your bank they may also charge you a fee for using a non-network ATM. You can find out by asking a bank representative or by reading your bank contract.

Depositing Money into a Checking Account

Deposit Ticket John Doe Your Street Your City, State, 00000		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 15%; text-align: center;">CASH</td> <td style="width: 15%; text-align: center;">CURRENCY</td> <td style="width: 15%; text-align: center;">50</td> <td style="width: 15%; text-align: center;">00</td> <td rowspan="2" style="width: 10%; text-align: center;">(2)</td> </tr> <tr> <td style="text-align: center;">COIN</td> <td style="text-align: center;">10</td> <td style="text-align: center;">00</td> <td style="text-align: center;">(3)</td> </tr> </table>		CASH	CURRENCY	50	00	(2)	COIN	10	00	(3)
CASH	CURRENCY	50	00		(2)							
	COIN	10	00	(3)								
(4) LIST CHECKS SINGLY		100	00	(5) TOTAL FROM OTHER SIDE								
		40	00									
(6) TOTAL		200	00	(7) * LESS CASH RECEIVED								
(7) * LESS CASH RECEIVED		50	00									
(8) NET DEPOSIT		150	00									

(1) Date _____ 19____

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

(9) _____ SIGN HERE FOR CASH RECEIVED (IF REQUIRED)*

Northwest Community Bank

000067894 12345678

12-2
750

USE OTHER SIDE FOR
ADDITIONAL LISTING

BE SURE EACH ITEM IS
PROPERLY ENDORSED

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

Steps To Take When Writing Out a Check

Benny Beaver
123 OSU Lane
Corvallis, OR 97330

00/0000 1230

Date 1/20/04

PAY TO THE ORDER OF Oregon State University \$ 1000.00

One thousand dollars and no/100 DOLLARS

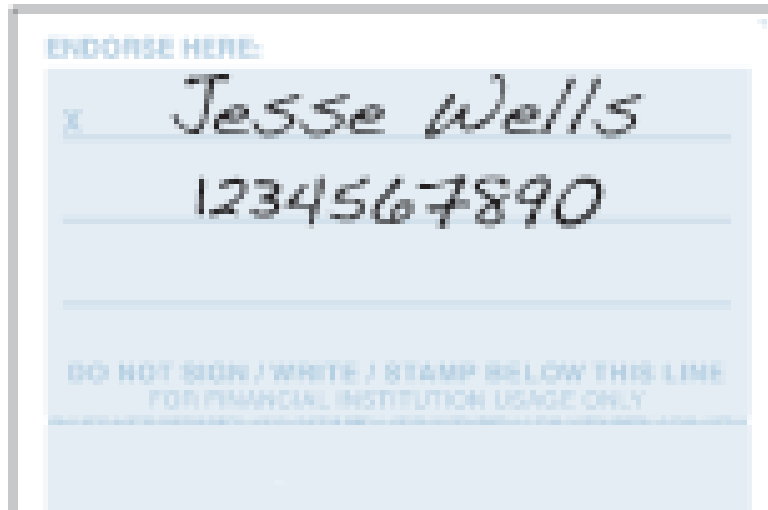
Beaver Bank
1234 Beaver Ln
Corvallis, OR 97330

FOR Benny Beaver

1:0123456789I: 11' 1234567 11' 1230

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

Proper Way to Endorse a Check



Place your signature on the back of the check, directly after the “X”.

Keeping Track Of Your Bank Transactions

CHECK NO.	DATE	DESCRIPTION OF TRANSACTION OR WITHDRAWAL	(-) AMOUNT OF PAYMENT	✓ D T	(+/-) OTHER	(+) AMOUNT OF DEPOSIT OR INTEREST	BALANCE	
							500	00
450	6/10	TO <i>Bob's Bat Store</i>					-12	18
TYPE		FOR <i>Fahbat</i>	12 18				487	82
—	6/11	TO <i>ATM Withdrawal</i>	20 00				-20	00
TYPE		FOR						
—	6/12	TO <i>Deposit</i>				687 22	687	22
TYPE		FOR					1155	04
451		TO <i>Void</i>						
TYPE		FOR					1155	04
452	6/14	TO <i>ABC Grocery</i>	85 11				-85	11
TYPE		FOR					1069	93

First be sure the list any and all transactions (withdrawals and deposits) in order to keep it accurate. Document the date and payee followed by the amount, and try to keep a running balance of your transactions. You should get into the habit of checking your total against your bank statement regularly.

Reconciling a Checking Account

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

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

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

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

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

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

1. Direct deposit of earnings into accounts.
2. Automatic payments to utility companies/other businesses deducted from your checking account as pre-arranged by you.
3. Telephone teller allows you to authorize certain transactions and access account information over the phone. Fees usually apply to these transactions—access is from anywhere there is a touch-tone phone.

4. Online banking offers a timesaving, cost-effective way to check balances, pay bills, transfer funds, compare savings plans, and apply for loans on the Internet (provided you have computer access).
5. Automated teller machines (ATM's/debit card services offer an easy way to complete simple banking transactions such as deposits and withdrawals.
 - ATM machines are usually conveniently located outside banks, shopping malls, supermarkets, and convenience stores. They allow 24-hour access to your account, but that also means you can be tempted with overspending and impulse buying.
 - ATM convenience is a pricey one—your bank and the ATM bank provider may both charge you service fees for using the machine. Make sure you understand your banks policies. Many banks do not charge a fee if you use their ATM machine. This service is a great convenience, but should be used with caution because of the charges. Make sure to deduct any charges and fees from your checking account balance.
 - You can get a free copy of your credit file if you have been denied a bank account in the past 60 days because of information provided by an account verification company. Ask the bank to give you the address or telephone number of the company.
 - To use an ATM machine or debit card, you need your card and “personal identification number” (PIN). Never write your PIN on the card or keep it with the card. Also do not use passwords such as your birthday, 1, 2, 3, 4, or any other code someone could figure out. If you give your card and PIN to someone, you are responsible for any withdrawals, even if you didn't authorize them. Guard your PIN carefully. Tell the bank right away if you card is lost or stolen.
 - If you have an ATM card with a MasterCard or Visa logo on it, you also have a debit card connected directly to your bank account. When you use it, money goes from your checking or savings account to the company you are paying. It can be used wherever MasterCard or Visa cards are accepted.
 - If you apply to open a bank account and are rejected, it is probably because your name is listed in the database of the major national account verification company. This service helps banks screen out applicants who have mishandled bank accounts in the past. A financial institution may require that you open a savings account before allowing you to open a checking account with them if you have been screened as a poor risk.

Electronic Banking Services

Electronic banking can be very convenient. Electronic banking, however, is not a substitute for keeping an accurate record in your checkbook.

- **Direct deposit** . . . earnings (or government payments) automatically deposited into bank accounts, saving time, effort, and money.
- **Automatic payments** . . . utility companies, loan payments, and other businesses use an automatic payment system with bills paid through direct withdrawal from a bank account.
- **Automatic teller machines** (ATM's) allow customers to withdraw cash and conduct banking transactions; some ATM's sell bus passes and postage stamps.

- **Point of sale transactions** . . . acceptance of ATM/check cards at retail stores and restaurants for payment of goods and services.
- **Online banking** . . . Banks with websites allow customers to check balances, pay bills, transfer funds, compare savings plans, and apply for loans all on the Internet.

What is Credit?

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

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

Comparing the Cost of Buying On Credit:

- Rent-to-own contracts and catalog or television ads that feature monthly payments may look like a good deal. You don't have to make a deposit or have a good credit history. However, this kind of credit is expensive and may cost two or four times as much as paying cash or charging the item.
- When you buy from a store with an installment plan, you can pay on an average of 18 percent interest. For example, if you purchase an item for \$177 over a period of 12 months, you will pay \$27 in interest charges.
- Many people only make minimum payments on their charge accounts each month. This means you will pay much more for your original purchase. For example: you owe a department store \$500 for a new TV set. Every month you pay the minimum amount due, \$12.50. At this rate, it will take you five years (60 months) to pay off the loan, if you don't charge anything else on the account.
- If you make only the minimum payments, you will actually end up paying \$762 for the TV set, instead of the \$550 it would have cost you if you had paid it off in a year.

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

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

Remember, make more than the minimum payment.

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

How do I know if I Have Good Credit?

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

What is a Credit Report?

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

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

1. Identifying Information:

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

2. Credit Information

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

3. Inquiries Information:

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

How to Order a Credit Report

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

Experian PO Box 9600 Allen, TX 75013 1-800-493-1058 www.experian.com	Equifax PO Box 740241 Atlanta, GA 30374 1-800-685-1111 www.credit.equifax.com	Trans Union PO Box 1000 Chester, PA 19022 1-800-916-8800 www.transunion.com
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The website for a free credit report is: annualcreditreport.com. The score costs \$7.95, but the report is free and you do not have to give any credit card info to get the report.

How to Correct Errors on Your Credit Report

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

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

Ways to Create a Credit History

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

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

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

Ways to Improve Credit: A Credit History

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

- After paying rent, utilities and car payments (including insurance, pay your loans next. Pay the loans before you spend on things like going out for dinner and movies. Recreation and leisure are important parts of life, but there are other ways to do these things without spending funds that are to be used for bills.
- Pay your total credit card bill(s) every month. If you cannot do this, cut up your cards or put them away and don't use them unless you have an emergency.
- Use your credit cards to establish good credit. Using the credit card and paying the balance each month shows you can manage money well. Don't be afraid to use the card if you know that you can easily pay the balance. Just because you have a credit card doesn't mean you have good credit.
- Before you use a credit card, ask yourself, "Do I really need this?"
- Charge less than the maximum amount available. Even if you can make the payments, creditors may think you have accumulated too much debt.
- Apply for only the credit you need. Every time you apply for credit, it appears on your credit report. Even if you do not accept the credit, lenders may feel you have a cash flow problem and then become hesitant of your application. Avoid applying for credit cards just for the fun of it, to receive a free gift, or just to discount a purchase.
- If you can wisely use a credit card, choose one that offers a low interest rate and has no or low annual fee. Cards from department stores usually charge a higher interest rate than one from a bank. Compare the rates and fees of any offer you receive. Don't pay an upfront fee. It is different from an annual fee and is often a scam.
- Try to pay more than the minimum amount due each month. When you pay only the minimum each month, you end up paying a lot in interest. For example: assume you use a credit card with an interest rate of 18 percent to purchase a sofa for \$1000. You make a minimum payment of two percent (about \$20). At that rate, it would take you about 90 months (or 7 1/2 years) to pay off the couch, and you would pay about \$800 in interest alone.
- Look for different ways to cut your everyday expenses. This will give you more money to pay off credit card balances and loan payments early. Be careful when you pay off loans early, however. Some repayments plans penalize you for paying too soon. Be sure to ask the lender first.
- Keep track of your bills and past due notices. Just because you haven't received a bill after a few months doesn't mean the bill doesn't exist. Sometimes hospitals and doctors, after a few months, stop sending out bills and turn them over to a collection agency. Along with unpaid student loans, these will always show up on a credit report. Check your credit report to see if you have any of these debts. If so, make arrangements to start paying on these before you apply for another loan.

Getting Help

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

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

Bankruptcy

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

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

Taxes:

Dear Taxpayer,

Every year, the IRS works hard to make the process of filing your taxes as quick and easy as possible. Providing quality service is one of our top priorities. It not only reduces the burden on you, but also helps you file an accurate return right from the start.

The best place to get information from the IRS is our website, **IRS.gov**. In addition to getting your tax questions answered, there's also a very popular feature, "Where's My Refund?" to track the progress of your refund. You can also find informative videos to help you understand your tax obligations on YouTube, at www.youtube.com/irsvideo.

I would like to bring to your attention a couple of items that could be of help as you file and pay your taxes this year. A number of federal tax incentives that were enacted in 2009 as part of the American Recovery and Reinvestment Act are still in effect for 2010. These include the American Opportunity Credit and the expanded Earned Income Tax Credit. Make sure you check to see if you qualify for these and other important deductions and credits.

Remember that the fastest and easiest way to get your refund is to *e-file* and use direct deposit. You could receive your refund in as little as 10 days after filing, which can help you pay bills, make some important purchases and maybe pit some money aside for savings.

Taxpayers below a certain income level can qualify to use free tax preparation software through the Free File Program. Plus, everyone can *e-file* for free using fillable forms available at **IRS.gov**. So, isn't it time you made the switch to *e-file*?

If you need any more information or have questions about taxes or tax credits, please visit us at **IRS.gov**, or call our toll-free number at 1-800-829-1040. We are here to help you.

Sincerely,



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

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Chapter 8: Education

Education and Marketable Skills

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

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

Apprenticeships, Practical Education On-the-Job

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

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

Part-Time Student Options

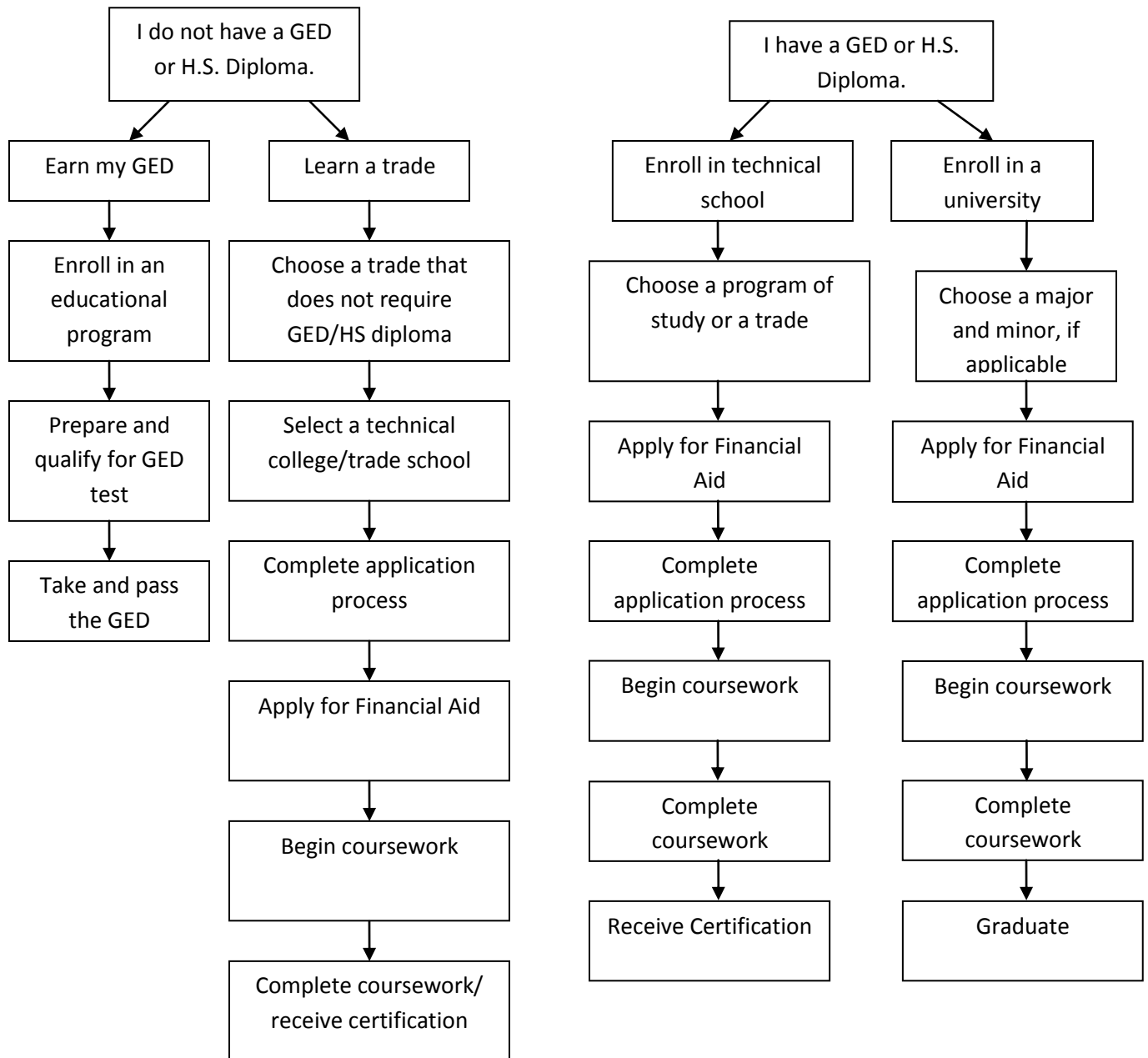
After getting released from a correctional facility, most offenders need to focus upon getting themselves reestablished with employment so that they can support themselves. This does not mean that you cannot continue your education. It is possible to work a job and attend school part-time.

Many schools offer evening and weekend programs, and these programs often qualify for financial aid. If your release requirements do not restrict Internet access, check out some of the excellent educational opportunities offered on the Internet.

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

My Education...

What Are My Options?



(Each milestone below is explained in following pages.)

I do not have my GED or High School Diploma

I would like to earn my GED.

1. Enroll in an Adult Educational program:
 - Contact the Adult Education program of your local school board to learn of different educational opportunities.
 - In Lafayette Parish, contact:
The Adult Education Office
200 Eighteenth Street
Lafayette, La 70501
(337) 521-7266
 - Or, call the following Adult Education Centers:
 - **Acadiana Technical College**
1101 Bertrand Drive
Lafayette, La 70501
(337) 521-7268
 - **N.P. Moss Annex**
801 Mudd Avenue
Lafayette, La 70501
(337) 521-7274
 - **Lafayette Parish Sheriff's Office**
Community Corrections Campus
100 Poydras Street
Lafayette, La 70501
(337) 231-6365 ext. 4230
2. Prepare and qualify for the GED test.
 - Complete registration process.
 - Take the TABE pretest.
 - Attend classes.
 - Increase TABE scores in Reading, Math and Language to 11th grade or higher.
 - Take Official Practice GED test earning 410 or higher in all five sections (Reading, Math, Science, Social Studies, and Writing), **and** an average score of 450 or higher on the entire test.
3. Take and pass the GED.
 - Your local Adult Education program will guide to the proper location to take the test.
 - In the Lafayette area, you may register to test at
The Adult Education Office
200 Eighteenth Street
Lafayette, La 70501
(337) 521-7266
 - In Lafayette, tests are administered at
Lafayette Parish School Board Office
113 Chaplain Drive
Lafayette, La 70501
You must have a valid ID to take the GED test at most locations.

I do not have my GED or High School Diploma

I would like to enroll in a technical college.

1. Choose a trade that does not require a GED or high school diploma to receive.
 - Some technical colleges and trade schools offer programs for students who earn a satisfactory score on the college entrance exam.
 - Not every program of study is open to students without a GED or high school diploma, so contact your local technical college or trade school to receive information.
2. Follow the steps below for locating and applying to technical school.

I have my GED or High School Diploma

I would like to learn a trade.

- Choose a trade or career in which you are interested.
- Check with local technical colleges to preview the course catalog. Not every area of interest is offered at every school.
- Select a technical college or trade school. You can research schools in your area using the internet or the phone book.
- In Lafayette the Lafayette or Acadiana area:
 - Acadiana Technical College
1101 Bertrand Drive
Lafayette, LA 70501
(337) 262-5962
 - South Louisiana Community College
320 Devalcourt Street
Lafayette, LA 70506
(337) 521-8896
 - Aveda Institute Lafayette
2922 Johnston St
Lafayette, LA 70503-3246
(337) 233-0511
 - Blue Cliff College
120 James Comeaux Road
Lafayette, LA 70508
(337) 269-0620
 - Remington College
303 Rue Louis the XIV
Lafayette, La 70508
(337) 246-5126
- Complete the application process for the school.
- Complete Application for Admission.
- Provide proof of immunization if born after 1956.
- Provide proof of high school transcript and/or GED if applicable.
- Provide official transcripts of previously attended colleges, if applicable.
- Schedule a testing date to take the placement exam.
- Report for testing.

- Receive test results.
- Provide proof of registration.
- Wait for notification to report to college and program orientation.
- Report to college and program orientation.
- Report to pick up class schedule and pay applicable tuition/fees.
- Report to and begin courses for on approved schedules.

If you are not paying for college out-of-pocket, you will want to apply for financial aid. If you apply for financial, it is recommended that you do so while applying for or before applying for the college.

- Fill out the FAFSA. (You may do this while still incarcerated.)
- Check whether your school of choice accepts financial aid.
- Complete the eligibility form if you have been convicted of a crime. (Conviction of a crime does not automatically make you ineligible for Federal Financial Aid.)
- Submit your form online.
- Await the status of your application.
 - Types of Financial Aid available are:
 - Federal Subsidized Stafford Loan Program
 - Federal Unsubsidized Stafford Loan
 - Federal Direct Student Loans
 - Federal Parent Loans for Undergraduate Students (PLUS)
 - Student Educational Loan Fund (SELF)
 - Federal Perkins Loan Program
 - Pell-grant

Begin coursework. Follow these steps for succeeding in school.

- Take notes.
- Listen and ask questions.
- Study.
- Read.
- Write.
- Do the math.
- Sit in the front row.

Complete coursework and receive certification. Most trade schools do not hold an official graduation ceremony, however, certifications are awarded and allow you to venture into the field in which you have spent your time studying.

I have my GED or High School Diploma

I would like to enroll in a university.

Choose a major and minor, if applicable.

- In four-year colleges or universities, you may choose a major, or field of study and minor field of study if you know what you would like to do after college. You may also choose to follow the General Studies program and take required basic courses and choose electives that interest you.
- Sort through university course catalogs to choose areas that you would like to study or that apply to your career.

Apply for financial aid.

- Visit www.fafsa.gov
- Print out a blank FAFSA form.

- Fill out the FAFSA. (You may do this while still incarcerated.)
- Check whether your school of choice accepts financial aid.
- Complete the eligibility form if you have been convicted of a crime. (Conviction of a crime does not automatically make you ineligible for Federal Financial Aid.)
- Submit your form online.
- Await the status of your application.
 - Types of Financial Aid available are:
 - Federal Subsidized Stafford Loan Program
 - Federal Unsubsidized Stafford Loan
 - Federal Direct Student Loans
 - Federal Parent Loans for Undergraduate Students (PLUS)
 - Student Educational Loan Fund (SELF)
 - Federal Perkins Loan Program
 - Pell-grant

Complete application process.

- At University of Louisiana of Lafayette, first-time students who are 25 years of age or older may enroll in the university under the 25 Plus Adults program.
 - To qualify for the 25 Plus Program, students must be degree-seeking first time freshmen, have graduated high school or earned a GED.
 - Students who have not taken the placement test will be given an on-campus placement test.
 - To apply, call UL's enrollment services at 337-482-6467 or 800-752-6553.
 - There is a \$20 non-refundable application fee to be paid by check or money order (never cash.)
 - While waiting for the response from UL after submitting your application, complete above financial aid process.

Begin coursework. The following are keys to succeeding in college:

- Determination
- Time management skills
- Ability to follow directions
- Ability to meet deadlines
- Communication skills
- Reading and study skills
- Critical thinking skills
- Technology skills
- Research skills
- Ability to follow APA or MLA guidelines
- Money management skills

Complete coursework and graduate.

- Universities offer full college graduation experiences. It serves as motivation to reward yourself at the end of your educational journey and sets the pathway to embark upon a bright and successful future.

Acceptance & Enrollment

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

- 1) Most schools require a non-refundable fee for processing your application.
- 2) You will need to supply a copy of your high school transcript or GED certificate. Write for what you need now if you don't have it with you.
- 3) Most schools will have you speak to an advisor to help set up your class schedule. You may need to take additional placement testing.
- 4) It is a requirement that students' immunizations be up-to-date.
- 5) Make sure that you know when your classes will start.

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

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

Financial Aid

Private schools cost more than public schools. Four-year colleges cost more than trade and technical schools.

Most people do not have the money to go to school without help from family, working full or part-time, getting loans, or being granted a scholarship.

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

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

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

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

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

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

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

FAFSA – Free Application for Federal Student Aid

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

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

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

Work Programs

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

Loans

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

Veterans of United States may be Eligible for:

- Veteran’s Education Assistance Program
- Montgomery GI Bill
- Operation Desert Shield/Desert Storm Veteran’s Programs
- National Guard Benefits

Private Funds

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

Hope Scholarship and Grants:

- When you pass the GED or graduate high school, you are automatically eligible for a HOPE grant for post-secondary continuing education.
- The HOPE scholarship eligibility is determined by your grade point average.

Chapter 9: Incarcerated Veteran's Program

The Veterans Administration and the Department of Labor TOPPSTEP personnel along with various Veterans Service Organizations, Certified Service Officers, provide guidance and assistance to incarcerated and recently released veterans on:

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

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

- **Can A Veteran Receive V A Benefits While In Prison?**
- **Are You Eligible For V A Medical Care While Imprisoned?**
- **Will Your Benefits Be Automatically Resumed When You Get Out Of Prison?**
- **How Will Your Imprisonment Affect The Payment Of:**
 - *V A Disability Compensation?*
 - *V A Disability Pension?*
- **Can Your Spouse, Children, Or Dependant Parent(s) Receive Any Of The Money Not Paid To You Because Of Imprisonment?**

2100 Jefferson St # 402, Lafayette, LA 70501 (337) 262-5628. <http://www.louisiana.gov/>

Voting Rights

In addition to the qualifications in subsection (a) of Code section O.C.G.A. 21-2-216, no person who has been convicted of a felony involving moral turpitude may register, remain registered, or vote except upon completion of the sentence and no person who has been judicially determined to be mentally incompetent may register, remain registered, or vote unless the disability has been removed. An ex-felon can automatically vote upon completion of his/her sentence. Ex-felons should register to vote with the Secretary of State's office. Voter registration applications are free of charge, and available at most libraries and post offices.

Lafayette Voter Registry

1010 Lafayette - #313
Lafayette, LA 70501-6885
(337) 291-7140

Chapter 10: Substance Abuse and Mental Health

Substance Abuse:

Treatment Facilities:

Acadiana Recovery Center:

401 West Vermilion Street
Lafayette, LA 70501-6729
(337) 291-5400
<http://www.lafayettela.gov/CD/dpt813.asp>

Alcoholics Anonymous:

115 Leonie Street
Lafayette, LA 70506
(337) 991-0830
www.aa.org

Narcotics Anonymous:

(337) 406-1300
www.na.org

Gatehouse Foundation:

206 South Magnolia Street
Lafayette, LA
(337) 233-8031
<http://www.homelessshelterdirectory.org/cgi-bin/id/shelter.cgi?shelter=8353>

Lafayette Addictive Disorder Clinic:

302 Dulles Drive
Lafayette, LA 70506
(337) 262-5870
<http://www.treatment-centers.net/directory/louisiana/lafayette-addictive-disorders-clinic.html>

Naomi House: Halfway house, shelter for women.

124 Olivier St.
Lafayette, LA
(337) 237-7618
<http://www.homelessshelterdirectory.org/cgi-bin/id/shelter.cgi?shelter=8376>

Center for Psychiatric and addictive Medicines (Fees are based on the services provided partial hospitalization for psychiatric care and chemical dependency)

800 Kaliste Saloom Road

Lafayette, LA 70508

Phone: (337) 233-2400

<http://www.wellness.com/dir/2872199/uncategorized/la/lafayette/center-for-psychiatric--addictive-medicine>

Acadiana Vermillion Hospital

2520 North University Avenue

Lafayette, LA 70507-5306

(337) 234-5614

<http://www.acadiahealthcare.com/locations/vermillion-hospital>

Alternative Outpatient Services

128 Demanade Blvd # 202

Lafayette, LA 70503

(337) 234-0830

Mental Health Counseling

Crossroads

150 Verona Drive

Lafayette, LA 70507

(337) 234-4308

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

Family Tree

605 W Saint Mary Blvd

Lafayette, LA

(337) 237-2164

Healing House

707 Lee Ave

Lafayette, LA 70501

(337) 234-0443

<http://www.healing-house.org/>

Hospice of Acadiana (Free counseling services for loss of a loved one)

2600 Johnston Street #200

Lafayette, LA 70503

(337) 232-1234

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

Stuller Place (Eight counseling sessions for victims of sexual abuse/assault)

911 General Mouton Avenue

Lafayette, LA 70501

(337) 269-1557

Tyler Mental Health

302 Dulles Drive

Lafayette, LA 70506-3008

(337) 262-4100

http://www.prd.doa.louisiana.gov/LaServices/PublicPages/ServiceDetail.cfm?service_id=2470

Medical

Clifton Chenier Health Unit

(337) 235-2299

Lafayette Community Health Care Clinic (Free health care and dental care for working uninsured Lafayette parish residents)

1317 Jefferson St.

Lafayette, LA 70501

(337) 593-9208

- **General Medical Clinic**
Tuesday and Thursday evening.
- **Dental Clinic (*extractions only*)**
Every Thursday evening.
- **Dental Hygiene Clinic**
4th Tuesday of every month.
- **Women's Clinic**
1st and 3rd evening of every month.
- **Diabetic Education Classes**
By appointment only
- **Nutrition Counseling**
1st and 3rd Thursday of each month
- **Vision Clinic**
By appointment only for Diabetic and Hypertensive patients only

St. Bernadette's Clinic (Free basic medical support to Lafayette parish adults with various health care needs)

409 Saint John Street

Lafayette, LA 70501

(337) 267-1437

UMC (University Medical Center)

2390 West Congress

Lafayette, LA 70506

(337) 261-6000

UMC Eye Clinic
(337) 262-2500
LCHCC Community Pharmacy
409 Saint John St
Lafayette, LA 70501
(337) 593-9208
Dental: (Donated Dental Services)
(337) 232-HELP

Acadiana C.A.R.E.S.

(Services include: Case management, counseling, financial assistance, outreach activities, pantry, prevention counseling, printed resources and supplies, social activities, and support group, Substance abuse treatment (90 day program & half-way house) & Mainstream for assisting the homeless.
809 Martin Luther King Junior Drive
Lafayette, LA 70501-1884
(337) 233-2437

The Four Corners of Fitness

1. Exercise

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

2. Eating Right

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

3. Relaxation

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

4. Emotional Fitness

- Choose how stress can affect you—make it a wise choice.

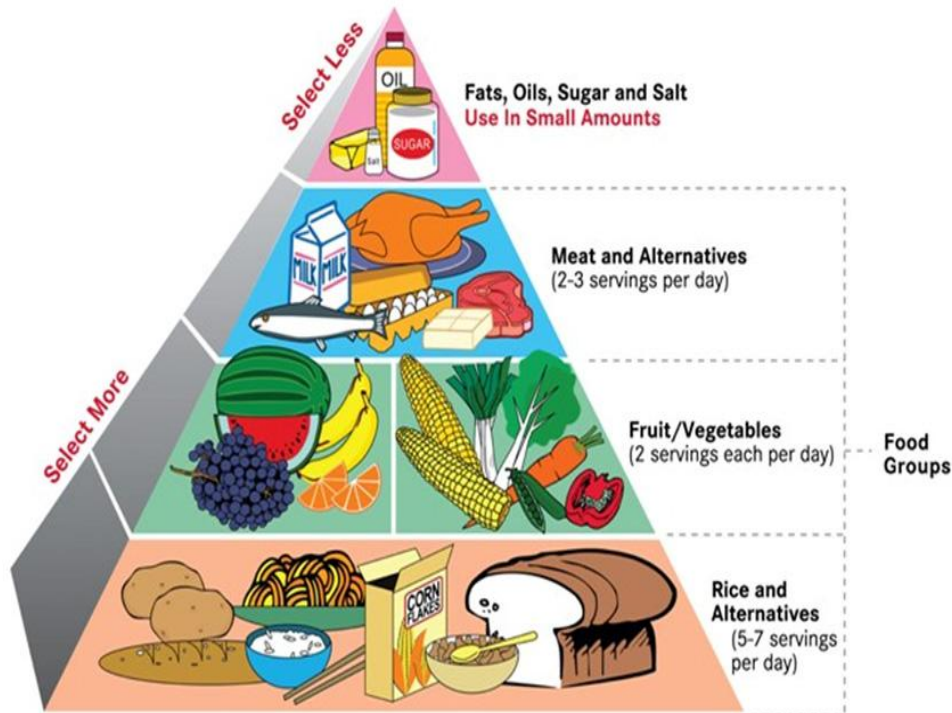
- Be responsible for your own self-talk, emotions, and outcomes. Everything we do, everything we say, is the result of our thinking.
- Negative thinking is a heavy burden—it literally bends the body and drains energy every bit as much as carrying a heavy weight.

Physical Activity

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

Diet

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



Dental Health

Remember to follow these tips to maintain a healthy smile.

1. **Brush your teeth carefully at least twice every 24 hours.** Ideally, you should brush after every meal. At the very least, brush once a day and always before you go to bed.
2. **Floss your teeth daily.** Flossing cleans those areas your toothbrush can't reach.
3. **Eat a well-balanced diet!**

- 4. Don't smoke or chew tobacco!** It promotes serious dental problems such as gum disease and oral cancer.
- 5. Check your gums regularly for signs of disease**—red, puffy gums or gums that bleed even slightly when you brush or floss. Notify your dentist if any of these signs appear.
- 6. If you wear full or partial dentures, clean your dentures daily.** Be sure to remove stains and plaque that may build up and irritate your gums. Also remember to take your dentures out when you sleep to help your gum tissue stay healthy.
- 7. See your dentist regularly for checkups and professional cleanings.**

Life-Long Health Concerns

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

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

Avoidance of Automobile Accidents

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

High Risk

- Age 18
- Intoxicated
- Male
- Light truck
- Not wearing a seat belt

Low Risk

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

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

Immunizations

If you have questions or concerns about immunizations once you are released, please contact your health care provider or city or parish health department. Lafayette Community Health Care Clinic is a local center that can assist you. You may also dial 2-1-1 to obtain assistance.

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

Depression

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

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

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

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

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

Sexually-Transmitted Diseases (STDs)

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

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

If you:

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

Call the National STD Hotline at **1-800-227-8922**. Trained health professionals are available to answer your questions and provide referrals 24 hours a day, seven days a week. All calls are private, personal, and confidential. You can also call the Lafayette Community Health Care Clinic (Free health care for working uninsured Lafayette parish residents).

1317 Jefferson St.
Lafayette, LA 70501
(337) 593-9208

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

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

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

AIDS National HOTLINE (1-800-CDC-INFO)—**1-800-232-4636**

Stress Reducers

- Procrastination is stressful. Don't put off until tomorrow what you can do today.
- Don't put up with things that don't work; get them fixed or throw them away!
- Don't rely of memory; make lists, write down appointments, keep a calendar.
- Surround yourself with positive people!
- Don't just put it down—put it away!
- Become more flexible; laugh at yourself!
- Be prepared to wait; tale reading material and read the time away.

- Accentuate the positive—use positive self-talk!
- Do one thing at a time. Plan and prioritize.
- Simplify. Simplify. Simplify.
- Forget about counting to 10. Count to 1000!
- Take care of today the best that you can, and the yesterdays and tomorrows will take care of themselves.
- Forgive. Forgive. Forgive.
- Turn “needs” into preferences. Our basic needs are food, water, and keeping warm. Everything else is a preference. Don’t get attached to preferences.
- Get up 15 minutes earlier in the morning. The inevitable morning mishaps will be less stressful.
- Get plenty of sleep.
- Eat healthy.
- Exercise daily.
- Learn something new.
- Relax and take time to do something you enjoy.
- Moderation— make one change at a time. Many changes add stress.

Rules for Handling Conflict

- **Don’t fight to win.** Nobody wins. Remember you are fighting to solve the problem, not to win. Be willing to negotiate or give-in when necessary.
- **Be sure that you understand exactly what the problem is.** If you are not sure why you are having conflict, discuss it.
- **Take care of the problem when it comes up.** Don’t let it get too big to handle. Even if the problem seems small, if you don’t deal with it when it happens, the problem will only get bigger.
- **Talk about only one conflict at a time.** Don’t bring up old problems that have happened in the past. Stick to the problem that you are having at the moment.
- **Don’t blame others for problems you are having with someone else.** If you are mad at your brother, don’t yell at your best friend. Directly tell each person what is bothering you.
- **Think before you speak.** If you say mean things to your family and friends or speak sarcastically to them even though you are just teasing, you are really hurting them. If you have something constructive to say, be sure you say it in a way that will be helpful and harmful.
- **Never strike another person to get your way.** Physical violence or abuse (hitting, punching, kicking, shaking, or slapping) is **NEVER** acceptable behavior.
- **Try writing down your feelings.** If the person that you are having a conflict with will not discuss the problem, or you are not comfortable enough to talk to him or her about it, write a letter. You can decide later if you want to mail it. Even if you are not able to talk it over with another person, you will understand more about how you feel when you have read your words over again.

- **Listen to what the other person has to say.** Each person involved has his or her own point of view and should have the chance to express it.
- **When the fight is over, drop it.** Forgive and forget. Don't keep bringing up the fight or hold onto your anger once the argument is over, even if it was not resolved the way you wanted.

Low-Cost Leisure Activities

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

Chapter 11: Family/Friend Relationships

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

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

Family Relationship Changes

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

Former Friends/Associates

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

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

**Don’t be pushed back into your former lifestyle!
Remember that it’s you who comes to prison!**

Your Parents

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

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

Will you be a Caregiver?

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

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

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

- Will you do errands like shopping, telephoning, arranging for health care?
- Will you travel to and from your relative's home more often than usual?
- Will you provide social activities?

- Will you supervise medications and arrange medical visits?
- Will you listen, talk, and provide emotional support?
- Will you provide round-the-clock supervision?
- Will you supervise others who provide direct care?
- Will you maintain two homes—your own and that of your relative?
- Will you assist with personal care like lifting, bathing, dressing, or feeding?

- Will you manage financial/legal affairs?

If you answer "yes" to one or more of these questions, you are a caregiver. The wide range of needs defies definition. Whether you provide round-the-clock assistance or are just becoming aware of the needs, you are still a caregiver. You are responsible, to some degree, for another person's well being.

At any point on the continuum of care giving, the challenges and demands can become too great. It can cause emotional and physical exhaustion, depression, marital, and family problems as well as work conflicts.

Seven Characteristics of Strong Families

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

- 1. Appreciation:** At least once a week show appreciation to your children or spouse when they are being good.
- 2. Democratic Decision-Making:** It is important to involve all members of the family in making family decisions.
- 3. Flexibility and Openness to Change:** Change is unavoidable.

4. **Communication:** Family members share their feelings, hopes, dreams, fears, joys, sorrows, experiences, and needs. We communicate by our words, with our bodies, and by our behavior.
5. **Shared Values:** Values provide direction and meaning to life—parents have to know what they expect of their children and how to communicate this clearly.
6. **Quality Time Together:** The family bond is valued and efforts are made to make time for family activities and interaction.
7. **Connections with Others:** Building and maintain supportive relationships between family members and others in the community helps families cope with stress and crises.

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

Tips for Incarcerated Parents

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

- If possible, take some time to read about becoming a better parent. Look in the library transition resource center for parenting information.

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

For local counseling services, contact:

Family Tree: 4540 Ambassador Caffery # B220
Lafayette, LA 70508
(337) 981-2180

Chapter 12: Child Support

Child Support

- Child Support is an obligation of a parent to provide emotional, financial, and medical support for a child or children.
- Federal law requires all states to have a child support enforcement program. In Louisiana, the program is administered by the Department of Children & Family Services, Child Support Enforcement Section. Child Support Enforcement places the responsibility for support of children on their parent's in an attempt to reduce the children's dependence on public assistance.

Making Payments

- Payments should be made by money order or cashier's check and mailed to the Centralized Collection Unit.
- Payments should be made payable to the Department of Children and Family Services (DCFS) and include the paying person's name, address, and social security number and/or LASES number.

Receiving Payments

- A check will be issued to you or the funds will be directly deposited into a checking, savings or Direct Payment Card account.
- To report a lost, stolen or damaged Direct Payment Card contact JP Morgan Chase and Company Customer Service at 1-866-795-5927.
- If you have signed up for Direct Deposit, any lost, stolen or damaged card must be reported to your financial institution.

Frequently Asked Questions

- **Do people who receive FITAP or MEDICAID have to seek support from the noncustodial parent?** Yes. To be eligible for FITAP or Medicaid, a person must give information to help identify and locate the noncustodial parent, unless the FITAP or Medicaid agency determines good cause for not cooperating.
- **Are there costs involved?** Yes. Anyone who does not receive FITAP or Medicaid will be charged an application fee of \$25. An annual collection fee of \$25 will be charged to any case in which Child Support Enforcement has successfully collected and distributed \$500 to families who have never received assistance under FITAP.

- **Is help available if the other parent lives in a different state?** Yes. Child Support Enforcement works with all other states and U.S. territories and some foreign countries to help provide child support services.
- **How does the program operate?** Child support enforcement services are administered from 12 Regional Offices which serve all 64 parishes. Offices of the District Attorney also provide child support services.
- **Why is Establishing Paternity Important?**
 - Identity:** It is important for all of us to know who we are. Children have the right to know both parents.
 - Medical:** Children may benefit by knowing their medical history, as children sometimes inherit health problems that can be treated better if the doctor knows both parents' medical histories.
 - Support:** Children have the right to be supported by both parents. Children who are supported by only one parent often do not have enough money to meet their needs.
 - Benefits:** Acknowledged children may also have the right to other benefits, including Social Security, Veteran's benefits, and medical insurance.
 - Inheritance:** Children should have the right to inherit from both parents.
- **How is Paternity Established?** Paternity is established by signing an acknowledgment of paternity or by a court determining who the biological father is.
- **What does Acknowledging Paternity Mean?** Acknowledging paternity is a way to establish who the biological father is when the parents are not married to each other. The parents may sign an acknowledgment of paternity form at the hospital when the child is born. The acknowledgment may also be signed at a later date. The acknowledgment should then be filed with the State Vital Records Registry.
- **If the acknowledgement of Paternity is signed, will the father's name be on the birth certificate?** If the unmarried parents sign the acknowledgment at the hospital when the child is born, the child's last name on the birth certificate may be the last name of the father, if the mother agrees; or the child's last name may be a combination of the last name of the father and the mother's maiden name.
- **Can a minor acknowledge that he is the father of a child?** If the biological father is under age 18, the acknowledgment must be authorized by his legal tutor(s). If the minor father's parents are married the signature of the minor father's father alone will suffice. If the parents of the minor father are judicially separated, divorced, or were never married, the parent awarded custody may sign the authorization. If the parents have joint custody, both parents must sign. If one or both parents of the minor father are absent, the legal guardian may consent to the acknowledgment.

- **Do the parents have to be in Louisiana to acknowledge paternity?** The acknowledgment of paternity can be mailed to a parent anywhere to be signed. Both parents must sign in front of two witnesses and a notary public. The form should then be filed with the State Vital Records Registry.
- **Why should parents sign the acknowledgement of paternity if they are living together and plan to get married?** If the parents are not married to each other when the child is born, the man is not the legal father. Living with the mother or getting married later does not make him the father in the eyes of the law. The child's rights can be protected only by establishing paternity. Signing the acknowledgment is one way to establish paternity.
- **Can a party cancel an acknowledgment?** An authentic act of acknowledgment may be canceled without cause under the following conditions (whichever comes first):
A person who signed an acknowledgment may ask the court to cancel the acknowledgment upon proof of fraud, duress, material mistake of fact or error, or that the person is not the biological parent of the child. An acknowledgment cannot be canceled without a court hearing.
- **What should we do if we are not sure who is the father?** If either parent is unsure who the father is, a paternity test should be requested to determine if the alleged father is the biological father of the child.
- **How is the paternity testing done?** The genetic, or DNA, test samples are collected and sent to a laboratory. The test compares many different details of the child's sample with similar details in the man's sample and the mother's sample.
- **What will the paternity test show?** The paternity test will show if a man is NOT the biological father of a child. Or the test can show that it is at least 99.9% certain, that a man is the biological father of the child.
- **If the paternity test shows that there is at least a 99.9% probability that a man is the biological father, can the man become the father without going to court?** Yes. The parents can then make him the father by signing the acknowledgment of paternity.
- **Who pays for the paternity test?** The parents may make private arrangements with the hospital or a paternity testing laboratory. If either parent receives help from Child Support Enforcement, the state pays for the test. The court may order the father to re-pay the cost of the paternity testing if paternity is established.
- **What about support if the child is receiving government assistance (FITAP OR MEDICAID)?** If the child receives FITAP (Family Independence Temporary Assistance Program) or Medicaid, the mother is required to cooperate with Child Support Enforcement to

name the father, give information to help find the father, and help determine legally who is the father of the child.

In Medicaid cases, the State establishes and enforces medical support orders, but the custodial parent may choose whether or not to receive child support services.

Child Support Enforcement contacts the other parent to obtain information needed to determine the right amount of support to be paid and the availability of medical insurance. The court can then order the non-custodial parent to pay a certain amount of child support and can order one or both parents to provide medical support.

- **What about support if the child is not receiving any government assistance?**

If a child is not receiving any cash assistance, the parents may make their own arrangements for child support. Either parent may apply for help from Child Support Enforcement. Once an acknowledgment is signed, the father may be obligated to support the child.

In any case in which Child Support Enforcement is providing services, the child support order will require one or both of the parents to provide medical support for the child. Support Enforcement Services contacts the other parent to obtain information needed to determine the right amount of support to be paid and the availability of medical insurance. The court can then order the non-custodial parent to pay a certain amount of child support and order medical support from one or both parents.

- **What about custody and visitation?** Child Support Enforcement has no authority in custody and visitation issues. After the alleged father signs an acknowledgment of paternity, he has the right to pursue visitation with the child and the right to petition the court for custody.

- **What rights do parents have under the law?** Louisiana Law gives parents rights in a paternity determination. Parents can be represented by an attorney. Parents have the right to DNA testing to prove whether the man is the biological father, and the right to a trial to determine paternity.

For further information contact the Department of Child and Family Services or visit: <http://dss.louisiana.gov>

Chapter 13: Restorative Justice & Victim Awareness

What is restorative justice?

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

- Community service projects;
- Victim or community impact panels;
- Victim empathy groups or classes;
- Financial restitution to victims;
- Family group conferencing;
- Peacemaking circles;
- Victim-offender mediation and dialogue.

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

What is victim awareness?

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

- Truth-telling
- Accountability
- Making amends (reparation)
- Opportunities for healing for all parties

Chapter 14: Living Under Supervision

Supervision after Release:

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

Be sure that you understand the conditions of your release before you are released. If you have questions, be sure to ask your case manager. Your case manager will provide you with paperwork geared toward your continued progress and with community resources that will help you to progress. (a)

Supervision Fees

Offenders are required to make monthly payments on fines and fees.

Louisiana Sex Offender Registration and Notification Requirements

Any adult residing in this state who has pled guilty to, has been convicted of, or where adjudication has been deferred or withheld for the perpetration or attempted perpetration of, or any conspiracy to commit an enumerated offense as outlines in La R.S. 15:542 shall register and notify based on the requirements as outline below. Sex offenders from other states must notify the Louisiana Bureau of Criminal Identification within 3 days of establishing residence in Louisiana and present himself for registration and notification in accordance with the below requirements.

Initial Registration

You must register with the Sheriff of the parish of your residence, or residences, if there is more than one and with the chief of police if your address is located in an incorporated area which has a police department. If the parish has a population in excess of 450 thousand, you shall register with the police department of municipality of residence.

You must also register with the sheriff of the parish or parishes where you are employed and the sheriff of the parish or parishes where you go to school. If the population is in excess of 450 thousand, then you shall register with the police department of the municipality where you are employed or attend school.

You must register in the parish of conviction for the initial registration only.

You are required to report in-person to register in accordance with law to the appropriate law enforcement agency within three (3) business days after release from confinement or conviction.

You must provide the following information to the appropriate law enforcement agency at the time of registration:

- Name and any aliases you have used

- Physical address or addresses of residence
- Name and physical address or employment, including travel routes used
- Name and physical address of school in which you are a student
- Two forms of proof of residence for each residential address or affidavit of an adult resident at address
- Crime of conviction including statute, date and place of conviction, and if known, the court and docket number
- Current photograph, fingerprints, palm prints, and DNA sample if not already provided
- Telephone number including cell phone number
- Description of every vehicle registered to or operated by you including license plate number and copy of drivers license
- Social Security number and date of birth
- Physical description including but not limited to sex, race, hair color, height, age, weight, scars, tattoos, or other identifying marks
- Every e-mail address, online screen name or other online identity

Initial Notification

You must provide community notifications within 21 days of release from confinement or conviction. You must give notice of the crime for which you were convicted, your name, residential address, a description of your physical characteristics, and a photograph or copy thereof to all of the following:

- At least one person in every residence or business within a one-mile radius in a rural area and a three-tenths of a mile radius in a urban or suburban area of the address of your residence, including any adults residing in your residence.
- The superintendent of the school district where you will reside.
- The lesser, landlord, or owner of the residence or property on which you reside.
- The superintendent of any park, playground, or recreation district with the designated area where you reside.

You must also have published on two separate days a notice of the crime for which you were convicted, your name, the jurisdiction of conviction, a description of your physical characteristics, your physical address, and recent photograph, or a clear copy of a recent photograph, in a newspaper or an approved official journal in the parish in which you reside. This will be without cost to the state. (Persons convicted of La R.S. 14:92 (A) (7) and 89(A) (2) shall not be required to comply the above)

Any other notice that deemed appropriate by the court in which you convicted of the offense that subjects you to the duty to register, including but not limited to signs, handbills, bumper stickers, or clothing labeled to that effect.

If you provide recreation instruction to person under the age of seventeen, you shall also post a notice in the building or facility where such instruction is being given. This notice shall contain your name, photograph, the date, jurisdiction of conviction, and the crime for which you were convicted.

Unlawful Presence of a Sex Offender

If you are convicted of an offense as described in La R.S. 15:541 (14.1) when the victim is under the age of 13 your presence may not be in, on, or within 1000 feet of any school or motor vehicle or other means of conveyance, owned, leased, or contracted by such school to transport students.

You may not be in, on, or within 1000 feet of any public park or recreational facility. You may not establish any residence within 1000 feet of any school, park, or recreational facility.

The Louisiana State Police maintains the Louisiana Sex Offender Registry. (c)

Ways to Create Problems for Yourself

Use drugs and/or alcohol.
Be unaccountable /irresponsible.

Skip support group meetings.
Be secretive and/or lie.
Abscond.
Don't have a place to live.
No support system in place.

Go somewhere, or stay somewhere
that your offense is likely to re-occur.
Disrespect your PO.
Deny your offense.
Don't deal with feelings.
Don't work.
Go into bars.
Hang around/date minors.
Create new victims.

Break curfew.
Think you can do it all on your own.
Stay involved with people who will
support your criminal thinking and
behavior.
Sexualize your emotional needs.
Think, "What's the use of trying?"

Fail to plan your life.
Physically abuse someone.

Be complacent.
Blame others for your problems—play
victim.
Stay depressed.
Skip your prescribed medications.
Break the law.
Ignore your feelings.
Don't follow your relapse prevention
plan.
Sexualize women/children.
Break the rules.
Stay angry and resentful.
Don't seek help when you need it.
Don't report to PO-miss appointments.
Contact past victims.
Use pornography.
Minimize your crime.
Leave house when you're not supposed
to.
Isolate yourself.
Get involved with enablers.
Move without permission.
Bottle up emotions.
Engage in high-risk behaviors.
Think, "It doesn't matter."
Don't believe in yourself or your ability
succeed.
Think, "I won't get caught this time."
Make a mistake—and stop reporting to
your PO because you're afraid

Ways to Succeed in Your Supervision Program

Report to your PO as directed—
even when you've made a mistake.
Put 100 percent into everything you do.
Be respectful of others.

Don't steal.
Open yourself up to people—
talk about feelings.
Raise your standards for the people
with whom you spend time.
Always do what you say you will do.
Ask for help when needed.
Have achievable goals in your life.
Learn to say NO.

Keep your bills paid.
Follow the rules.
Be responsible.
Ask your friends to help keep you in
line.
Stay drug free and sober.
Don't threaten people.

Have a positive attitude—use positive
self-talk.
Be where you say you are going to be.
Develop victim empathy.
Admit to yourself when you don't know.
Admit to yourself what you know.

Live an honest life.
Stay in touch with supportive family/friends.
Take time to think things through.
Take life in small bites—one day at a time.
Follow your relapse prevention plan.
Stay away from all past victims.
Focus on tasks ahead.
Make a plan—follow the plan.
Stay involved with all support meetings.
Invest in your education.
Follow your conditions of release.
Develop satisfying hobbies.
Be willing to accept criticism.
them.
Be willing to listen to others.

Appreciate your spouse/partner and family

Lafayette Probation and Parole
237 West Willow Street, Lafayette
(337) 262-5444

Work on doing good.
Keep your guard up.
Stay on prescribed medications.
Work on your own self-doubts.
Stay away from all high-risk situations.
Don't argue with PO—treat with respect.
Believe in oneself and ability to succeed.
Comply with authority.
Develop a meaningful job.
Live a balanced life.
Maintain your support system.
Want to succeed.
Look back at mistakes and learn from

Practice healthy behavior.