

# Federal Bureau of Prisons Clinical Guidelines for Social Work Professionals

## Discharge Assistance - April 2002

---

### PURPOSE

The Federal Bureau of Prisons Clinical Guidelines for Discharge Assistance provide information for Social Workers and other health care providers to assist them in identifying necessary community resources for inmates being released from Bureau institutions.

Social workers, as consultants to the pre-release program staff, provide discharge planning services for inmates who will be transitioning from institutional life to the community.

Functions of the discharge planner include (1) ensuring that proper community supports are in place before the release of inmates occur, (2) promoting healthy, social interactions between inmates, families and community members (3) assuring that human service organizations are responsive to inmates' needs and (4) assisting the inmates to obtain essential community services and resources before discharge. Effective discharge planners have sufficient knowledge of community resources, know the rights of their clients, and understand policies and procedures of various agencies. They will also advocate or mediate for services on behalf of the inmate.

### REFERENCES

Department of Veterans Affairs (1998) Federal Benefits for Veterans and Dependents. Washington D.C.: Office of Public Affairs.

Hepworth, D.H. & Larsen, J.A. (1990) Direct Social Work Practice. Belmont, California: The Dorsey Press.

Minnesota AIDS Project (1999) HIV Resource Guide.

P.S. 5325.05, Release Preparation Program, Institution

P.S. 6000.05, Health Services Manual

P.S. 7300.09, Community Corrections Manual

Social Security Administration (1992) Disability. SSA Publication No. 05-10029.

Social Security Administration (1996) Medicare. SSA Publication No. 05-10043.

Social Security Administration (1998) Supplemental Security Income. SSA Publications No. 05-11000.

Weissman, H., Epstein, I., and Savage, S. (1983) Agency-Based Social Work: Neglected Aspects of Clinical Practice. Philadelphia: Temple University Press.

## **DEFINITIONS**

Access Project: An information clearinghouse about medications available for HIV and AIDS patients from Medicaid, AIDS Drug Assistance Programs (ADAPs), and national pharmaceutical companies' patient assistance programs.

Medicare is primarily a federal health insurance program for people age 65 or older. Certain people with disabilities, under the age of 65, and people of any age who have permanent kidney failure, can receive this benefit. Medicare provides basic protection against the cost of health care, but does not cover all medical expenses.

Mental Health Centers are community-based facilities which provide outpatient mental health services to mentally ill individuals residing in a designated catchment area. The centers typically provide psychiatric care (medication management and supervision), case management services, information and referral services, and psychological interventions such as individual and group therapy to meet the needs of their clients.

Mental Health Group Homes are licensed residential care facilities which provide services to individuals with a mental illness. The homes are staffed with personnel who have experience in working with the mentally ill population.

Mentally Ill Inmates are inmates who have been diagnosed with a major mental illness or defect, such as schizophrenia, delusional disorder, or bipolar disorder. An inmate may have a history of psychotic behavior or may be actively psychotic, and will most likely be on psychotropic medication. These inmates often have a history of receiving mental health treatment.

Social Security Disability is defined by SSA as being unable to

do any kind of work for which suited. The disability designation assumes a 100% impairment which is expected to last one year or more. It can also mean that a terminal condition exists.

## **PROCEDURES**

### **Community Housing Assistance**

The United States Department of Housing and Urban Development (HUD) provides low-cost housing assistance for the elderly, the indigent, the medically or mentally disabled and the homeless. These programs are generally managed by local government agencies. They provide a variety of services including shelter, food, counseling, and jobs skills programs.

To locate housing and shelters you can telephone a local HUD office (see Attachment 1) or search their web site at [www.hud.gov](http://www.hud.gov). This site has listings of shelters in all 50 states, links to local housing authorities and has numerous links on housing. Another way to locate shelters is to contact a local United Way agency. United Way agencies are non-profit social service organizations that offer an array of services to individuals and families in need. Many United Way agencies provide housing assistance or they can provide links to supportive housing, nursing homes, and other residential programs in the proposed release area.

The Salvation Army, a United Way agency, runs a network of shelters and rehabilitation programs across the nation. They provide lodging, clothing, food, and a cash grant for the first 90 days after an inmate releases from prison. Of course, other area churches, temples, mosques and non-profit programs may provide individuals with housing or shelter assistance.

### **State and County Public Assistance**

Inmates who become indigent at release may apply for state and county public assistance. Most municipalities have offices where the indigent may apply for state/county welfare benefits and food stamps. Many states are limiting welfare payments, and the level of assistance can vary substantially. Local public assistance offices administer food stamps (or debit cards), which are used to purchase edible items, and limited housing assistance for rent and utilities. Both food stamps and other welfare benefits are "income means-tested" (low-income eligible).

To access state and county public assistance programs, contact the local county assistance office. Many states have different names for public assistance including welfare service, health and

human services, and general public assistance. See attachment 2.

### **Social Security Disability/Income**

The Social Security Disability (SSD) and the Supplemental Security Income (SSI) programs have the same medical requirements to meet before disability payments are allowed (see definition above). SSD benefit amount is determined by prior work history and participation in the program, while SSI disability payments are benefits that are based on the financial need of the disabled individual, who may have limited or no creditable work history.

Inmates may qualify for disability if they are unable to do any kind of work for which they are suited. This inability to work must be expected to last a year or more, or it is expected to result in death of the beneficiary. Social Security benefits cannot be paid to a person currently confined for conviction of a crime which carries a sentence of over one year, regardless of the actual time incarcerated. There is no back pay for time spent in prison.

An inmate may file for Supplemental Security Income (SSI) three months prior to release. If the inmate has enough documented work history, he/she can also apply for Social Security Disability Insurance (SSDI). Normally, individual FBOP institutions must have a prearranged agreement with the Social Security Administration which permits the inmates to file while in custody. The claims process can be lengthy, and the inmate should begin to collect his/her relevant medical or psychological records from treatment providers. The inmate can obtain an SSDI/SSI application packet from a local Social Security office, or arrangements can be made to have the application interview over the phone by calling Social Security at 1-800-772-1213.

When the inmate is released he/she needs to go into their local office to check on the status of their benefits. In addition, people who qualify for SSI usually qualify for Medicaid. Medicaid is a health insurance program which is administered by each state, and though Medicaid is a federal program, each state has its own requirements for eligibility.

Inmates who previously received SSD or SSI benefits, and had them suspended because of their incarceration, may not need to re-apply for benefits. The Social Security Administration may keep certain inmate cases in suspension until they are released from prison. Call the SSA for specific information regarding the status of an inmate's disability claim. If in a suspended status, the releasing inmate should be instructed to carry his/her release documents to their local SSA office and apply for

the reinstatement of their benefits.

#### **HIV/AIDS**

The Federal Bureau of Prisons maintains strict controls on the disclosure and dissemination of inmate medical information (e.g., HIV/AIDS). FBOP employees who require inmate medical records to perform their duties are authorized access to the information. Health care staff, including licensed social workers, are examples of employees who can access information on a "need to know" basis. Staff from other jurisdictions (e.g. state health departments) may also fall under the "need to know" provision (see the Privacy Act of 1974, U.S.C., 552a). In the performance of their duties, health care professionals can arrange for HIV/AIDS inmates to receive medical care and social services in their release communities.

The following national resources are currently available:

- Individuals who have HIV/AIDS, and have limited or no private or public insurance coverage, have access to federally funded medical care under the Ryan White Care Act. The Act provides for an assortment of services for people living with HIV/AIDS. Medical care is available to all people who can provide proof of being HIV positive or have special medical issues related to their HIV diagnosis. They must earn less than 300% of the poverty level (\$24,150 for a single person in 1999). Case management, mental health counseling, and housing services are also available.
- When an inmate who has HIV/AIDS releases from prison, he/she is generally eligible for specialized services. Some services may be limited if halfway houses or similar programs are federally sponsored, so eligibility should be determined before contacting HIV/AIDS resources. The first step is to determine where he/she is going to reside and then contact the state hotline. The state hotline will provide contact numbers of agencies in the inmate's community. Contact these local agencies to set up appointments or garner additional information. Most cities have HIV coordinators who know which community resources are available and they can be of assistance.
- HIV/AIDS Treatment Center Information Service provides telephone reference services for health care providers and people with HIV disease. The service can provide links to other AIDS resources in the inmate's release community (1-800-448-0440).
- The CDC National AIDS Hotline is a toll-free service available to the general public 24 hours a day, 7 days a

week, throughout the U.S. and its territories. The hotline provides referral services, including public health clinic and support groups, hospice services, local hotlines, financial and legal services (1-800-342-AIDS).

- The CDC National AIDS Clearinghouse provides national reference services, referral services, and the organization distributes publications on HIV/AIDS information. Staff members provide callers with publications and database searches, as well as referrals to local and national organizations (1-800-458-5231).

- AIDS Clinical Trials Information Service (ACTIS) provides current information on medication and clinical trials for HIV/AIDS. Reference specialists are available to respond to questions concerning location of clinical trials, registration, and eligibility requirements (1-800-874-2572).

- Ex-offenders (outside the aegis of the FBOP) who have HIV/AIDS or other medical concerns, and who do not have adequate health care resources, should be directed to the nearest public clinic for services.

### **Mentally Ill/Chemically Dependent Inmates**

Releasing inmates who have mental illness diagnoses or chemical dependency issues will require special assistance to access community agencies. This assistance may include placing an inmate into a mental health group home, applying for disability income through the Social Security Administration, coordinating outpatient mental health services through a local mental health center, or enrolling the inmate into a chemical dependency program. The procurement of mental health and sobriety maintenance services which meet the psychosocial needs of releasing inmates can ensure continuity of care and thereby increase the inmate's chances for successful integration into the community.

Discharge planning for an inmate with a mental illness or chemical dependency should be initiated at least 90 days prior to their release.

Community residential placements for these inmates should take priority as they are the most difficult to secure.

Several national contact organizations are listed in attachment 6, "Mental Health and Chemical Dependency Resources."

### **Miscellaneous**

For instructions to order birth, marriage, death certificates or divorce decrees, please refer to attachment 7, "Vital Documents."

Several helpful websites are included in attachment 8, "National Websites/Links."

### **Community Transition Checklist**

A useful checklist summarizing most potential needs and services for releasing inmates is found in attachment 9.

## **Housing and Urban Development Regional Offices**

The following pages list regional office phone/fax numbers of the Department of Housing and Urban Development. Their staff can provide information and application instructions on low-income housing, Section 8 program availability, case managed programs (e.g., Shelter Plus Care) and other community resources for inmate housing needs. The HUD Fair Housing Office numbers are: **1-800-669-9777 or 1-800-347-3739 if calling from CA, NV, AZ, HI.** Additional office information, links to community housing offices and other useful information can be found on the HUD web site: **[www.hud.gov/](http://www.hud.gov/)**



**NEW ENGLAND**

Massachusetts State Office  
OFC PHONE (617) 565-5236  
FAX (617) 565-6558

Connecticut State Office  
OFC PHONE (860) 240-4844  
FAX (860) 240-4850

Maine State Office  
OFC PHONE (207) 945-0468  
FAX (207) 945-0533

New Hampshire State Office  
OFC PHONE (603) 666-7682  
FAX (603) 666-7667

Rhode Island State Office  
OFC PHONE (401) 528-5352  
FAX (401) 528-5097

Vermont State Office  
OFC PHONE (802) 951-6290  
FAX (802) 951-6298

NEW YORK/NEW JERSEY  
OFC PHONE (212) 264-1161  
FAX (212) 264-3068

Albany Area Office  
OFC PHONE (518) 464-4200  
FAX (518) 464-4300

Buffalo Area Office  
OFC PHONE (716) 551-5733  
FAX (716) 551-5752

New Jersey State Office  
OFC PHONE (973) 622-7619  
FAX (973) 645-2323

Camden Area Office  
OFC PHONE (609) 757-5081  
FAX (609) 757-5373

**MID-ATLANTIC**

Pennsylvania State Office  
OFC PHONE (215) 656-0600  
FAX (215) 656-3445

Pittsburgh Area Office  
OFC PHONE (412) 644-5945  
FAX (412) 644-4240

Delaware State Office  
OFC PHONE (302) 573-6300  
FAX (302) 573-6259

Maryland State Office  
OFC PHONE (410) 962-2520

FAX (410) 962-1849

Virginia State Office  
OFC PHONE (804) 278-4507  
FAX (804) 278-4603

Washington, DC Office  
OFC PHONE (202) 275-9206  
FAX (202) 275-9212

West Virginia State Office  
OFC PHONE (304) 347-7036  
FAX (304) 347-7050

**SOUTHEAST/CARIBBEAN**

Georgia State Office  
OFC PHONE (404) 331-5136  
FAX (404) 730-2392

Alabama State Office  
OFC PHONE (205) 290-7617  
FAX (205) 290-7593

Caribbean Office  
OFC PHONE (787) 766-5201  
FAX (787) 766-5995

Kentucky State Office  
OFC PHONE (502) 582-5251  
FAX (502) 582-6074

Florida State Office  
OFC PHONE (305) 536-5678  
FAX (305) 536-5765

Jacksonville Area Office  
OFC PHONE (904) 232-2627  
FAX (904) 232-3759

Orlando Area Office  
OFC PHONE (407) 648-6441  
FAX (407) 648-6310

Tampa Area Office  
OFC PHONE (813) 228-2504  
FAX (813) 228-2431

Mississippi State Office  
OFC PHONE (601) 965-4700  
FAX (601) 965-4773

North Carolina State Office  
OFC PHONE (336) 547-4001  
FAX (336) 547-4138

South Carolina State Office  
OFC PHONE (803) 765-5592  
FAX (803) 253-3040

Tennessee State Office  
OFC PHONE (615) 736-5213  
FAX (615) 736-2018

Knoxville Area Office  
OFC PHONE (423) 545-4384  
FAX (423) 545-4569

Memphis Area Office  
OFC PHONE (901) 544-3367  
FAX (901) 544-3697

**MIDWEST**

Illinois State Office  
OFC PHONE (312) 353-5680  
FAX (312) 886-2729

Springfield Area Office  
OFC PHONE: (217) 492-4120  
FAX (217) 492-4154

Indiana State Office  
OFC PHONE (317) 226-7034  
FAX (317) 226-6317

Michigan State Office  
OFC PHONE (313) 226-7900  
FAX (313) 226-5611

Flint Area Office  
OFC PHONE (810) 766-5112  
FAX (810) 766-5122

Grand Rapids Area Office  
OFC PHONE (616) 456-2125  
FAX (616) 456-2191

Minnesota State Office  
OFC PHONE (612) 370-3288  
FAX (612) 370-3220

Ohio State Office  
OFC PHONE (614) 469-2540,  
FAX (614) 469-2432

Cincinnati Area Office  
OFC PHONE (513) 684-2967  
FAX (513) 684-6224

Cleveland Area Office  
OFC PHONE (216) 522-4058  
FAX (216) 522-4067

Wisconsin State Office  
OFC PHONE (414) 297-3214  
FAX (414) 297-3947

**SOUTHWEST**

Texas State Office  
OFC PHONE (817) 978-9000  
FAX (817) 978-9011

Dallas Area Office  
OFC PHONE (214) 767-8300  
FAX (214) 767-8973

Houston Area Office  
OFC PHONE (713) 313-2274  
FAX (713) 313-2319

Lubbock Area Office  
OFC PHONE (806) 472-7265  
FAX (806) 472-7275

San Antonio Area Office  
OFC PHONE (210) 475-6806  
FAX (210) 472-6804

Arkansas State Office  
OFC PHONE (501) 324-5401  
FAX (501) 324-6142

Louisiana State Office  
OFC PHONE (504) 589-7201  
FAX (504) 589-6619

Shreveport Area Office  
OFC PHONE (318) 676-3440  
FAX (318) 676-3407

New Mexico State Office  
OFC PHONE (505) 346-6463  
FAX (505) 346-6704

Oklahoma State Office  
OFC PHONE (405) 553-7500  
FAX (405) 553-7588

Tulsa Area Office  
OFC PHONE (918) 581-7496  
FAX (918) 581-7440

#### **GREAT PLAINS**

Kansas State Office  
OFC PHONE (913) 551-5462  
FAX (913) 551-5469

Iowa State Office  
OFC PHONE (515) 284-4573  
FAX (515) 284-4743

Nebraska State Office  
OFC PHONE (402) 492-3103  
FAX (402) 492-3150

Missouri State Office  
OFC PHONE (314) 539-6560  
FAX (314) 539-6384

#### **ROCKY MOUNTAINS**

Colorado State Office  
OFC PHONE (303) 672-5440

FAX (303) 672-5004

Montana State Office  
OFC PHONE (406) 441-1298  
FAX (406) 441-1292

North Dakota State Office  
OFC PHONE (701) 239-5040  
FAX (701) 239-5249

South Dakota State Office  
OFC PHONE (605) 330-4223  
FAX (605) 330-4428

Utah State Office  
OFC PHONE (801) 524-3574  
FAX (801) 524-3439

Wyoming State Office  
OFC PHONE (307) 261-6251  
FAX (307) 261-6245

#### **PACIFIC/HAWAII**

California State Office  
OFC PHONE (415) 436-6532  
FAX (415) 436-6446

Fresno Area Office  
OFC PHONE (559) 487-5032  
FAX (559) 487-5191

Los Angeles Area Office  
OFC PHONE (213) 894-8007  
FAX (213) 894-8110

Sacramento Area Office  
OFC PHONE (916) 498-5220  
FAX (916) 498-5262

San Diego Area Office  
OFC PHONE (619) 557-5310  
FAX (619) 557-5312

Santa Ana Area Office  
OFC PHONE (888) 827-5605

Arizona State Office  
OFC PHONE (602) 379-4434  
FAX (602) 379-3985

Tucson Area Office  
OFC PHONE (520) 670-6000  
FAX (520) 670-6207

Hawaii State Office  
OFC PHONE (808) 522-8175  
FAX (808) 522-8194

Nevada State Office  
OFC PHONE (702) 388-6208

FAX (702) 388-6244

Reno Area Office  
OFC PHONE (702) 784-5356  
FAX (702) 784-5066

#### **NORTHWEST/ALASKA**

Washington State Office  
OFC PHONE (206) 220-5101  
FAX (206) 220-5108

Spokane Area Office  
OFC PHONE (509) 353-0674  
FAX (509) 353-0682

Alaska State Office  
OFC PHONE (907) 271-4170  
FAX (907) 271-3778

Idaho State Office  
OFC PHONE (208) 334-1990  
FAX (208) 334-9648

Oregon State Office  
OFC PHONE (503) 326-2561  
FAX (503) 326-2568

**This list was compiled from the  
Dept. of HUD official web site.**

**December, 1999**

## **Information and Local Service Office Locator for Food Stamp Programs**

**United States Department of Agriculture:**

**1-800-221-5689**

Additional information about local food stamp/public assistance programs can be obtained by calling the Social Security Administration (1-800-772-1213) or local human services departments

**Social Security Administration  
National Toll Free Number**

**1-800-772-1213**



**SSA WEB SITE: [www.ssa.gov/](http://www.ssa.gov/)**

**Special Note: Social Security Payments to Offenders**

Both 42 U.S.C. § 402 and implementing language in 20 CFR 404.468 provide the following guidance on this issue:

Convicted felons are not entitled to receive Social Security benefits for any part of any month of which the individual is confined. For definitional purposes, confinement means as long as the individual is under a sentence of confinement and has not been released due to parole or pardon. It should be noted that benefit payments to any other person who is entitled on the basis of the prisoner's wages and self-employment income are payable as though the prisoner were receiving benefits.

### State AIDS Drug Assistance Programs

The following is a list of phone numbers for state departments of health and their pharmacy-assisted services to people with HIV/AIDS. Eligibility requirements and drugs/services covered vary from state to state. Questions regarding the reimbursement programs should be directed to your state department of health.

Alabama	(334) 613-5364	Nebraska	(402) 559-4673
Alaska	(907) 269-8058	Nevada	(775) 684-5944
Arizona	(602) 230-5838	New Hampshire	(603) 271-4480
Arkansas	(501) 661-2118	New Jersey	(609) 984-6125
California	(916) 327-6780	New Mexico	(505) 476-3628
Colorado	(800) 858-2437	New York	(800) 542-2437
Connecticut	(800) 233-2503	North Carolina	(919) 715-3118
Delaware	(302) 739-3032	North Dakota	(800) 472-2180
D.C.	(202) 727-2500	Ohio	(614) 451-7151
Florida	(904) 413-0604	Oklahoma	(405) 271-4636
Georgia	(404) 657-3127	Oregon	(800) 805-2313
Hawaii	(808) 732-0026	Pennsylvania	(800) 922-9384
Idaho	(208) 334-6657	Puerto Rico	(787) 763-4575
Illinois	(800) 825-3518	Rhode Island	(401) 222-2320
Indiana	(317) 233-7663	South Carolina	(803) 898-0705
Iowa	(515) 242-5838	South Dakota	(605) 773-3523
Kansas	(785) 296-6173	Tennessee	(615) 741-7500
Kentucky	(800) 420-7431	Texas	(800) 255-1090
Louisiana	(504) 568-7474	Utah	(801) 538-6197
Maine	(207) 287-5551	Vermont	(802) 863-7253
Maryland	(410) 767-5685	Virginia	(804) 225-4844
Massachusetts	(800) 228-2714	Virgin Islands	(340) 774-7700
Michigan	(517) 335-9333	Washington	(800) 272-2437
Minnesota	(612) 297-3344	West Virginia	(304) 558-2950
Mississippi	(601) 960-7723	Wisconsin	(800) 991-5532
Missouri	(573) 751-6439	Wyoming	(307) 777-5800
Montana	(406) 444-4744		

**STATE/REGIONAL  
HIV/AIDS HOTLINES**

Alabama	(800) 228-0469*		
Alaska	(907) 276-4880	Nebraska	(800) 782-2437
Arkansas	(800) 342-2437*	Nevada	(800) 842-2437*
Arizona	(800) 352-3792*	New Hampshire	(800) 752-2437*
N. California	(415) 863-2437	New Jersey	(800) 624-2377*
S. California	(800) 367-2437	New Mexico	(800) 545-2437*
Colorado	(800) 252-2437*	New York	(800) 872-2777*
Delaware	(800) 422-0429*	North Dakota	(701) 328-2378
D.C.	(202) 332-2437	Ohio	(800) 332-2437*
Florida	(800) 352-2437*	Oklahoma	(800) 535-2437*
Georgia	(404) 876-9944	Oregon	(800) 777-2437*
Hawaii	(808) 922-1313	Pennsylvania	(800) 662-6080*
Idaho	(800) 926-2588*	Puerto Rico	(809) 765-1010
Illinois	(800) 243-2437*	Rhode Island	(800) 726-3010
Indiana	(800) 848-2437*	South Carolina	(800) 332-2437*
Iowa	(800) 445-2437*	South Dakota	(800) 592-1861*
Louisiana	(800) 992-4379*	Tennessee	(800) 525-2437*
Maine	(800) 775-1267	Texas	(800) 299-2437*
Maryland	(800) 638-6252*	Utah	(801) 487-2100
Massachusetts	(617) 536-7733	Vermont	(800) 882-2437*
Michigan	(800) 872-2437*	Virgin Islands	(809) 773-2437
Minnesota	(612) 373-2437	Virginia	(800) 322-7432*
Missouri	(800) 533-2437	Washington	(800) 272-2437*
Mississippi	(800) 826-2961*	West Virginia	(800) 642-8244*
Montana	(800) 233-6668*	Wisconsin	(414) 273-2437
		Wyoming	(800) 327-3577

\*In-State Calls Only

## **Mental Health and Chemical Dependency Resources**

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

National Mental Health Association  
1021 Prince Street  
Alexandria, VA 22203-3754  
(703) 684-7722 voice  
(800) 969-6642 info line

National Health Information Center  
(Department of Health and Human Services)  
Referral Specialist  
P.O. Box 1133  
Washington, D.C. 20013-1133  
(800) 336-4797

National Alliance for the Mentally Ill  
200 N. Glebe Rd., Ste. 1015  
Arlington, VA 22203-3754  
(703) 524-7600

Substance Abuse and Mental Health  
Services Administration  
Room 12-105 Parklawn Building  
5600 Fishers Lane  
Rockville, MD 20857

National Clearinghouse for Alcohol and  
Drug Information (NCADI)  
1-800-729-6686

National Mental Health Knowledge  
Exchange Network (KEN)  
1-800-789-2647

American Council on Alcoholism  
3900 N. Fairfax Drive, Ste. 401  
Arlington, VA 22203

United Way of America  
701 N. Fairfax Street  
Alexandria, VA 22314-2045  
1-703-836-7100

The Salvation Army  
Western Territory  
180 East Ocean Blvd  
Long Beach, CA 90802  
(562) 436-7000

The Salvation Army  
Southern Territory  
1424 Northeast Expressway  
Atlanta, GA 30329  
(404) 728-1300

The Salvation Army  
Central Territory  
10 West Algonquin Road  
Des Plaines, IL 60016  
(847) 294-2000

The Salvation Army  
Eastern Territory  
440 West Nyack Road  
West Nyack, NY 10994  
(845) 620-7200

## Vital Documents (Birth, Death, Marriage, Divorce Certificates)

To obtain vital documents, mailing address, fee schedule and other instructions:

Alabama . . . . .	(334) 206-5418	Montana . . . . .	(406) 444-4228
Alaska . . . . .	(907) 465-3391	Nebraska . . . . .	(402) 471-2871
American Samoa . . . . .	(684) 633-1222	Nevada . . . . .	(775) 684-4280
Arizona . . . . .	(602) 255-3260	New Hampshire . . . . .	(603) 271-4654
Arkansas . . . . .	(501) 661-2336	New Jersey . . . . .	(609) 292-4087
California . . . . .	(916) 445-2684	New Mexico . . . . .	(505) 827-2338
Colorado . . . . .	(303) 756-4464	New York . . . . .	(518) 474-3075
Connecticut . . . . .	(by township)	New York City . . . . .	(212) 788-4520
Delaware . . . . .	(302) 739-4721	North Carolina . . . . .	(919) 733-3526
District of Columbia . . . . .	(202) 442-9009	North Dakota . . . . .	(701) 328-2360
Florida . . . . .	(904) 359-6900	Ohio . . . . .	(614) 466-2531
Georgia . . . . .	(404) 656-4900	Oklahoma . . . . .	(405) 271-4040
Guam . . . . .	(671) 734-4589	Oregon . . . . .	(503) 731-4095
Hawaii . . . . .	(808) 586-4533	Pennsylvania . . . . .	(724) 656-3100
Idaho . . . . .	(208) 334-5988	Puerto Rico . . . . .	(787) 728-7980
Illinois . . . . .	(217) 782-6553	Rhode Island . . . . .	(401) 222-2811
Indiana . . . . .	(317) 233-2700	South Carolina . . . . .	(803) 898-3630
Iowa . . . . .	(515) 281-4944	South Dakota . . . . .	(605) 773-3355
Kansas . . . . .	(785) 296-1400	Tennessee . . . . .	(615) 741-1763
Kentucky . . . . .	(502) 564-4212	Texas . . . . .	(512) 458-7111
Louisiana . . . . .	(504) 568-5152	Utah . . . . .	(801) 538-6105
Maine . . . . .	(207) 287-3184	Vermont . . . . .	(802) 828-3286
Maryland . . . . .	(410) 764-3038	Virginia . . . . .	(804) 225-5000
Massachusetts . . . . .	(617) 753-8600	Virgin Islands . . . . .	(340) 774-9000
Michigan . . . . .	(517) 335-8656	Washington . . . . .	(360) 236-4300
Minnesota . . . . .	(612) 676-5120	West Virginia . . . . .	(304) 558-2931
Mississippi . . . . .	(601) 576-7450	Wisconsin . . . . .	(608) 266-1371
Missouri . . . . .	(573) 751-6400	Wyoming . . . . .	(307) 777-7591

### Information needed for birth or death records

1. Full name of person whose record is being requested.
2. Sex.
3. Parents' names, including maiden name of mother.
4. Month, day, and year of birth or death.
5. Place of birth or death (city or town, county, and State; and name of hospital, if known).
6. Purpose for which copy is needed.
7. Relationship to person whose record is being requested.

### Information needed for marriage records

1. Full names of bride and groom.
2. Month, day, and year of marriage.
3. Place of marriage (city or town, county, and State).
4. Purpose for which copy is needed.
5. Relationship to persons whose record is being requested.

### Information needed for divorce records

1. Full names of husband and wife.
2. Date of divorce or annulment.
3. Place of divorce or annulment.
4. Type of final decree.
5. Purpose for which copy is needed.
6. Relationship to persons whose record is being requested.

Center for Disease Control  
National Center for Health Statistics  
(USDHHS)  
[www.cdc.gov/nchs](http://www.cdc.gov/nchs)



## NATIONAL WEB SITES/LINKS\*

<u>USDHHS</u>	<u><a href="http://www.dhhs.gov/">www.dhhs.gov/</a></u>	<u>United States Department of Health and Human Services</u>
<u>SSA</u>	<u><a href="http://www.ssa.gov/">www.ssa.gov/</a></u>	<u>Social Security Administration</u>
<u>AAHSA</u>	<u><a href="http://www.aahsa.org/">www.aahsa.org/</a></u>	<u>American Association for Homes and Services for the Aging</u>
<u>USHUD</u>	<u><a href="http://www.hud.gov/">www.hud.gov/</a></u>	<u>United States Housing and Urban Development</u>
<u>USDVA</u>	<u><a href="http://www.va.gov/">www.va.gov/</a></u>	<u>United States Department of Veterans Affairs</u>
<u>UW</u>	<u><a href="http://www.unitedway.org/">www.unitedway.org/</a></u>	<u>United Way</u>
<u>AIDS Action</u>	<u><a href="http://www.aidsaction.org/links.html">www.aidsaction.org/links.html</a></u>	<u>Aids Action</u>
<u>NAPWA</u>	<u><a href="http://www.napwa.org/resource.htm">www.napwa.org/resource.htm</a></u>	<u>National Association of People With Aids</u>
<u>NHC</u>	<u><a href="http://www.nationalhepatitis-c.org/">www.nationalhepatitis-c.org/</a></u>	<u>National Hepatitis-C</u>
<u>SA</u>	<u><a href="http://www.salvationarmyusa.org/">www.salvationarmyusa.org/</a></u>	<u>Salvation Army</u>
<u>USDA</u>	<u><a href="http://www.fns.usda.gov/">www.fns.usda.gov/</a></u>	<u>United States Department of Agriculture</u>
<u>NAMI</u>	<u><a href="http://www.nami.org/">www.nami.org/</a></u>	<u>National Alliance for the Mentally Ill</u>

\*The above list contains only a few of the hundreds of useful sites that provide information, procedures, forms, local office locations and useful links to similar public and private organizations.

**Housing Services**  
USHUD, SA, USDVA, AAHSA,  
UW

**Infectious Disease Services**  
NHC, NAPWA, USDHHS,  
AIDS Action, UW

**Child Welfare/Family Services**  
USDHHS, SA, USHUD, UW

**Aging**  
AAHSA, USDHHS, UW, SSA

**Disability Benefits/Compensation**  
SSA, USDVA

**Substance Abuse Recovery Services**  
UW, SA, USDHHS

**Mental Health Services**  
NAMI, UW, USDHHS, USHUD

**Basic Needs**  
UW, SA, USDA

**Veterans Benefits**  
USDVA, USHUD

**COMMUNITY TRANSITION CHECKLIST**

	Screen the inmate to determine if community resources for housing, basic needs, medical, mental health, or similar resources are required.
	Obtain a signed release of information form from the inmate to allow for contact of family members, local community resources, and human service providers.
	Determine whether the inmate will release to a Community Correctional Center or contract facility. If so, correspond with the facility director to discuss plans for addressing the inmate's physical, psychological, social, or other special needs.
	<b><u>Housing:</u></b> If the inmate will release directly to the community, contact their U.S. Probation Officer (USPO) for assistance with housing. Also, contact local shelters, residential programs, housing authorities, U.S. Housing and Urban Development ( <a href="http://www.hud.gov/">www.hud.gov/</a> ) or non-profit missions for possible placements.
	<b><u>Basic Living Needs:</u></b> Establish a key community contact person for basic needs (e.g., clothing, transportation, temporary shelter, food). Local food stamp/welfare programs can be located using the U.S. Department of Agriculture locator number, 1-800-221-5689 ( <a href="http://www.usda.gov/">www.usda.gov/</a> ). The United Way maintains contact lists of numerous non-profit social services agencies. Use your local telephone book, the internet, or call the national number at 1-703-836-7100 for offices in the inmate's release community.
	<b><u>Income Sources:</u></b> Direct the inmate to their state/local employment or work force office for assistance. If an inmate received Social Security benefits in the past, or you suspect that they are incapable of securing or sustaining employment, call the Social Security Administration ( <a href="http://www.ssa.gov/">www.ssa.gov/</a> ) at 1-800-772-1213 for benefits application and office locations. If needed, refer the inmate to their local county welfare office for public assistance.
	<b><u>Medical:</u></b> Inmate medical issues should be considered (chronic health care, etc.). Notify USPO about the inmate's condition (notification of USPO regarding HIV-infected inmates is performed by either Unit Manager, Case Manager, HSA, or Clinical Director, in accordance with current policy). If indigent, direct the inmate to available public health clinics or hospitals in their release communities for health care and prescriptions. Call a local United Way ( <a href="http://www.unitedway.org">www.unitedway.org</a> ) agency to receive a list of support groups and services which are specific to the medical condition. Also, the Health Resources and Services Administration ( <a href="http://www.hrsa.gov/">www.hrsa.gov/</a> ) site contains excellent resource links.

	<p><b><u>Prescriptions:</u></b> An inmate may need ongoing medications to treat chronic medical or mental health conditions. Inmates who are indigent should be directed to their local community clinics or public health hospitals to fill prescriptions. If the inmate qualifies for SSA benefits, Medicaid will cover medical and prescription care. Refer the inmate to their local SSA office to apply. Useful websites include: <a href="http://www.hrsa.gov">www.hrsa.gov</a>, <a href="http://www.medicare.gov">www.medicare.gov</a>, and <a href="http://www.needymeds.com/">www.needymeds.com/</a> .</p>
	<p><b><u>Mental Health:</u></b> Contact a local Mental Health/Mental Retardation agency to refer inmate for care. Contact the National Alliance of the Mentally Ill whose staff can provide a list of MH resources for the inmate at 1-800-950-6264 or <a href="http://www.nami.org/">www.nami.org/</a></p>
	<p><b><u>Substance Abuse/Aftercare/Maintenance:</u></b> If the inmate has a history of alcohol or drug abuse, a referral to local Alcoholics Anonymous, Narcotics Anonymous, or similar support groups may be made. Check with the inmate's Case Manager to ascertain if there is a court order for aftercare as a condition of release. Many communities have specific programs and services for the chemically addicted, and the inmate should be instructed to pursue these services. Information and referral services are available through the National Clearing House for Alcohol and Drug Information at 1-800-729-6686 (<a href="http://www.samhsa.gov/">www.samhsa.gov/</a>). Contact the inmate's USPO for assistance.</p>
	<p><b><u>Social/Community Supports:</u></b> Various support groups for ex-offenders may be available to them in their home communities. Contact a local United Way agency (<a href="http://www.unitedway.org">www.unitedway.org</a>) or a local mental health association for information and referral services. Encourage the inmate to contact a local church, temple, or mosque for assistance.</p>
	<p><b><u>Legal Aid (civil/family/child custody):</u></b> Many communities have civil legal aid services available (sliding scale fees or networks of pro bono attorneys). Refer the inmate to their local telephone directory which may list these services.</p>
	<p><b><u>Vocational Services:</u></b> Refer the inmate to their local employment/rehabilitation commissions for job placement and training services. Several social service agencies in the inmate's release community may sponsor ex-offenders in job training and placement programs. Local United Way agencies, like the Salvation Army (national office 1-703-684-5500 or <a href="http://www.salvationarmy.org/">www.salvationarmy.org/</a>), may be helpful. The U.S. Department of Labor is another contact for vocational assistance (1-877-872-5627 or <a href="http://www.dol.gov/">www.dol.gov/</a>)</p>
	<p><b><u>US Veterans:</u></b> An inmate who was in the uniformed services may be eligible for a host of rehabilitation, housing, and other services through the Department of Veterans Affairs. Call 1-800-827-1000 or visit their site at <a href="http://www.va.gov/">www.va.gov/</a> to establish eligibility, identify local facilities, or to enroll in programming.</p>
	<p><b><u>Dental:</u></b> National networks of dentists and hygienists who offer care to under-served populations may be found at Clinicians National Forum website (<a href="http://www.cnf.org/">www.cnf.org/</a>). The Health Resources and Services Administration provides oral health contacts on their website (<a href="http://www.hrsa.gov/">www.hrsa.gov/</a>).</p>

	<p><b><u>HIV/AIDS Services:</u></b> An inmate who is known to be infected with the HIV virus or who has been diagnosed with AIDS can find an assortment of services by calling the HIV/AIDS Treatment Center Information Service at 1-800-448-0440 or the inmate's state department of health. The Centers for Disease Control hotline at 1-800-342-2437 (<a href="http://www.cdc.gov">www.cdc.gov</a>), the Health Resources and Services Administration (<a href="http://www.hrsa.gov/">www.hrsa.gov/</a>), and the Access Project (<a href="http://www.aidsinfohiv.org/adap">www.aidsinfohiv.org/adap</a>) maintain useful sites for HIV/AIDS individuals who need assistance accessing treatment and prescription medications.</p>
	<p><b><u>Domestic Violence:</u></b> A national hotline, 1-800-799-7233, is available to provide info/referral services to inmates who have been victims of domestic violence.</p>
	<p><b><u>Seniors:</u></b> An assortment of services for the aged can be accessed through state offices of the American Association of Retired Persons (AARP) which can be accessed through <a href="http://www.aarp.org/">www.aarp.org/</a> . The American Association of Homes and Services for the Aged at <a href="http://www.aahsa.org/">www.aahsa.org/</a> has numerous community links.</p>
	<p><b><u>Female Offenders/Ex-Offenders:</u></b> Volunteers of America (<a href="http://www.voa.org/">www.voa.org/</a>), offers correctional programming and services, and specialized services to female offenders and ex-offenders.</p>
	<p><b><u>Sex Offenders:</u></b> Sex Addicts Anonymous can be reached at 1-800-477-8191, or visit their web site at <a href="http://www.sexaa.org/">www.sexaa.org/</a> (There are multiple agency links on this site).</p>
	<p>Assure that team members and the inmate are aware of the progress/status of the release plans. Document any relevant information, contacts, numbers in the appropriate medical or administrative file(s)</p>