

# EMPLOYMENT INFORMATION HANDBOOK

INMATE TRANSITION BRANCH



Federal Bureau of Prisons  
320 First Street, NW  
Washington, DC 20534

2005 Edition

**Attribution: Parts of this publication have been copied or adapted from several government publications.**

**Additional information about the Bureau of Prisons offender transition program, including the dates of future job fairs and a copy of the Mock Job Fair Handbook can be obtained from the ITB web page: [http://www.unicor.gov/about/inmate\\_transition](http://www.unicor.gov/about/inmate_transition) or through e-mail to [smccollum@bop.gov](mailto:smccollum@bop.gov) or telephone 202-305-3860, 8128, 3553.**

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## **PURPOSE**

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

## **WHAT SHOULD I DO TO PREPARE FOR RELEASE?**

You should start to prepare for release as early in your sentence as possible. This should include an assessment of your career objectives, completion of all education and vocational training programs offered by the prison, resolution of any substance abuse issues that you may have, and development of a realistic post release plan. Parents should participate in parenting programs offered by the prison and should make a sincere effort to reestablish and repair family ties. Many people who prepare for release are unrealistic about what they are going to do and lack a workable plan. One example is a person who has no business experience and plans to start a business instead of finding employment. To successfully open a business you must have a business plan and start up capital. Even then only about half of all new businesses survive after four years. Many who give their case manager this employment plan are really admitting that they don't have one. A long term goal can be to start a business, but employment should be your immediate post release objective.

It is important to remember that companies are required to verify your citizenship information before they can hire you. The Immigration and Naturalization Service requires employers to complete form I-9 (Appendix G) for each new hire to prove they are eligible to work in the United States. Review Appendix G and check the list of acceptable documents to ensure you are able to meet this critical pre-employment requirement. After you leave prison is not the time to discover that you did not receive a copy of your social security card and birth certificate. Many employers prefer that you demonstrate the training, skills, and experience that they are looking for. An employment folder that contains your personal information and documents is a persuasive way to do this. The employment folder should include copies of your resume, social security card, birth certificate, high school diploma or General Educational Development certificate, vocational certificates or college diplomas, and a transcript from each school you have attended (include prison schools). Remember to bring extra copies for use during interviews, and to keep the originals with you in your folder.

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

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

## **ARE THERE EMPLOYERS WHO HIRE EX-OFFENDERS?**

Assume employers will hire you if you are a good match for their needs. One survey showed that of more than 1200 employers only eight percent said they would not hire an ex-offender. Since 92 percent of employers will consider hiring you, feel free to look for work from any legitimate source. Limiting yourself to employers that you believe hire ex-offenders can also limit your wages and job prospects. You should try to find employers who are a good match for your skills, experience, and career goals. Your job search should include **all potential employers**. According to Richard Bolles' popular employment book, "What Color Is Your Parachute," some of the best ways to find a job are: 1) Asking for job-leads from family members, friends, and people in the community has a 33 percent success rate. 2) Knocking on the door of any employer, factory, or office that interests you, whether they are known to have a vacancy or not, has a 47 percent success rate). 3) **Using the phone book's yellow pages to identify subjects or fields of interest to you in the town or city where you will release, and then calling up the employers listed in that field to ask if they are hiring for the type of position you can do and do well, has a 69 percent success rate.**

The U.S. Department of Labor's "Tips for Finding the Right Job," (Appendix A), includes information about planning your time, determining your job skills, locating job information, creating sample cover letters and applications, preparing resumes, interviewing, testing and following up interviews. A bibliography of books that can be helpful, and a list of state addresses for state employment agencies, are also included in "Tips."

Remember that two of the most critical factors to a successful job search are attitude and persistence. You are marketing a product, yourself, and you have to believe in the product (you) in order to land that job. Also, like any sales situation, you have to market the product (you) and make sure that you make plenty of contacts. Treat your employment search like a job and spend at least 8 hours a day at it. Employers will not usually come looking for you so you have to get out to meet them.

Additional offender job search information about searching for jobs, explaining a conviction, and interview tips are also contained in Job Search Information - Offender Program, Appendix B.

## **WHAT ABOUT FEDERAL PROGRAMS TO HELP EX-OFFENDERS?**

Federal programs are generally designed to help people who need work, housing, public assistance, and other services.

Each program has different standards for participation with low income being the most common requirement. **There are no federal programs exclusively for ex-offenders.**

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

If you are a non-federal offender in a state or local correctional institution you should ask education services staff for information about community, state, and private programs to help ex-offenders. An example of one is PROJECT RIO in Texas, the Texas Workforce program to assist Texas ex-offenders with career and employment decisions and post-release employment.

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

Those who are veterans should contact their local office of veterans affairs for assistance. They have a wide range of programs that can be helpful including rehabilitation services. The Internet website for the VA is <http://www.va.gov>, or you can contact their national toll free number at 800-827-1000. Local offices are listed in the government pages of the telephone book.

## **WHAT ABOUT STATE AND FEDERAL JOBS FOR EX-OFFENDERS?**

**Ex-offenders have no special status** when applying for state and federal jobs. The application and selection procedures for state jobs follow state guidelines, and federal jobs follow the rules and guidelines of the Office of Personnel Management (OPM) whose Internet address is <http://www.opm.gov>.

## **State Jobs**

To find out about state jobs contact the Department of Human Resources in the state where you plan to release. You can also find out about state jobs at the Internet website for the state which is <http://www.state. .us>. Fill in the blank with the two letter postal code for the state. For example, Virginia would be <http://www.state.va.us>. State jobs may also be posted at the local U.S. Employment service office. Their contact information can be found in the blue pages of the telephone book.

## **Federal Jobs**

Most federal jobs are announced by the OPM website at <http://www.usajobs.opm.gov>. You can also call the OPM automated telephone system, an interactive voice response telephone system (478) 757-3000 or TDD (478) 744-2299. Job seekers can access current job vacancies, employment information fact sheets, applications, forms, and apply for some jobs. Many federal agencies have job information telephone numbers located in the blue pages of the telephone book. Federal job postings are also available from the nearest U.S. Employment Service office.

## **WHAT ABOUT SMALL BUSINESS LOANS AND GRANTS?**

There are many agencies in the federal government that provide loans, grants and assistance. The best source for these is the Catalog of Federal Domestic Assistance available at some libraries and from the government printing office. Information is also available from the Federal Citizen Information Center at 1-800-FED-INFO and on the Internet at <http://www.pueblo.gsa.gov>.

**There are no small business loans or grants specifically for ex-offenders.** The Small Business Administration (SBA) does not provide direct loans. They do provide loan guarantees for certain businesses that borrow from lending institutions. They do not provide specific grants or low interest rate loans to ex-offenders for business start-up or expansion.

For further information, you may want to contact the Small Business Administration, 409 Third Street, S.W., Washington, DC 20416; or visit their website at: <http://www.sba.gov>.

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

### **One-Stop Employment and Training Services**

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

help businesses find qualified workers and help job-seekers and workers obtain employment and training services to advance their careers. These services include assessment of skills, abilities, aptitudes, and needs; assistance with Unemployment Insurance; access to Wagner-Peyser Act-funded employment services (such as the states' public labor exchange and labor market information); career counseling; job-search and job-placement assistance; and information on training, education, and related supportive services such as day care and transportation. Eligible individuals also can obtain more intensive services and training.

**One-Stop Centers** are convenient to most communities in the United States and territories. The names of these centers may differ — One-Stop Center, One-Stop Career Centers' Workforce Development Center, Employment Services, or Job Service, but they all are committed to providing prompt, courteous, and customer-focused service. **One-Stop Centers** represent a partnership involving federal, state, and local public and private service providers. They are overseen by community-based Workforce Investment Boards, chaired by local businesspeople. These boards focus on strategic planning, policy development, and oversight of the local workforce investment system and its **One-Stop Centers**. Boards ultimately determine the service priorities for the community. You can access America's Workforce Network at <http://www.doleta.gov>; or by calling the Toll-Free Help Line at 1-877-348-0502. (For TTY, call 1-877-348-0501.)

#### **Special Note for Citizens of U.S. Territories**

Citizens of U.S. Territories such as Puerto Rico can obtain contact information through America's Service Locator by Telephone: 1-877-348-0502, or on the Internet at <http://www.servicelocator.org>.

Puerto Rico - Puerto Rico Department of Labor and Human Resources, Prudencio Rivera Martínez Building, 21st Floor, 505 Muñoz Rivera Avenue, Hato Rey, Puerto Rico 00918.

Virgin Islands - Virgin Islands Department of Labor, 2203 Church Street, Christiansted, St. Croix, Virgin Islands 00820-4660.

Guam - Department of Labor, PO Box 9970, Tamuning, GU 969311

American Samoa - Department of Human Resources, American Samoa Government, Executive Office Building, Utulei, Territory of American Samoa, Pago Pago, AS 96799

#### **Job Search by Phone**

JOBLINE Toll-Free Number: 1-800-414-5748

If you are looking for employment, Jobline® is a free public service provided by state agencies with assistance from the National Federation of the Blind and the United States Department of

Labor. This service is available on the telephone 24 hours a day, 7 days a week. New jobs are listed on the system each day, and jobs that are filled are removed. All that is required is a touch-tone telephone to establish your personalized job-search profile. The system is designed for you to use each day during your job search. The system asks you to use your telephone number for a profile number. Or, you may want to make up a profile number using your social security number and an extra digit. For example *SSN 111-22-3333* could be profile number *111-223-3333* by adding an extra number such as the *3* in the example. The number that you entered will remain in effect for as long as you are seeking employment and using JOBLINE.

### **Disability Employment and Training Services**

Employment and training services to assist people with disabilities are available at **One-Stop Centers** and through other federal partners. The Disability Employment and Initiatives Unit of the Employment and Training Administration also helps identify policies and provides technical assistance to address barriers to work for people with disabilities.

The President's Committee on Employment of People with Disabilities provides additional services, including a job recruitment program for people with disabilities, a career exploration program for high school students with disabilities, and a toll-free Job Accommodations Network (800-526-7234) that provides information on the employment provisions of the Americans with Disabilities Act.

### **NATIONAL INTERNET RESOURCES AND LINKS**

Brazelton's Center for Mental Health Law; advocacy for people with mental disabilities

<http://bazelon.org/what.html>

E-Span – ADA compliant job search

<http://www.espan.com>

Family village – A global community of disability related resources

<http://www.familyvillage.wisc.edu/index.html>

Global Applied Disability Research (GLADNET) – References for employment and training for persons with disabilities

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

The Independence Bank: A resume bank for individuals with disabilities

<http://www.ind-bank.org>

Office of Special Education and Rehabilitation Services

<http://www.ed.gov/offices/OSERS>

National Council on Disability

<http://www.ncd.gov/index.html>

Work Support for Persons with Disabilities

<http://worksupport.com>

**\*\*These are selected references which we find particularly useful. It is not intended to be a complete list of all resources available.**

### **Native American Employment and Training Program**

Native Americans, Alaska Natives, and Native Hawaiians are eligible to receive employment and training services on reservations and in their communities under the Workforce Investment Act.

Services are targeted to assist unemployed, underemployed, or economically disadvantaged individuals with the goal of expanding their occupational, academic, and literacy skills and enhancing their job prospects. Programs also are intended to support economic and social development in these communities.

### **Older Workers Employment Program**

The Senior Community Service Employment Program serves individuals with low incomes who are at least 55 years old and have limited employment prospects. This initiative provides older Americans with part-time community service jobs in settings such as day-care centers, hospitals, and schools in occupations ranging from literacy tutoring and conservation, to financial counseling and economic development.

Assignments can be for up to 1,300 hours per year and pay (at least) the minimum wage. Job training, classroom training, counseling, and placement in unsubsidized jobs also are offered. Participants can use their experience as a bridge to other employment.

### **Registered Apprenticeship**

Registered apprenticeship is a formalized career-training program that offers a combination of structured on-the-job training and related academic instruction tailored to industry requirements. Its goal is to produce skilled workers who are trained in all aspects of an occupation.

Every year, more than 440,000 Americans become apprentices, receiving training through approximately 37,000 apprenticeship programs. These programs generally are operated by individual employers, employer associations, government entities, or partnerships between businesses and labor unions. Program sponsors in the United States currently have links with more than a quarter million employers and numerous educational institutions. Apprenticeship training standards are industry-driven.

Apprentices, who must be at least 16 years old, complete one to six years of paid, supervised, work-based training and technical instruction that allows them to learn and perform at the highest skill levels in their professions. They receive an Apprenticeship Completion Certificate that is a recognized credential in their occupation of choice, and many obtain credit from participating community colleges toward an Associate Degree. Information about apprenticeship programs can be obtained from One-Stop employment offices listed in the blue pages of your local telephone book. Apprenticeship information can also be obtained from union locals listed in the white pages of the telephone book or the Internet.

### **Employer Tax Credit Programs**

The Work Opportunity Tax Credit (WOTC), authorized by the Small Business Job Protection Act of 1996 (P.L. 104-188), is a federal tax credit that encourages employers to hire targeted groups of job seekers by reducing employers' federal income tax liability by as much as \$2,400 per qualified new worker; \$750 if working 120 hours; or \$1,200 if working 400 hours or more per qualified summer youth. P.L. 106-170 re-authorized the WOTC retroactively through December 31, 2001, to encourage employers to hire members of the targeted groups with barriers to employment.

The new employee must belong to one of a targeted group:

1. A member of a family that is receiving (or recently received) Temporary Assistance to Needy Families (TANF) or Aid to Families with Dependent Children (AFDC);
2. An 18-24 year old member of a family that is receiving (or recently received) food stamps;
3. An 18-24 year old resident of one of the federally designated Empowerment Zones (EZ) or Enterprise Communities (EC);
4. A 16-17 year old EZ or EC resident hired between May 1 and September 15 as a summer youth employee;
5. A veteran who is a member of a family that is receiving (or recently received) food stamps;
6. A disabled person who completed (or is completing) rehabilitative services from a state or the U.S. Department of Veterans Affairs;
7. **An ex-felon who is a member of a low income family**, and/or a recipient of Supplemental Security Income (SSI) benefits. All new adult employees must work a minimum of 120 (or up to a maximum of 400) hours; summer youth must work at least 90 days between May 1 and September 15.

### **Welfare-to-Work**

The Welfare-to-Work Tax Credit (WOTC) is a federal income tax credit that encourages employers to hire long-term welfare recipients. Established by the Taxpayer Relief Act of 1997, this tax credit can reduce employers' federal tax liability by as much as \$8,500 per new hire.

The WOTC applies to new hires who are employed at least 400 hours or 180 days. **This is subject to annual re-authorization by Congress.**

The Long-Term Welfare recipient refers to any individual who has been certified by the "designated local agency" as a member of a family that:

Received TANF or AFDC for at least 18 consecutive months before the date of hire, or whose TANF/AFDC eligibility expired under federal or state law after August 5, 1997, for individuals hired within two years after their eligibility expired or; Received TANF/AFDC for any 18 months and who are hired within 2 years after the end of the earliest 18-month period.

The WOTC for new hires employed 400 or more hours or 180 days is 35 percent of qualified wages for the first year of employment and 50 percent for the second year. Qualified wages are capped at \$10,000 per year. Wages include tax-exempt amounts received under accident or health plans as well as educational assistance and dependent assistance programs.

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

1. Complete the one page IRS Form 8850 (Appendix D) by the day the job offer is made.
2. Complete the one page ETA Form 9061 (Appendix E) if the new employee has already been conditionally certified as belonging to a WOTC target group. If the new employee has not been conditionally certified, the employer and/or the new employee must fill out and complete, sign and date ETA Form 9061.
3. Mail the signed IRS and ETA forms to the employer's State Employment Security Agency.

The IRS form must be mailed within 21 days of the employee's employment start date. In addition to the attached forms you can get IRS Form 8850, the Work Opportunity and Welfare-to-Work Tax Credits Pre-Screening Notice and Certification Request, and instructions, by downloading from <http://www.irs.ustreas.gov>; or, by calling 1-800-829-1040.

For more information call or visit your local public State Employment Security Agency whose address is located in the blue pages of the local telephone book.

Information on how and where to find any of these services can be obtained by calling America's Workforce Network Toll-Free Help Line at 1-877-US2-JOBS (1-877-872-5627); or, through the web-based America's Service Locator at [www.servicelocator.org](http://www.servicelocator.org).

## **FEDERAL BONDING PROGRAM**

The federal bonding program is a unique tool to help a job applicant get and keep a job. The program issues Fidelity Bonds and is sponsored by the U.S. Department of Labor. A fidelity bond is a business insurance policy that protects the employer in case of any loss of money or property due to employee dishonesty. To be eligible for the bond, the employer must schedule a date to start work. The Employment Service local office then requests The McLaughlin Company in Washington, DC, to issue to the employer a Fidelity Bond insurance policy covering the worker.

For further information call or write to Ron Rubbin, Federal Bonding Program, 1725 DeSales Street, NW, Suite 700, Washington, DC 20036, Telephone: 1-877-872-5627. (See **Appendix K** for a list of State Bonding Coordinators.)

## **WHAT OTHER PROGRAMS MAY BE HELPFUL TO ME?**

### **Food Stamp Program**

The Food Stamp Program provides benefits to low-income people that they can use to buy food to improve their diets. Food stamp recipients spend their benefits (in the form of paper coupons or electronic benefits on debit cards) to buy eligible food in authorized retail food stores.

### **Eligibility Criteria**

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

Those in group (1) and group (2) qualifiers must also have an annual household income of less than \$11,677 if one person lives in the household; \$15,757 if two people live in the household; \$19,849 if three people live in the household; \$23,929 if four people live in the household; \$28,009 if five people live in the household; \$32,089 if six people live in the household; \$36,169 if seven people live in the household; or \$40,249 if more than seven people live in the household.  
Food Stamps Managing Organization:

**Department of Agriculture** <http://www.usda.gov/>

### **Program contact information & web resources:**

For more detailed information on the Food Stamp Program and how to apply, visit:  
<http://www.fns.usda.gov/fsp>

### **To use USDA's Food Stamps Pre-Screening Eligibility Tool, visit:**

<http://www.foodstamps-step1.usda.gov>

Food Stamp Program toll free information number: **1-800-221-5689**

### **Housing**

Housing information can be obtained from the local department of housing listed in the blue pages of the telephone book at your release destination. For those who do not have access to local information, contact the U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410. Telephone: (202) 708-1112, TTY: (202) 708-1455.

For information about eligibility restrictions, call HUD at 202-708-304 or call toll-free 1-866-784-0492. Internet address <http://www.hud.gov>.

### **Homelessness Programs**

The Department of Health and Human Services offers a multitude of programs, grants, and services. Many of these programs help persons who have become homeless. Other programs target a much wider population. For more information, contact the U.S. Department of Housing and Urban Development, 4517th Street S.W., Washington, DC 20410. Telephone: (202) 708-1112, TTY: (202) 708-1455, or contact the local department of health and human services in the blue pages of your telephone book. Internet address <http://www.hud.gov>.

Additional information can be obtained from the Emergency Food and Shelter National Board Program, 701 North Fairfax Street, Suite 310, Alexandria, Virginia 22314-2064, Telephone: 703-706-9660, Fax: 703-706-9677.

### **Social Security Administration**

The location of local social security offices can be found in the blue pages of the telephone book or by writing to the Social Security Administration, Office of Disclosure Policy, 3-A-6 Operations Building, 6401 Security Boulevard, Baltimore, Maryland, 21235.

Internet address: <http://www.ssa.gov>. National toll free number: **1-800-772-1213**.

### **Social Security**

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

### **Supplemental Security Income (SSI)**

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

### **Ticket to Work Program**

The Ticket to Work and Work Incentive Improvement Act of 1999 provides an opportunity for

people who receive social security disability benefits to work. It provides training and employment opportunities for disabled individuals while allowing them to continue to receive social security benefits.

Contact Maximus, Inc., at their toll free numbers (866) 968-7842 or (866) 833-2967 (TTY). More information is also available at the Internet website [http:// www.yourtickettowork.com](http://www.yourtickettowork.com).

### **Social Security Work History**

In order to have accurate work information for your resume or sample application, you may want to request a statement of work history from the Social Security Administration. The form and instructions are in Appendix F.

### **Domestic Violence Issues**

For assistance call the National Domestic Violence Hotline: **1-800-799-SAFE**

### **Medical Assistance**

For information on medical assistance contact the health department at the location where you are released. You can find their number in the blue pages of the local telephone book. You may also write to The Department of Health and Human Services 200 Independence Ave, SW., Washington, DC 20201. Telephone: 1-877-696-6775 or 202-619-0257. Internet address <http://www.hhs.gov>. To find information about medicare call: **1-800-MEDICARE**.

### **Children and Families of Adult Offenders**

A directory of available programs can be downloaded at no charge at [www.nicic.org](http://www.nicic.org), or call Family and Connections Network at **434-589-3036**.

### **Child Support Enforcement**

The Child Support Enforcement (CSE) Program is a federal/state/local effort to locate parents, their employers, and/or their assets; establish paternity if necessary; and establish and enforce child support orders. State and local CSE offices provide day to day operation of the program. The federal role is to provide funding, issue policies, ensure that federal requirements are met, and interact with other federal agencies that help support the CSE program.

In most states, CSE offices are listed under the human services agency in the local government section of the telephone directory. If there is not a separate listing, the human services agency information operator should be able to give you the number. State CSE agencies are listed at the end of this brochure; they also can provide telephone numbers for local offices.

Call your Child Support Enforcement office (see table on following page) to learn how to apply for enforcement services and what documents (birth certificates, financial statements, etc.) you

need to provide. (Internet address <http://www.acf.hhs.gov>). They will either answer your questions, or refer you to the state office that can. **Be sure to indicate your release destination.**

**STATE CHILD SUPPORT ENFORCEMENT OFFICES**

Alabama	(205) 242-9300	Montana	(406) 444-4614
Alaska	(907) 276-3441	Nebraska	(402) 471-9125
Arizona	(602) 252-0236	Nevada	(702) 687-4744
Arkansas	(501) 682-8398	New Hampshire	(603) 271-4426
California	(916) 654-1556	New Jersey	(609) 588-2361
Colorado	(303) 866-5994	New Mexico	(505) 827-7200
Connecticut	(203) 566-3053	New York	(518) 474-9081
Delaware	(302) 577-4863	North Carolina	(919) 571-4120
DC	(202) 724-8800	North Dakota	(701) 224-3582
Florida	(904) 488-9900	Ohio	(614) 752-6561
Georgia	(404) 657-3851	Oklahoma	(405) 522-5871
Guam	(671) 475-3360	Oregon	(503) 986-2417
Hawaii	(808) 587-3700	Pennsylvania	(717) 787-3672
Idaho	(208) 334-5710	Puerto Rico	(809) 722-4731
Illinois	(217) 782-8768	Rhode Island	(401) 277-2409
Indiana	(317) 232-4894	South Carolina	(803) 737-5870
Iowa	(515) 281-5580	South Dakota	(605) 773-3641
Kansas	(913) 296-3237	Tennessee	(615) 741-1820
Kentucky	(502) 564-2285	Texas	(512) 463-2181
Louisiana	(504) 342-4780	Utah	(801) 538-4400
Maine	(207) 287-2886	Vermont	(802) 241-2319
Maryland	(410) 333-3979	Virgin Islands	(809) 774-5666
Massachusetts	(617) 727-4200	Virginia	(804) 692-2458
Michigan	(517) 373-7570	Washington	(206) 586-3162
Minnesota	(612) 296-2542	West Virginia	(304) 558-3780
Mississippi	(601) 359-4500	Wisconsin	(608) 266-9909
Missouri	(314) 751-4301	Wyoming	(307) 777-6948

**HIV/AIDS**

The AIDS Treatment Data Network (The Network) is a national, not-for-profit, community-based organization. Treatment, education, and counseling services for men, women, and children with AIDS and HIV are supported by comprehensive and up-to-date informational databases about AIDS treatments, research studies, services, and accessing care.

The nationwide toll-free number is: **1-800-734-7104**. Internet address is <http://www.atdn.org>. The National CDC STD/HIV Hotline: **1-800-342-2437**. Nationwide test site referrals, counseling, literature (upon request), clinical trials, information referrals, and a wide scope of other HIV/AIDS/STD/TB-related resource information is available.

**Mental Health and Chemical Dependency Resources**

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

**National Mental Health Association**

2001 N. Boregard St. 12<sup>th</sup> Floor  
Alexandria, VA 22311

(703) 684-7722 voice  
(703) 684-5968 fax  
(800) 969-6642 info line  
<http://www.nmha.org>

**Department of Health and Human Services**

**National Health Information Center**

**Referral Specialist**

P.O. Box 1133  
Washington, D.C. 20013-1133

**National Alliance for the Mentally Ill**

Colonial Place Three  
2107 Wilson Blvd., Suite 300  
Arlington, VA 22201-3043

<http://www.nami.org>  
(703) 524-7600 voice  
(800) 950-6264

**Substance Abuse and Mental Health Services**

**Administration**

Room 12-105 Parklawn Building  
5600 Fishers Lane  
Rockville, MD 20857

<http://www.samhsa.gov>

**SAMSHAS Workplace Program Helpline**

1-800-662-HELP

**The National Clearinghouse for Alcohol and Drug Information**

11426 Rockville Pk, Suite 200  
Rockville, MD 20847-2345

<http://www.health.org>

Call Toll Free: 1-800-729-6686

Hablamos Español: 1-877-767-8432

Local Callers: (301)468-2600

Fax: (301) 468-6433

**National Mental Health Knowledge Exchange Network**

P.O. Box 42490  
Washington, DC 20015  
1-800-789-2647

**American Council on Alcoholism**

P.O. Box 25126  
Arlington, VA 22202  
(703) 248-9005 voice

(703) 248-9007 fax  
(800) 527-5344 Toll Free  
<http://www.aca-usa.org/>

**United Way of America**

701 N. Fairfax Street  
Alexandria, VA 22314-2045

<http://www.unitedway.org/>  
(703) 836-7112  
<http://www.govbenefits.gov/>

**The Salvation Army**

**National Headquarters**

615 Slaters Lane  
P.O. Box 269  
Alexandria, VA 22313

<http://www.salvationarmusa.org>

**GovBenefits.gov**

Government Benefits Internet Website provides a list of benefits you may be eligible to receive and information about how to apply for those programs.

## HOW DO I GET MY BIRTH CERTIFICATE?

To obtain a copy of a birth certificate in the United States, write or go to the vital statistics office in the state or area where the event occurred. To ensure that you receive an accurate record for your request, and that it is filled as quickly as possible, follow these steps:

Make your letters concise and to the point.

Do NOT include more than one or two requests at once, and be careful not to write confusing details of your family history.

Type or print all names and addresses in your letter.

Provide complete information on an individual and event for which you need documents. Include all names that may have been used, including nicknames, and alternate spellings. List dates and type of event as completely and accurately as possible. If you don't know the exact date, specify the span of years you wish searched and be prepared to pay for searches that span several years. Always provide a self addressed stamped envelope.

**Be sure and include following information:**

**date of request**

**full name (last name in caps)**

**sex**

**date of birth**

**place of birth (city or town, county, state, and name of the hospital, if known)**

**mother's maiden name**

**father's name**

**relationship to party**

**the purpose for which the record is needed**

**requestor's name and address**

**requestor's driver's license number and state (some counties require it)**

**requestor's signature**

If the addresses to state vital records departments are not available in the institution library, you may call the state contact telephone number for vital documents. Ask your counselor or case manager for assistance. **You should include a letter from your case manager or counselor indicating that you are who you claim to be and the purpose for obtaining the record.**

## State Contacts for Vital Documents

Vital Records Fees for Services Are Subject to Change

(As of 1/27/2005)

### Alabama

Alabama Vital Records  
State Department of Public Health  
P.O. Box 5625  
Montgomery AL 36103-5625  
334-206-5418  
<http://ph.state.al.us/chs/VitalRecords/VRECORDS.HTML>

### Alaska

Bureau of Vital Statistics  
Department of Health and Social Services  
5441 Commercial Blvd.  
Juneau AK 99801  
907-465-3391  
<http://www.hss.state.ak.us/dph/bvs>

### American Samoa

Registrar of Vital Statistics  
Vital Statistics Section  
Government of American Samoa  
Pago Pago AS 96799  
684-633-1222 ext 214 (call to verify fee)

### Arizona

Office of Vital Records  
Arizona Department of Health Services  
P.O. Box 3887  
Phoenix AZ 85030-3887  
602-364-1300  
<http://www.hs.state.az.us>

### Arkansas

Division of Vital Records  
Arkansas Department of Health  
Slot #44  
4815 W Markham St  
Little Rock AR 72205-3867  
501-661-2174  
<http://www.healtharkansas.com>

### California

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

### Canal Zone

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

### Colorado

Vital Records Section  
CO Department of Public Health and Environment  
4300 Cherry Creek Drive South  
HSVRD-VS-A1  
Denver CO 80246-1530  
303-692-2200  
<http://www.cdphe.state.co.us/hs/certs.asp>

**Connecticut**

Vital Records  
Department of Health Services  
150 Washington St  
Hartford CT 06106  
860-509-7897

**Delaware**

Office of Vital Statistics  
Division of Public Health  
P.O. Box 637  
Dover DE 19903  
302-744-4549

**District of Columbia**

Vital Records Office  
825 N Capitol St NE 1st Floor  
Washington DC 20002  
202-442-9009  
[www.dchealth.dc.gov](http://www.dchealth.dc.gov)

**Florida**

Office of Vital Statistics  
P.O. Box 210  
1217 Pearl St  
Jacksonville FL 32231  
904-359-6900  
<http://www.doh.state.fl.us>

**Georgia**

Vital Records  
2600 Skyland Drive NE  
Atlanta GA 30319-3640  
404-679-4701

**Guam**

Office of Vital Statistics  
Department of Public Health and Social Services  
Government of Guam  
P.O. Box 2816  
Agana, GU, M.I. 96910  
671-734-4589

**Hawaii**

State Department of Health  
Office of Health Status Monitoring  
Insurance/Vital Statistics Section  
P.O. Box 3378  
Honolulu HI 96801  
808-586-4533

**Idaho**

Vital Statistics  
450 W State Street 1st Floor  
P.O. Box 83720  
Boise ID 83720-0036  
208-334-5988  
<http://www.state.id.us/dhw>

**Illinois**

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

**Indiana**

Vital Records Department  
State Department of Health  
2 North Meridian Street  
Indianapolis IN 46204  
317-233-2700  
<http://www.in.gov/isdh/index.htm>

**Iowa**

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

**Kansas**

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

**Kentucky**

Office of Vital Statistics  
Department for Health Services  
275 East Main Street  
Frankfort KY 40621-0001  
502-564-4212  
<http://publichealth.state.ky.us/vital.htm>

**Louisiana**

Vital Records Registry  
Office of Public Health  
325 Loyola Avenue  
New Orleans LA 70112  
504-568-5152  
<http://www.dhh.state.la.us>

**Maine**

Vital Records  
Maine Department of Human Services  
221 State Street  
11 State House Station  
Augusta ME 04333-0011  
207-287-3181  
<http://www.state.me.us>

**Maryland**

Division of Vital Records  
Department of Health and Mental Hygiene  
6550 Reisterstown Road  
P.O. Box 68760  
Baltimore MD 21215-0020  
410-764-3038  
<http://mdpublichealth.org/vsa>

**Massachusetts**

Registry of Vital Records and Statistics  
150 Mount Vernon Street/1st Floor  
Dorchester MA 02125-3105  
617-740-2600  
<http://www.state.ma.us/dph/bhsre/rvr/vrcopies.htm>

**Michigan**

Vital Records Request  
P.O. Box 30721  
Lansing MI 48909  
517-335-8656  
<http://www.michigan.gov/mdch>

**Minnesota**

Minnesota Department of Health  
Attention: Office of the State Registrar  
717 Delaware Street SE  
P.O. Box 9441  
Minneapolis MN 55440-9441  
612-676-5120  
<http://www.health.state.mn.us>

**Mississippi**

Mississippi Vital Records  
State Department of Health  
P.O. Box 1700  
Jackson MS 39215-1700  
601-576-7981  
<http://www.msdh.state.ms.us>

**Missouri**

Missouri Department of Health and Senior Services  
Bureau of Vital Records  
930 Wildwood  
P.O. Box 570  
Jefferson City MO 65102-0570  
573-751-6400  
<http://www.dhss.state.mo.us/BirthAndDeathRecords/BirthAndDeathRecords.html>

**Montana**

Office of Vital Statistics  
Montana Department of Public Health and Human Services  
111 N Sanders Room 209  
P.O. Box 4210  
Helena MT 59604  
406-444-2685  
<http://www.dphhs.state.mt.us>

**Nebraska**

Vital Records  
Department of Health and Human Services  
301 Centennial Mall South  
P.O. Box 95065  
Lincoln NE 68509-5065  
402-471-2871  
<http://www.hhs.state.ne.us/ced/nevrinfo.htm>

**Nevada**

Office of Vital Records and Statistics  
Capitol Complex  
505 East King Street  
Room 0102  
Carson City NV 89710-4749  
775-684-4280  
<http://health2k.state.nv.us>

**New Hampshire**

Bureau of Vital Records  
29 Hazen Drive  
Concord NH 03301-6508  
603-271-4654  
<http://www.dhhs.state.nh.us>

**New Jersey**

New Jersey Vital Statistics  
Customer Service Unit  
P.O. Box 370  
Trenton NJ 08625-0370  
609-292-4087  
<http://www.state.nj.us/health/vital/vital.htm>

**New Mexico**

New Mexico Vital Records  
P.O. Box 26110  
Santa Fe NM 87502  
505-827-2338  
<http://www.health.state.nm.us>

**New York**

Certification Unit  
Vital Records Section  
2nd Floor  
800 N Pearl St  
Menands NY 12204  
518-474-3075  
<http://www.health.state.nv.us>

**New York City**

Office of Vital Records  
New York City Department of Health and Mental Hygiene  
125 Worth St  
CN4  
Room 133  
New York, NY 10013  
212-788-4520  
<http://www.nyc.gov/health>

**North Carolina**

North Carolina Vital Records  
1903 Mail Service Center  
Raleigh NC 27699-1903  
919-733-3526  
<http://www.schs.state.nc.us/SCHS>

**North Dakota**

Division of Vital Records  
600 East Boulevard Avenue  
Dept. 301  
Bismarck ND 58505-0200  
701-328-2360  
<http://www.vitalnd.com>

**Northern Mariana Islands**

Commonwealth Recorder  
Superior Court  
P.O. Box 500307  
Saipan MP 96950  
670-236-9830 (phone)  
670-236-9831 (fax)

**Ohio**

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

**Oklahoma**

Vital Records Service  
State Department of Health  
1000 Northeast 10th Street  
Oklahoma City OK 73117  
405-271-4040

**Oregon**

Oregon Vital Records  
P.O. Box 14050  
Portland OR 97293-0050  
503-731-4095  
<http://www.healthoregon.org/chs>

**Pennsylvania**

Division of Vital Records  
101 South Mercer Street  
Room 401  
P.O. Box 1528  
New Castle PA 16101  
724-656-3100  
<http://www.dsf.health.state.pa.us>

**Puerto Rico**

Department of Health  
Demographic Registry  
P.O. Box 11854  
Fernandez Juncos Station  
San Juan PR 00910  
787-767-9120

**Rhode Island**

Office of Vital Records  
Rhode Island Department of Health  
3 Capitol Hill Room 101  
Providence RI 02908-5097  
401-222-2811

**South Carolina**

Office of Vital Records  
SC DHEC  
2600 Bull Street  
Columbia SC 29201  
803-898-3630  
<http://www.state.sc.us/scdah/vit.htm>

**South Dakota**

Vital Records  
State Department of Health  
600 East Capitol Avenue  
Pierre SD 57501-2536  
605-773-4961  
<http://www.state.sd.us/doh/vitalrec/vital.htm>

**Tennessee**

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

**Texas**

Bureau of Vital Statistics  
Texas Department of Health  
P.O. Box 12040  
Austin TX 78711-2040  
512-458-7111  
<http://www.idh.state.tx.us/bvs>

**Utah**

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

**Vermont**

Vermont Department of Health  
Vital Records Section  
P.O. Box 70  
108 Cherry Street  
Burlington VT 05402-0070  
802-863-7275  
<http://www.healthvermonters.info/hs/vital/vitalhome.shtm>

**Virginia**

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

**Virgin Islands**

St. Croix  
Department of Health  
Vital Statistics  
Charles Harwood Memorial Hospital  
St. Croix VI 00820

**Washington**

Department of Health  
Center for Health Statistics  
P.O. Box 9709  
Olympia WA 98507-9709  
360-236-4300  
<http://www.doh.wa.gov>

**West Virginia**

Vital Registration Office  
Room 165  
350 Capitol Street  
Charleston WV 25301-3701  
304-558-2931

**Wisconsin**

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

**Wyoming**

Vital Records Services  
Hathaway Building  
Cheyenne WY 82002  
307-777-7591

## HOW DO I GET MY DRIVER'S LICENSE?

A driver's license is the best form of picture identification and can be a useful in your employment search. Contact the state department of motor vehicles where you will be released for information on how to reinstate or obtain a driver's license. Be sure to include your name, birth date, address, and social security number in your correspondence.

### State Contacts for Driver License Information

(as of 1/27/2005)

Find Updated DMV addresses at <http://www.ftc.gov/privacy/dmv-add.htm>

Alabama Department of Public Safety  
500 Dexter Avenue  
Montgomery, AL 36104  
(334) 242-4400

Alaska Dept. of Motor Vehicles  
2150 E. Dowling Road  
Anchorage, AK 99507  
(907) 269-5551

Arizona Department of Transportation  
Motor Vehicles Division  
P. O. Box 2100  
Mail Drop 500M  
Phoenix, AZ 85001-2100  
(602) 255-8152

Arkansas Office of Driver Services  
7th & Wolfe Street  
Joel Ledbedder Building, Room 126  
Little Rock, AR 72203  
(501) 682-7060

California Department of Motor Vehicles  
2415 First Avenue  
Sacramento, CA 95818  
(916) 657-7677

Colorado Dept. of Revenue  
Motor Vehicle Division  
1881 Pierce Street  
Lakewood, CO 80214  
(303) 205-5600

Connecticut Department of Motor Vehicles  
60 State Street  
Wethersfield, CT 06161  
(860) 566-4710

Delaware Dept. of Public Safety  
Motor Vehicle Division  
P.O. Box 698  
Dover, DE 19903  
(302) 739-2500

District of Columbia  
Bureau of Motor Vehicle Services  
301 "C" Street, NW  
Washington, DC 20001-2100  
(202) 727-1159

Florida Dept. of Motor Vehicles  
Driver Privacy Protection Act Requests  
2900 Apalache Pkwy, Room B435  
Neil Kirkman Bldg  
Tallahassee, FL 32399  
(850) 414-2426

State of Georgia Department of Public Safety  
Driver Services Division  
959 East Confederate Avenue SE  
Atlanta, GA 30316  
(404) 657-9300

Hawaii Motor Vehicle Safety Office  
1505 Dillingham Boulevard  
Honolulu, HI 96817  
(808) 832-5820

Idaho Transportation Department  
Division of Motor Vehicles  
P. O. Box 7129  
Boise, ID 83707-1129  
(208) 334-8000

Illinois Motorist Services  
Vehicle Services Department  
Record Inquiry Section  
501 South 2nd Street  
Springfield, IL 62756  
(217) 782-6992

Indiana Bureau of Motor Vehicles  
100 North Senate Avenue  
Room N440  
Indianapolis, IN 46204  
(317) 233-2349

Iowa Department of Transportation  
Motor Vehicle Division  
P. O. Box 9204  
Des Moines, IA 50306-9204  
(515) 237-3202

Kansas Department of Revenue  
Division of Motor Vehicles  
Sheila Walker  
Topeka, KS 66626-0001  
(913) 296-3660

Kentucky Division of Vehicle Licensing  
Title Branch  
P.O. Box 2014  
Frankfort, KY 40602  
(502) 564-5301

Louisiana Office of Motor Vehicles  
P. O. Box 64886  
Baton Rouge, LA 70896  
(504) 925-6335

Maine Bureau of Motor Vehicles  
Secretary of State  
29 State House Station  
Augusta, ME 04333-0029  
(207) 287-9006

Maryland Motor Vehicle Administration  
6601 Ritchie Highway  
Glen Burnie, MD 21062  
(410) 768-7274

Massachusetts Registry of Motor Vehicles  
P.O. Box 199100  
Boston, MA 02119-9100  
(617) 351-4500

Michigan Department of State  
Driver and Vehicle Records  
7064 Crowner Drive  
Lansing, MI 48918  
(517) 322-1000

Minnesota Department of Public Safety  
Driver and Vehicle Services  
445 Minnesota Street  
St. Paul, MN 55101  
(612) 296-9525

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

Missouri Department of Motor Vehicles  
P. O. Box 629  
Jefferson City, MO 65105  
(573) 751-4509

Montana Motor Vehicle Division  
P. O. Box 201430  
303 North Roberts  
Helena, MT 59620-1430  
(406) 444-4536

Nebraska Department of Motor Vehicles  
301 Centennial Mall South  
Lincoln, NE 68509  
(402) 471-2281  
TDD: (402) 471-4154

Nevada Department of Motor Vehicles and Public Safety  
555 Wright Way  
Carson City, NV 89711-0400  
(702) 687-5505

New Hampshire Department of Safety  
Division of Motor Vehicles  
James H. Hayes Bldg  
Ten Hazen Drive  
Concord, NH 03305  
(603) 271-2589

New Jersey Motor Vehicle Services  
225 East State Street  
CN 160  
Trenton, NJ 08666  
1-888-486-3339  
TDD: (609) 292-5120

New Mexico Taxation & Revenue Dept.  
Motor Vehicle Division  
P. O. Box 1028  
Joseph Montoya Building  
Santa Fe, NM 87504-1028  
1-888-MVD-INFO

New York State Dept. of Motor Vehicles  
6 Empire State Plaza  
Albany, NY 12228  
Upstate: 1-800-CALL-DMV  
516, 914 area: 1-800-DIAL-DMV  
212 area 645-5550, Spanish: 645-4465  
718 area 966-6155, Spanish: 966-6230

North Carolina Division of Motor Vehicles  
1100 New Bern Avenue  
Raleigh, NC 27697  
(919) 715-7000

North Dakota Driver's License and Traffic  
Safety Division  
608 East Boulevard Avenue  
Bismark, ND 58505-0700  
(701) 328-2725

Ohio Bureau of Motor Vehicles  
1970 West Broad Street  
Columbus, Ohio 43223  
(614) 752-7600  
TDD: (614) 752-7681

Oklahoma Department of Public Safety  
Accident Records Division  
3600 North Martin Luther King Boulevard  
Oklahoma City, OK 73111  
(405) 425-2000

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

Pennsylvania Department of Transportation  
Driver and Vehicle Services  
1101-1125 South Front Street  
Harrisburg, PA 17104  
(717) 391-6190  
1-800-932-4600  
TDD: 1-800-228-0676

Rhode Island Motor Vehicles  
286 Main Street  
Pawtucket, RI 02860  
(401) 277-2970, ext. 2039

South Carolina Division of Motor Vehicles  
P. O. Box 1498  
Columbia, SC 29216  
(803) 737-1654  
1-800-442-1DMV

South Dakota Department of Revenue  
Division of Motor Vehicles  
445 East Capitol Avenue  
Pierre, SD 57501-3185  
(605) 773-5335

Tennessee Department of Safety  
Driver License Issuance Division  
1150 Foster Avenue  
Nashville, Tennessee 37249-1000  
(615) 741-3954  
TDD: (615) 532-2281

Texas Department of Transportation  
Correspondence Section  
P. O. Box 12098  
Austin, TX 78711-2098  
(512) 465-7611

The Utah Driver License Division  
4501 South 2700 West  
Salt Lake City, Utah 84119  
(801) 965-4437  
(801) 965-4496 (fax)

State of Vermont  
Department of Motor Vehicles  
State Office Building, 120 State Street  
Montpelier, Vermont 05601  
(802) 828-2000

Virginia Department of Motor Vehicles  
P. O. Box 27412  
Richmond, VA 23269  
(804) 367-0538 (Richmond & vicinity)  
(757) 461-1919 (Tidewater)  
(804) 309-1500 (Western Virginia)  
(703) 761-4655 (Northern Virginia)

Washington Department of Licensing  
1125 Washington Street, SE  
P. O. Box 9020  
Olympia, WA 98507-9020  
(360) 902-3600  
TDD (360) 664-8885

West Virginia Division of Motor Vehicles  
1800 Kanawha Boulevard East  
Charleston, WV 25317  
1-800-642-9066  
(304) 558-3900

Wisconsin Division of Motor Vehicles  
P.O. Box 7918  
Madison, WI 53707-7918  
(608) 266-1466

Wyoming Department of Transportation  
Driver Services Division  
P. O. Box 1708  
Cheyenne, WY 82003-1708  
(307) 777-4800

### **Ready4Work Program**

The Ready4Work demonstration program addresses the critical needs of ex-offenders through faith-based and community organizations. This program is a collaborative effort between the Department of Labor, the Department of Justice, Public/Private Ventures, and the Annie E. Casey Foundation. The initiative seeks to reduce recidivism by focusing on case management, mentoring, and job training/placement. Four essential sectors are tapped to deliver these services: business, faith, the justice sector, and community.

Ready4Work creates a partnership between businesses, faith-based and community organizations, criminal justices officials, local government, and the workforce investment system to improve outcomes for ex-prisoners and the communities in which they live. The faith-based and community organizations provide volunteer mentors to help ex-offenders become job-ready so they can be referred directly to an employer.

Ready4Work is operating in sixteen sites across the country.. Each site received a three year grant that will operate until 2006. Site contacts are listed in **Appendix J**. If you have any additional questions on Ready4Work, please contact The Department of Labor, Center for Faith-Based and Community Initiatives, 200 Constitution Ave., Room S-2235, Washington, DC 20210.

## **WHAT ABOUT VETERANS?**

### **Veterans Benefits**

Veterans benefits include burial, pension, health, home loan, education, life insurance, and vocational rehabilitation. If you are a veteran and want to find out if you are eligible for benefits, contact the VA on their toll-free telephone number at 1-800-827-1000.

For a free pamphlet, *Federal Benefits for Veterans and Dependents*, contact the Veterans Administration, Office of Public Affairs (80D), 810 Vermont Ave, NW., Washington, DC 20420. You can also inquire about benefits at the same address.

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

To Apply for Vocational Rehabilitation and Independent Living Services call the toll-free telephone number, 1-800-827-1000 to request VA Form 28-8832

### **Other Services Provided and Their Application Procedures:**

Vocational and educational guidance and counseling to assist service-members, veterans, and certain dependents of veterans to select appropriate career goals and training institutions that use VA educational benefits are available. Call the nationwide VA toll-free telephone number, 1-800-827-1000 to request VA Form 28-8832, Application for Vocational-Educational Counseling.

## **HOW CAN I GET MONEY TO CONTINUE MY EDUCATION?**

### **Federal Student Financial Aid**

1-800-4-FED-AID (1-800-433-3243)

Federal Student Aid Information Center  
P.O. Box 84  
Washington, DC 20044

Federal Student Financial Aid consists of Stafford Loans, PLUS Loans, Consolidation Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Work-Study, Federal Perkins Loans, and Pell Grants.

A Federal Pell Grant, unlike a loan, does not have to be repaid. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree is usually earned after earning a bachelor's degree in a field such as medicine, law, or dentistry.)

**Special Note** for those with drug convictions:

A new law suspends aid eligibility for students convicted under federal or state law of sale or possession of drugs. **If you have been convicted of drug possession, you will be ineligible for one year from the date of your conviction after the first offense, two years after the second offense, and indefinitely after the third offense.** If you have been convicted for selling drugs, you will be ineligible for two years from the date of your conviction after the first offense, and indefinitely after the second offense.

If you lose eligibility, you can regain eligibility early by successfully completing an approved drug rehabilitation program. The new law was implemented on July 1, 2000. However, a conviction prior to July 1, 2000 could still affect your eligibility. For example, if you were convicted for the first time for drug possession on February 1, 2000, you will be ineligible for SFA program assistance from July 1, 2000 (the implementation date of the law) through January 31, 2001 (one year from the date of the conviction). Instructions on the FAFSA will help you to determine your eligibility under this law. **Remember, just because you were convicted does not automatically mean you still are ineligible for federal aid.**

Even if you are ineligible for federal aid, you should complete the FAFSA because you may be eligible for non-federal aid from states and private institutions. If you regain eligibility during the award year, notify the financial aid administrator at the school that you attend immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you may lose eligibility for federal student aid and you may be liable for returning any financial aid received during a period of ineligibility.

When you apply for aid from the SFA programs, the U. S. Department of Education verifies some of your information with the following federal agencies:

- Social Security Administration
- Selective Service System
- Immigration and Naturalization Service
- Department of Justice
- Department of Veterans Affairs

### **Special Education Assistance**

The National Association of Private Special Education Centers (NAPSEC) is a non-profit association whose mission is to represent private special education programs and affiliated state associations and to ensure access for individuals to appropriate private special education programs and services as vital components of the special education continuum.

The association consists of private early intervention services, schools, residential therapeutic centers, and adult living programs that serve both privately and publicly placed individuals with disabilities. For referral services you can call them at (202) 408-3338 or write to NAPSEC, 1522 K Street, NW., Suite 1032, Washington, DC 20005. They also have e-mail: [napsec@aol.com](mailto:napsec@aol.com).

### **Ex-offenders Voting Rights by States**

Convicted felons and ex-offender's typically lose their right to vote in state and federal elections. Almost all states have "disenfranchisement" laws. States have absolute power to decide whether someone with a criminal record can vote.

**All but two states place some restrictions on the right to vote for people with felony convictions.**

- 12 states have lifetime bans on voting for some or all people convicted of crimes, 5 states prohibit voting for life by those convicted of certain classes of crimes; 7 states have a **lifetime bar** that may be lifted only if the state grants a formal "restoration of civil rights."
- 18 states bar people from voting while they are incarcerated or serving parole or probation sentences.
- 6 states bar people from voting while they are incarcerated or on parole.
- 12 states deny voting rights to people only while they are incarcerated.

See **Appendix I** for a current summary, by state, of the voting rights provisions.

## **TIPS FOR FINDING THE RIGHT JOB**

The following job search information was originally published by the U.S. Department of Labor.

## **Tips For Finding the Right Job**

### **Contents**

Introduction  
Planning Your Time  
Determining Your Job Skills  
Where to Get Job Information  
Cover Letters and Letters of Application  
Preparing Your Resume  
Interviewing  
Testing  
After The Interview  
Resources on the Internet

### **Introduction**

#### **YOU NEED:**

##### **A JOB.**

Somewhere, an employer has the job you want. How do you get that job? By **marketing** your job talents. By showing employers you have the skills they need. Do you have job **talents**? **YES!** Homemakers, disabled individuals, veterans, students just out of school, people **already** working-  
-all have skills and experience for many good jobs. What you need to know is **how to market** your talents effectively to find the right job. This report will help you to:

- Evaluate your interests and skills.
- Find job information.
- Write resumes and application letters.
- Prepare for job interviews.
- Plan your time.
- Take tests.

### **Planning Your Time**

**NOW** is the best time to start looking for a job. You're as qualified as other applicants, so start now before someone else gets "your" job. You've already made a good start by reading this report! What's the most important thing to know about your job search?

## FINDING WORK IS A FULL TIME JOB!

To find a job, you must:	To find a job, you must:
Have responsibilities (work duties and procedures)	Set your own responsibilities (things you must do everyday to get a job)
"Punch a clock" or be at work "on time"	Wake up early at a set time to start looking for work
Work hard all day, 40 hours week	Look hard for a job, all day, 40 hours a week
Report to a boss, who makes sure you carry-out your responsibilities	Be your own boss (or appoint a friend to be your "boss") to make sure you carry-out your job search responsibilities

## Tips for Planning an Effective Job Search:

- Make a "To Do List" every day. Outline daily activities to look for a job.
- Apply for jobs early in the day. This will make a good impression and give you time to complete applications, have interviews, take tests, etc.
- Call employers to find out the best times to apply. Some companies take applications only on certain days and times during the week.
- Write down all employers you contact, the date of your contacts, people you talk to, and special notes about your contacts.
- Apply at several companies in the same area when possible. This saves time and money.
- Be prepared. Have a "master application" and resumes, pens, maps and job information with you all the time. Who knows when a "hot lead" will come your way.
- Follow up leads immediately. If you find out about a job late in the day, call right then! Don't wait until the next day.
- Network. Tell everyone you know that you are looking for job. Stay in touch with friends and contacts. ● Follow up new leads immediately.
- Read articles and books on how to get a job (see the list of books at the back of this brochure). The time you spend reading these materials will save you a lot of time in your job search.
- Make automated connections through systems on the Internet, such as America's Job Bank and the Talent Bank.

## Determining Your Job Skills

Another tip for finding the right job:  
Make a list of your background and experience.

If you think you don't have any experience -- THINK AGAIN! You may not have specific job

experience, but you do have work experience. You have "worked" as a homemaker, a student, a volunteer, in a hobby or some other personal activity. The skills you use for these "jobs" can be applied to other jobs. A background and experience list may help you to:

- fill out job applications
- provide information for job interviews
- prepare resumes (if you're applying for professional or office jobs).

### **Tips for Making a Background and Experience List:**

#### **Interests and Aptitudes**

- List your hobbies, clubs you belong to, sports you're involved in, church and school activities, and things that interest you. List things you are good at or have special ability for.

Your list may look like it has nothing to do with job skills or experience. That's O.K. -- the purpose of this list is to make you think about your interests and things you do in everyday life.

- Look at the first item on your list. Think about the skills or talents it takes to do that item. Really think about it! All hobbies, activities, etc. take a lot of skills, knowledge and abilities. Write them all down.

#### **Playing Basketball**

- Ability to interact with others ("be a team player")
- Ability to use basic arithmetic (keep track of score)
- Ability to reach, lift, jump, stoop, and run
- Skills in directing others (calling plays, coaching)

#### **Homemaking -- Ability to manage budgets**

- Ability to handle multiple tasks
- Knowledge of human development
- Skills in teaching/training others
- Cooking, cleaning, laundry

#### **Fixing Cars**

- Ability to diagnose mechanical problems
- Skill in using a variety of tools
- Ability to see differences in shapes and sizes of objects
- Knowledge of electronics

## Work History

If you've worked before, list your jobs. Include volunteer, part-time, summer, and self-employment. Next, write down work duties for the jobs you listed. Now, think about the skills or talents it took to do each work duty. Here's an example—write them down.

Here's an example:

Work Duties	Skills or Talents
Pick vegetables and fruits on a farm	Inspect fruits for damage/ripeness
Use hoes, shovels and shears to plant, cultivate, and prune fruit trees	Ability to work quickly and skillfully with hands Skill in using tools Ability to work outside for long periods of time Physical endurance Bending, stooping

## Education

- List the schools you attended, dates, major studies or courses completed. Include military and vocational education and on-the-job training.
- List degrees, certificates, awards and honors.
- Ask yourself what classes or training you liked. Why did you like them?

## Physical Condition

- Do you have any disabilities limiting the kind of work you can do?
- Companies will often make special accommodations to employ disabled persons (in fact, some accommodations are legally required). If you have strong or special physical capabilities, list these too.

## Career Goals

- What kind of work do you want to be doing 5 or 10 years from now?
- What kind of job could you get now to help you reach this goal?

### Matching Your Background And Experience To Jobs

Look at the abilities (talents) identified on your background and experience list. You have talents that you use everyday.

Now find out what JOBS can use your talents.

Start at your local State Employment Service Office ("Job Service"). This office has free information about many jobs. You may be given an appointment with a career counselor who can help you decide what kind of work is best suited to your abilities and interests.

While you're at Job Service, ask to see the Guide for Occupational Exploration and the Occupational Outlook Handbook (you can also get these books at most public libraries). These easy to read books, published by the Department of Labor, describe:

- work duties for many different occupations
- skills and abilities needed for different types of jobs
- how to enter occupations
- where jobs are located
- training and qualifications needed
- earnings, working conditions, and future opportunities.

Match the skills and abilities in your list to the skills and abilities of different jobs. Don't limit yourself. The important thing is not the job title, but the skills and abilities of the job. You may find that your skills and abilities match with an occupation that you have never thought about.

### **Where To Get Job Information**

If you know what job skills you have, you are ready to look for a job. You can look for job openings at these sources:

- *Networking.* Tell everyone you know you're looking for a job. Ask about openings where your friends work.
- *Private employers.* Contact employers directly to market your job talents. Talk to the person who would supervise you even if there are no jobs currently open.
- *State Employment Service Offices* provide help on finding jobs and other services, such as career counseling. See the back of this brochure for the Employment Service Office in your state.
- *America's Job Bank.* A nation-wide pool of job opportunities which will extend your search to other states and can be viewed in your local Employment Service offices or directly through the Internet.
- *Federal, state and local government* personnel offices list a wide range of job opportunities. Check the Government listings in your phone book.
- *Local public libraries* have books on occupations and often post local job announcements. Many state libraries are also providing free access to Internet through PCs.
- *Newspaper ads* list various job openings.
- *Local phone book.* Look for career counseling centers in your area (some may require fees).
- *Private employment and temporary agencies* offer placement (employer or job hunter may pay a fee).
- *Community colleges and trade schools* usually offer counseling and job information to students and the general public.
- *Proprietary schools.* Private training centers offer instruction in specific trades (tuition is usually required). Check with your office of state education for credible schools.

- *Community organizations* such as clubs, associations, women and minority centers, and youth organizations.
- *Churches* frequently operate employment services or provide job search help.
- *Veterans' placement centers* operate through state employment offices. Veterans' social and help organizations often have job listings for members.
- *Union and apprenticeship programs* provide job opportunities and information. Contact your state apprenticeship council or relevant labor union directly.
- *Government sponsored training programs* offer direct placement or short-term training and placement for applicants who qualify. Check the yellow pages under Job Training Programs or Government Services.
- *Journals and newsletters for professionals or trade associations* often advertise job openings in their field. Ask for these at the local library.

Under the Civil Rights Act of 1964, all of the sources listed above serve persons of any race, color, religion, sex or national origin. The Age Discrimination in Employment Act of 1967 forbids agencies to discriminate against older workers. Both laws forbid employers to discriminate in hiring.

### Most Commonly Used Job-search Methods

Percent of Total Jobseekers Using the Method	Method	Effectiveness Rate*
66.0	Applied directly to employer	47.7
50.8	Asked friends about jobs where they work .	22.1
41.8	Asked friends about jobs elsewhere .	11.9
28.4	Asked relatives about jobs where they work	19.3
27.3	Asked relatives about jobs elsewhere	07.4
45.9	Answered local newspaper ads	23.9
21.0	Private employment agency	24.2
12.5	School placement office	21.4
15.3	Civil Service test	12.5
10.4	Asked teacher or professor	12.1
01.6	Placed ad in local newspaper	12.9
06.0	Union hiring hall	22.2

\* A percentage obtained by dividing the number of jobseekers who actually found work using the method, by the total number of jobseekers who tried to use that method, whether successfully or not.

## **Cover Letters & Letters of Application**

### **Letter of Application**

A letter of application is used when inquiring about a job or submitting an application form.

### **Cover Letter**

If you're applying for a job that requires a resume, you should write a cover letter to accompany your resume.

The purpose of these letters is to:

- tell how your job talents will benefit the company
- show why the employer should read your resume or application form
- ask for a job interview.

### **Tips for writing cover letters include:**

- Write a separate letter for each job application.
- Type letters on quality 8.5" x 11" paper.
- Use proper sentence structure and correct spelling and punctuation.
- Convey personal warmth and enthusiasm.
- Keep your letter short and to the point.

## Sample Letter of Application

John Kile  
Ace Auto Service  
1369 Oak Street  
Megapolis, IN 01234

Dear Mr. Kile:

I've been checking into auto repair shops in the area to find a garage that has a good reputation and offers an entry mechanic training program. Several sources recommended Ace Auto Service as a reliable garage that uses the latest diagnostic equipment.

I've worked on cars with my uncle, who is a member of the "Tin Lizzies" auto club. I'm doing tune-ups through word of mouth referrals and I recently helped overhaul a Nissan 3002X. I've worked with computers in school, so I feel I could learn how to operate computerized diagnostic equipment with minimal training.

With my background and interest in car repair, I think I could contribute to the continued success of Ace Auto Service.

I will call you on Monday, December 13 to talk to you about possible job opportunities.

Sincerely,

Joe Clark  
6913 Willow Street  
Megapolis, IN 01234  
(555) 345-6789

*Show that you've done some homework on the company (you know what they do, their interests and problems).*

*Try to identify something about you that is unique or of interest to the employer.*

*Request an interview. If possible, suggest a specific date and time.*

*Include your address and your telephone number.*

## **Cover Letter**

Mr. Clarence Brown, Supervisor  
Norton Electronics  
6543 Sunrise Ave.  
Anytown, US 04538

Dear Mr. Brown:

I am interested in the position of electronic assembler which you advertised recently in the Anytown Oracle.

The enclosed resume outlines my experience and skills in electronics and printed circuit board assembly. I am familiar with Norton Electronics and the quality products you produce.

I would like to meet with you to discuss how my skills would benefit Norton Electronics. I may be reached at (555) 778-4321.

Sincerely,

Rhonda Ramirez  
304 Park Street  
Anytown, US 04536

Address each letter to the specific person you want to talk to (the person who would actually supervise you).

Highlight your job qualifications.

State the position you are seeking and the source of the job opening (newspaper ad, friend, etc.).

## **Preparing Your Resume**

You want to apply for a job. Do you need a resume? That depends on the kind of job you're applying for:

### **RESUME REQUIRED**

Professional, technical, administrative and Professional, technical, administrative and managerial jobs.

Sales positions

Secretarial, clerical, and other office jobs

### **RESUME SOMETIMES REQUIRED**

Skilled jobs (Examples: Baker, Hotel Clerk, Electrician, Drafter, Welder)

### **RESUME NOT REQUIRED**

Unskilled, quick turnover jobs (Examples: Fast Food Server, Laborers, Machine Loader, Cannery Worker, etc.)

### **Tips for Good Resumes**

You need two types of information to prepare your resume:

**Self information.** You need to know your job talents, work history, education and career goals. Did you complete your background and experience list on page four? If you did, you have the self information required to prepare your resume.

**Job information.** Gather specific information on the job you're applying for. Here's what you need:

**Job duties** (to match your skills to the skills needed for the job). Get your job duties from the job announcement. If the announcement or ad is vague, call the employer and ask for a description of job duties.

**Education and experience required** (again, so you can match your education and experience with that required for the job).

**Hours and shifts** usually worked.

**Pay range** (make their top offer the minimum acceptable!).

With the information on yourself and the job you're applying for, you're ready to write your resume.

### **Two Types of Resumes:**

**Reverse chronological resumes** list jobs you've had. Your most recent job is listed first, your job before that is listed second, and so on. Each job has employment dates and job duties.

**Functional resumes** describe your skills, abilities and accomplishments that relate to the job you're applying for. Employment history is less detailed than chronological resumes.

What kind of resume should you use? Answer the following questions:

Have you progressed up a clearly defined career ladder, and you're looking for job advancement?

Do you have recent job experience at one or more companies? If your answer is yes, use a **REVERSE CHRONOLOGICAL RESUME**.

Are you a displaced homemaker?

Are you a veteran and you want to relate your military training to civilian jobs?

Do you have little or no job experience?

Do you have gaps in your work history?

Is the job you're applying for different from your present or recent job?

Do you want to emphasize your work skills and accomplishments instead of describing your job duties?

If your answer to any of these questions is yes, use a **FUNCTIONAL** resume.

The following pages have examples of both types of resumes and suggestions on how to prepare them.

Tips for Preparing a Functional Resume:

Study the duties for the job you're applying for. Identify 2 or 3 general skills that are important to the job.

Review your background and experience list. Find talents and accomplishments that **demonstrate** your ability to perform the job skills.

List your talents and accomplishments under the job skills they relate to.

Use simple, short, active sentences.

This applicant is still in high school. He wants to work part time until he graduates.

**ROBERT YEE**

139 River Lane  
Cedar, OH 01234  
(555) 98745543

**OBJECTIVE:**

Part time entry level position in Bookkeeping

**QUALIFICATIONS:**

Earned Exceptional Accomplishment raise at McDonald's.

Excellent at thinking through problem situations.

1 year successful experience in Bookkeeping & Cashier at McDonalds.

Finished business classes with high grades.

**EXPERIENCE**

Bookkeeping

Accurately completed bookkeeping assignments at McDonald's in half the usual time required.

Recorded daily sales

- computed total items sold and tallied total daily revenues
- assembled monthly reports showing cashiering errors and audited employee register records

Verified accuracy of vendor invoices and helped compute employee hours on time cards.

Balanced family checkbook and helped pay bills.

Administrative Support

Assisted store manager in training and assigning employees

- prepared new employee personnel folders
- called substitutes to cover during illness or rush hours.

Filed and retrieved personnel records.

Posted and filed official documents.

Word processed letters; answered telephone; scheduled interviews; made reservations.

## WORK HISTORY

1990	Full-time student	Cedar High School
May 99 - Present	Cashier	McDonald's
Dec 98 - May 99	Bookkeeper	McDonald's
Summer 1998	Clerk	Cedar Recreation Center

## EDUCATION & TRAINING

Senior -- Cedar High School

Business courses: Accounting, Word Processing, Journalism

President of school Business Club

Focus attention on strong points.

Most resumes do NOT include references.

**This applicant is a high school dropout. She has some paid experience, so her resume focuses on related experience and her hobby.**

## JENNIFER A. LONG

215 Amber Lane  
Tuvax, CA 94321  
555-5432

## JOB OBJECTIVE:

Position as a Paralegal

## QUALIFICATIONS & EXPERIENCE

Strong interest in the law; I spend much of my spare time:

- reading transcripts of old law cases (from law books at the library)
- watching legal/educational programs on TV

Experience as a Legal Secretary:

- updated and maintained the filing system
- processed documents on the word processor

- processed and delivered the mail
- answered the phone and made appointments with clients

#### Skills

- word processing
- can take dictation
- have an investigative and curious nature

#### Academic

- Studied business law and legal principles in high school and community college.

#### EMPLOYMENT HISTORY

- 1997-Present      Legal Secretary-- Kramer & Kramer, Truly, CA
- 1995-97            Receptionist -- Walter Smyte, MD, Swiss, CA
- 1993-95            Food Server -- Burger King, Swiss, CA

#### EDUCATION

- Moohey College -- Secretarial courses -- two semesters 1984
- Lonemont Community College -- Business courses -- three semesters 1985
- Lonemont Adult School -- Equivalency certificate 1983

Personal information that is not related to the job (age, height, weight, and marital status) is NOT included.

Describe specific skills and accomplishments, using short sentences.

List special skills such as word processing or ability to operate special equipment.

Make wide. Leave space between parts of the resume.

Tips for Preparing a Reverse Chronological Resume:

List your jobs starting with your present or most recent job. Give exact dates for each job.

Briefly describe the main duties you performed in each job.

Emphasize duties that are important for the job you're applying for.

Use simple, short, active sentences.

This applicant has steady employment. Each new job has increased responsibility.

#### LOUISE JOHNSON

543 River Court  
Nashville, Tennessee 37219  
(516) 984-1000

#### EXPERIENCE

- Since 1990            Personal Secretary, Cotton Gin Inc., Nashville, Tennessee. Secretary to Personnel Director. Duties Included taking dictation, word processing and scheduling meetings.
- 1984-90              Secretary, Cotton Gin Inc., Nashville, Tennessee. One of 13 word processors in legal department Duties included entering correspondence and forms on the word processor, proof reading legal documents, and processing the mail.
- 1979-84              Clerk-Typist, Raymond Sewing Factory, Memphis, Tennessee. Duties included typing forms, processing mail, establishing and maintaining filing system.
- 1976-79              Receptionist, D.W. Meringue, D.D.S., Memphis, Tennessee. Duties included answering telephone, scheduling appointments, greeting patients and processing billings.

**SKILLS** Can take dictation  
Word-processing  
Typing  
Good organizational skills

**EDUCATION** Underwood High School, Nashville, Tennessee. High school diploma with emphasis in business education, 1975.

Member, National Honor Society

Avoid precise dates--just give years if possible

Include scholarships and honors and major school subjects if related to your job goal.

10 Tips for the Effective Resume

**The Following Rules Apply to All Resumes:**

If possible, use a computer to prepare your resume. There are computer programs that make it easy to produce a professional looking resume. Your local school, library, Employment Service local office or "quick print" shop can help.

Do not include irrelevant personal information (age, weight, height, marital status, etc.).

Do not include salary and wages.

Center or justify all headings. Don't use abbreviations.

Be positive. Identify accomplishments.

Use action verbs (see the list below).

Be specific. Use concise sentences. Keep it short (one page is best).

Make sure your resume "looks good" (neat and readable).

Proofread the master copy carefully. Have someone else proofread the master copy carefully.

Inspect photocopies for clarity, smudges and marks.

**Action Verbs**

Action verbs give your resume power and direction. Try to begin all skills statements with an action verb. Here is a sample of action verbs for different types of skills:

**Management skills**

**administered**

**analyzed**

**coordinated**

**developed**

**directed**

**evaluated**

**improved**

**supervised**

**Technical skills**

**assembled**

**built**

**calculated**

**designed**

**operated**

**overhauled**

**remodeled**

**repaired**

**Clerical skills**

arranged  
catalogued  
complied  
generated  
organized  
processed  
systematized

**Financial skills**

administered  
analyzed  
balanced  
budgeted  
forecast  
marketed  
planned  
projected  
**Research Skills**  
clarified  
evaluated  
identified  
inspected  
organized  
summarized

**Creative skills**

conceptualized  
created  
designed  
established  
fashioned  
illustrated  
invented  
performed  
**Helping skills**  
assessed  
coached  
counseled  
diagnosed  
facilitated  
represented

**Communications skills**

arranged  
addressed  
authored  
drafted  
formulated  
persuaded

**The Talent Bank**

Once a resume is completed, it can be fed into the Talent Bank, now available in many local Job Service offices. The "Bank" is an electronically searchable database of resumes or other statements of qualifications from job hunters seeking employment. Those searching for jobs or new opportunities can post their resumes/qualifications to the bank. Employers search the banks to select a group of resumes for further screening. [Click Here for Web Sites](#) where you can post your resume.

## **Interviewing**

Most hiring decisions are made at the first interview. How you come across in that interview could be as important as your experience and job talents.

Here are some interviewing tips that will help you get the job you want.

### **Before The Interview:**

Learn as much as you can about the company salary and benefits. Friends, neighbors and relatives who work for the company are good sources of information. Libraries, local chambers of commerce, etc. are also helpful.

Learn everything you can about the job and how your previous experience and training qualify you for the job.

Write down the things you will need to complete applications: your background and experience list (contains names of former employers, schools, training, etc.) a resume or summary of your work experience samples of your work (if practical). Also include any work-related or community service awards that you have received.

Be sure to bring your social security card, driver's license, union card, military records, etc.

### **The Interview:**

Dress for the interview and the job. Don't overdress or look too informal.

Always go to the interview alone. Arrange for baby sitters, transportation, and other pitfalls ahead of time so that you can be on time and relaxed in the interview.

Find common ground with the employer. Pictures, books, plants, etc., in the employer's office can be conversation.

Express your interest in the job and the company using information you gathered to prepare for the interview.

Let the interviewer direct the conversation.

Answer questions in a clear and positive manner. Show how your experience and training will make you productive in the shortest time with minimal supervision.

Note: Speak positively of former employers and co-workers no matter why you left even if you were fired from your last job.

Let the employer lead into conversations about benefits. Your focus on these items can be a "ram off." But, don't be afraid to ask questions about things that you really need to know.

When discussing salary, be flexible--avoid naming a specific salary. If you're too high, you risk not getting the job. If you're too low, you undersell yourself. Answer questions on salary requirements with responses such as, "I'm interested in the job as a career opportunity so I'm negotiable on the starting salary". Negotiate, but don't sell yourself short.

"Closing" the Interview:

If the employer does not offer you a job or say when you will hear about it, ask when you may call to find out about the decision.

If the employer asks you to call or return for another interview, make a written note of the time, date and place.

Thank the employer for the interview and reaffirm your interest and qualifications for the job.

### **Testing**

For some jobs, you may need to take a test. Usually, the job announcement or ad will say if a test is required.

There are several types of selection and job fitness tests:

Aptitude tests predict your ability to learn and perform job tasks.

Job knowledge and proficiency tests measure what you know and what you can do in a job (for example, word processing speed for a secretary job, knowledge of street names and routes for a fire fighter job, etc.).

Literacy tests measure reading and arithmetic levels.

Personality tests help identify your personal style in dealing with tasks and other people. Certain personalities can be well suited for some jobs and not-so well suited for other jobs. For example, an outgoing person may be well suited for a sales job.

Honesty and Integrity tests evaluate the likelihood of stealing and trustworthiness of applicants.

Physical ability tests measure strength, flexibility, stamina and speed for jobs that require physical performance.

Medical tests determine physical fitness to do a job.

Drug tests show the presence of illegal drugs that could impair job performance and threaten the safety of others.

How to prepare for tests:

You can't study directly for aptitude tests. But you can get ready to do your best by taking other tests. Look for tests or quizzes in magazines and school books. Set time limits. By taking tests, you learn about the testing process. This helps you feel more comfortable when you are tested.

Brush up on job skills. For example, if you're taking a typing test, practice typing. If you're taking a construction test, review books and blueprints.

Get ready for physical tests by doing activities similar to those required for the job.

For literacy tests, review and do exercises in reading and math books or enroll in remedial classes.

It's natural to be nervous about tests (some anxiety may even help you).

Here are some tips that will help you take most tests:

Make a list of what you need for the test (pencil, eye glasses, I.D., etc.). Check it before leaving.

Get a good night's sleep.

If you're sick, call and reschedule the test.

Leave for the test site early.

If you have any physical difficulties, tell the test administrator.

If you don't understand the test instructions, ASK FOR HELP before the test begins.

If there are strict time limits, budget your time. Don't linger over difficult questions.

Find out if guessing is penalized. If it's not, guess on questions you're not sure about.

If you have time, review your answers. Check to make sure you did not misread a question or make careless mistakes.

You may be able to re-take the test. Ask about the retesting policy.

Get a proper interpretation of your scores. The scores may indicate other career opportunities that should be pursued.

### **After the Interview**

Make each interview a learning experience. After it is over, ask yourself these questions:

What points did I make that seemed to interest the employer?

Did I present my qualifications well? Did I overlook qualifications that were important for the job?

Did I learn all I needed to know about the job?

Did I ask questions I had about the job?

Did I talk too much? Too little?

Was I too tense? Too relaxed?

Was I too aggressive? Not aggressive enough?

Was I dressed appropriately?

Did I effectively close the interview?

Make a list of specific ways you can improve your next interview. Remember, "practice makes perfect"-- the more you interview the better you will get at it.

If you plan carefully and stay motivated, you can "market your job talents". You will get a job that uses your skills and pays you well.

### **JOB SEARCH CHECKLIST**

Complete items 1-3 on this checklist before starting your job search

Complete items 4-5 everyday of your job search Complete items 6-9 when you have interviews

### **1. Identify Occupations**

Make a background and experience list.

Review information on jobs.

Identify jobs that use your talents.

### **2. Identify Employers**

Ask relatives, etc. to help you look for job openings.

Go to your State Employment Service Office for assistance.

Contact employers to get company and job information.

Utilize other sources to get job leads.

Obtain job announcements and descriptions.

### **3. Prepare Materials**

Write resumes (if needed). Use job announcements to "fit" your skills with job requirements.

Write cover letters or letters of application.

Assemble a job search kit: pens, writing tablet, maps, public transportation guides, clean copies of resumes & applications, background and experience list, Social Security Card, and picture ID.

Use the Talent Bank.

### **4. Plan Your Time**

Wake up early to start looking for work.

Make a "to do" list of everything you'll do to look for a job.

Work hard all day to find a job.

Reward yourself (do a hobby or sport, visit friends, etc.)!

### **5. Contact Employers**

Call employers directly (even if they're not advertising openings). Talk to the person who would supervise you if you were hired.

Go to companies to fill out applications.

Contact your friends and relatives to see if they know about any openings.

Use Resources on the Internet.

### **6. Prepare for Interviews**

Learn about the company you're interviewing with.

Review job announcements to determine how your skills will help you do the job.

Assemble resumes, application forms, etc. (make sure everything is neat).

## **7. Go to Interviews**

Dress right for the interview.

Go alone.

Be clean, concise, and positive.

Thank the interviewer.

## **8. Evaluate Interviews**

Send a hand written thank you note to the interviewer within 24 hours of the interview.

Think about how you could improve the interview.

## **9. Take Tests**

Find out about the test(s) you're taking.

Brush up on job skills.

Relax and be confident.

## **10. Accept the Job!**

Understand job duties & expectations, work hours, salary, benefits, etc.

Be flexible when discussing salary (but don't sell yourself short).

**CONGRATULATIONS!**

## **JOB SEARCH INFORMATION**

The following job search information was originally published by the U.S. Department of Labor.

## Tips for the ex-offender

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

- ▶ To tell or not to tell. It's up to you but we recommend honesty. On the application put "will discuss in interview." rather than a lengthy explanation of past convictions. In an interview, keep explanations short and stress what you learned in prison and what your skills and assets are. Be positive!
- ▶ Gaps in employment due to time served. If you had a job in prison, list this. Under salary, write "minimum wage." After all, a dollar a day was the minimum wage! Again, be positive and stress that though incarcerated, you haven't been lazy.



- ▶ Reason for leaving. Avoid negative words like "went to jail" or "paroled." Instead put "relocated" or "contract ended." Either are true.
- ▶ The interview. Relax--be comfortable discussing the conviction. Practice ahead of time. Maintain eye contact - this shows you have nothing to hide. Again, keep explanations short and focus on what you have to offer the employer. Believe in yourself and it will show.



## Applications

- ▶ Don't lie about your experience or qualifications. Even if it helps you get the job initially, you can be fired if and when the truth becomes known (and it usually does).
- ▶ Never volunteer information that might be considered "negative" by employers (i.e. criminal record, substance abuse history, job terminations). If you are asked on the application about these things, put "will discuss." Since the purpose of an application is to get an interview for the job by putting "will discuss" instead of the possibly damaging information, you are forcing the employer to either give you the interview to get more information (which is the goal anyway) or eliminate you without really knowing why. If you are a qualified applicant, most employers won't do this.

Remember: when you go to fill out an application, you should be groomed and dressed as if you were going on an interview. Sometimes you will be interviewed on the spot. When you file an application don't forget about it and hope the employer calls you. Follow-up! Usually after 5-7 days. A phone call to check on the status of your application is recommended. In fact, the best advice any job seeker can get is "Don't give up!" There will probably be many "no's" before you get a job, however, if you're willing to work at getting a job you will be successful. Good luck!



## Phone Script

### FOR CLASSIFIED AD:

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

I've had (number of years, or use "a lot" instead of a specific number of years)\_\_\_\_\_ of experience in this field and would like to set up a time for us to get together and discuss this job in more detail.

### FOR COLD CALL:

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

### IF THEY DON'T HAVE OPENINGS

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

### REMEMBER:

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

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

## **EXPLAINING A FELONY CONVICTION TO AN EMPLOYER**

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

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

It is up to you whether you tell an employer about felony convictions. But we believe that "*honesty is the best policy.*" Our experience shows that *HOW* you communicate this information makes a difference. You must see yourself as a worthwhile and valuable asset who has the skills and abilities an employer needs, not as an ex-convict unworthy of employment. You need a positive self-image not as an ex-convict unworthy of employment. You need a positive self-image and confidence in your skills and abilities to "sell yourself" to an employer.

The federal Work Opportunity Tax Credit (WOTC) is available as an incentive to hire ex-offenders and other who may have difficulty in getting work. The Federal Bonding Program, in states where it is available, allows employers to hire ex-felons and surety bond them if their own insurance won't. These incentives, along with your positive attitude, can make you an attractive job candidate.

### **Some Points to Remember:**

**RELAX** -- If you do not look and feel comfortable talking about your conviction, how can you expect the interviewer to be comfortable with your explanation?

**MAINTAIN EYE CONTACT** -- Although a fundamental rule of interviewing, it is especially crucial to assure the interviewer you have nothing to hide.

**BRIEFLY EXPLAIN YOUR CONVICTION IN WORDS THE INTERVIEWER CAN UNDERSTAND** -- Never state penal code or health and safety code violations (they will only ask what they mean) and don't dwell on your conviction.

**ALWAYS ADD SOMETHING POSITIVE ABOUT YOUR SKILLS AND ABILITIES OR POSITIVE INFORMATION ABOUT THE COMPANY** -- This is a good place for your "personal commercial."

**The Following Examples Illustrate These Rules:**

**EXAMPLE 1**

**Interviewer:** “I see from your application that you have been convicted of a crime. Will you explain this to me? Tell me about it.”

**Applicant:** “I’m glad you asked because I want you to feel comfortable about hiring me. It is embarrassing for me to talk about. I want to assure you that it had nothing to do with my previous employers. I took some things that didn’t belong to me and as a result, I’ve taken the time to decide what field I would like to get into. I have enrolled in several clerical courses and can type 50 wpm. I am familiar with several software programs for word processing, and have excellent phone skills. I am very interested in learning all I can about this industry and I know I would be an asset to your organization.”

***In this example, the applicant has spent very little time explaining the conviction in comparison to the time talking about his or her skills and abilities.***

**EXAMPLE 2**

**Applicant:** “When I was younger I got mixed up with the wrong crowd and got in trouble for breaking into cars. We all do things when we are young that we regret. I used the time to my advantage by completing an air conditioning and heating training program and received my certificate. I’ve researched several air conditioning companies in the area and yours is well respected. I would really like to be a part of your team.”

***In this example, the applicant tells the interviewer positive things about himself and the employer.***

**EXAMPLE 3**

**Applicant:** “In my past, I was involved with drugs, but that is all behind me and I’ve taken control of my life. I have two years of experience in food service and want to stay in this industry and learn as much as possible. As a result of my past, when you hire me, your company is eligible for the Work Opportunity Tax Credit, which can save you up to \$2,400. Are you familiar with this program.”

***In this example, the applicant uses the WOTC as a added incentive for the employer to hire him or her.***

## **SAMPLE JOB APPLICATION**

The following job search information was originally published by the U.S. Department of Labor

**Sample Job Application**

The following sample job application will give you an idea of what to expect when you apply for a job. You may be asked to fill out an application on the day of the interview, so make sure you are prepared to provide any necessary information about yourself and your employment history.

---

*Retail Systems Corporation--Application for Employment*

**Personal Information**

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Have you ever applied for employment with us?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, when?: \_\_\_\_\_

**Position Desired**

Title: \_\_\_\_\_

Desired Salary: \$ \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Work Eligibility**

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

Are you available to work holidays? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

Are you 17 or older? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

No: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

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

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

How did you hear of our organization?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Availability**

Days Available

Sun. \_\_\_\_ Mon. \_\_\_\_ Tues. \_\_\_\_ Wed. \_\_\_\_ Th. \_\_\_\_ Fri. \_\_\_\_ Sat. \_\_\_\_  
Total Hours Available: \_\_\_\_\_ Hours Available: from \_\_\_\_\_ to \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
College: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Course of Study: \_\_\_\_\_ # of Years Completed: \_\_\_\_\_  
Did You Graduate? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Degree: \_\_\_\_\_

**Employment History**

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

*Position #1*

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Company Phone Number: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_  
Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_  
Weekly Pay: \_\_\_\_\_

Describe your work: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

*Position #2*

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Weekly Pay: \_\_\_\_\_

Describe your work: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

*Position #3*

Company Name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Employed (Month and Year) From: \_\_\_\_\_ To: \_\_\_\_\_

Weekly Pay: \_\_\_\_\_

Describe your work: \_\_\_\_\_  
\_\_\_\_\_

May we contact this employer? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Conditions of Employment**

Retail Systems Corporation sets high standards for its employees, and compliance with these standards is a condition of employment. If you are offered a position with RSC, you need to carefully consider what we would require of you before you accept. As an employee, you must do everything you can to make our external and internal customers feel like customers, including:

Following our standards of professionalism

Smiling and making eye contact

Arriving on time

- Maintaining a positive, enthusiastic attitude
- Treating coworkers with respect
- Offering exit appreciation to clients
- Being honest and dedicated in your work
- Using proper phone etiquette
- Completing necessary training requirements
- Expediting customers' transactions/requests quickly and professionally
- Following company policies and procedures
- Assisting customers
- Following directions
- Meeting standards of work quality and quantity
- Maintaining a professional appearance and complying with the company dress code
- Accepting a work schedule that may require holiday work

Are you willing and able to comply with all the requirements listed? Yes: \_\_\_\_\_ No: \_\_ If your answer is no, or if you have concerns about being able to comply with any of these requirements, please explain:

\_\_\_\_\_

\_\_\_\_\_

**Agreement of the Transfer of Information**

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

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

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Form **8850**  
 (Rev. October 2002)  
 Department of the Treasury  
 Internal Revenue Service

**Pre-Screening Notice and Certification Request for the Work Opportunity and Welfare-to-Work Credits**

OMB No. 1545-1600

▶ See separate instructions.

**Job applicant: Fill in the lines below and check any boxes that apply. Complete only this side.**

Your name \_\_\_\_\_ Social security number ▶ \_\_\_\_\_

Street address where you live \_\_\_\_\_

City or town, state, and ZIP code \_\_\_\_\_

Telephone number ( ) \_\_\_\_\_

If you are under age 25, enter your date of birth (month, day, year) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Work Opportunity Credit**

- 1  Check here if you received a conditional certification from the state employment security agency (SESA) or a participating local agency for the work opportunity credit.
- 2  Check here if any of the following statements apply to you.
  - I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the last 18 months.
  - I am a veteran and a member of a family that received food stamps for at least a 3-month period within the last 16 months.
  - I was referred here by a rehabilitation agency approved by the state or the Department of Veterans Affairs.
  - I am at least age 18 but not age 25 or older and I am a member of a family that:
    - a Received food stamps for the last 6 months or
    - b Received food stamps for at least 3 of the last 5 months, but is no longer eligible to receive them.
  - Within the past year, I was convicted of a felony or released from prison for a felony and during the last 6 months I was a member of a low-income family.
  - I received supplemental security income (SSI) benefits for any month ending within the last 60 days.

**Welfare-to-Work Credit**

- 3  Check here if you received a conditional certification from the SESA or a participating local agency for the welfare-to-work credit.
- 4  Check here if you are a member of a family that:
  - Received TANF payments for at least the last 18 months, or
  - Received TANF payments for any 18 months beginning after August 5, 1997, and the earliest 18-month period beginning after August 5, 1997, ended within the last 2 years, or
  - Stopped being eligible for TANF payments within the last 2 years because Federal or state law limited the maximum time those payments could be made.

**All Applicants**

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

**Job applicant's signature ▶** \_\_\_\_\_

**Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 22851L

Form **8850** (Rev. 10-02)

For Employer's Use Only

Employer's name \_\_\_\_\_ Telephone no. ( ) - \_\_\_\_\_ EIN ▶ \_\_\_\_\_

Street address \_\_\_\_\_

City or town, state, and ZIP code \_\_\_\_\_

Person to contact, if different from above \_\_\_\_\_ Telephone no. ( ) - \_\_\_\_\_

Street address \_\_\_\_\_

City or town, state, and ZIP code \_\_\_\_\_

If, based on the individual's age and home address, he or she is a member of group 4 or 6 (as described under Members of Targeted Groups in the separate instructions), enter that group number (4 or 6) . . . . . ▶ \_\_\_\_\_

Date applicant:	Gave	Was	Was	Started
	information	offered	hired	job
	/ /	job / /	/ /	job / /

Under penalties of perjury, I declare that I completed this form on or before the day a job was offered to the applicant and that the information I have furnished is, to the best of my knowledge, true, correct, and complete. Based on the information the job applicant furnished on page 1, I believe the individual is a member of a targeted group or a long-term family assistance recipient. I hereby request a certification that the individual is a member of a targeted group or a long-term family assistance recipient.

Employer's signature ▶ \_\_\_\_\_ Title \_\_\_\_\_ Date / / \_\_\_\_\_

**Privacy Act and Paperwork Reduction Act Notice**

Section references are to the Internal Revenue Code. Section 51(d)(12) permits a prospective employer to request the applicant to complete this form and give it to the prospective employer. The information will be used by the employer to complete the employer's Federal tax return. Completion of this form is voluntary and may assist members of targeted groups and long-term family assistance recipients in securing employment. Routine uses of this form include giving it to the state employment security agency (SESA), which will contact appropriate sources to confirm that the applicant is a member of a targeted group or a long-term family assistance recipient. This form may also be given to the Internal Revenue Service

for administration of the Internal Revenue laws, to the Department of Justice for civil and criminal litigation, to the Department of Labor for oversight of the certifications performed by the SESA, and to cities, states, and the District of Columbia for use in administering their tax laws. In addition, we may disclose this information to Federal, state, or local agencies that investigate or respond to acts or threats of terrorism or participate in intelligence or counterintelligence activities concerning terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

- Recordkeeping . . . . . 2 hr., 46 min.
- Learning about the law or the form . . . . . 36 min.
- Preparing and sending this form to the SESA . . . . . 36 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001.

Do not send this form to this address. Instead, see **When and Where To File** in the separate instructions.



# Instructions for Form 8850

(Rev. October 2002)



Department of the Treasury  
Internal Revenue Service

## Pre-Screening Notice and Certification Request for the Work Opportunity and Welfare-to-Work Credits

Section references are to the Internal Revenue Code unless otherwise noted

### General Instructions

#### Changes To Note

- The categories of high-risk youth and summer youth employees now include qualified individuals who live in renewal communities and begin work for you after December 31, 2001.
- The work opportunity credit and the welfare-to-work credit are now allowed for qualified individuals who begin work for you before January 1, 2004.

#### Purpose of Form

Employers use Form 8850 to pre-screen and to make a written request to a state employment security agency (SESA) to certify an individual as:

- A member of a targeted group for purposes of qualifying for the work opportunity credit or
- A long-term family assistance recipient for purposes of qualifying for the welfare-to-work credit.

Submitting Form 8850 to the SESA is but one step in the process of qualifying for the work opportunity credit or the welfare-to-work credit. The SESA must certify the job applicant is a member of a targeted group or is a long-term family assistance recipient. After starting work, the employee must meet the minimum number-of-hours-worked requirement for the work opportunity credit or the minimum number-of-hours, number-of-days requirement for the welfare-to-work credit. The employer may elect to take the applicable credit by filing Form 5884, Work Opportunity Credit, or Form 8861, Welfare-to-Work Credit.

**Note:** Do not use Form 8850 with respect to New York Liberty Zone business employees. Certification is not required for these employees. See Form 8884, New York Liberty Zone Business Employee Credit, for details.

#### Who Should Complete and Sign the Form

The job applicant gives information to the employer on or before the day a job offer is made. This information is entered on Form 8850. Based on the applicant's information, the employer determines whether or not he or she believes the applicant is a member of a targeted group (as defined under **Members of Targeted Groups** on page 2) or a long-term family assistance recipient (as defined under **Welfare-to-Work Job Applicants** on page 2). If the employer believes the applicant is a member of

a targeted group or a long-term family assistance recipient, the employer completes the rest of the form no later than the day the job offer is made. Both the job applicant and the employer must sign Form 8850 no later than the date for submitting the form to the SESA.

### Instructions for Employer

#### When and Where To File

Do not file Form 8850 with the Internal Revenue Service. Instead, file it with the work opportunity tax credit (WOTC) coordinator for your SESA no later than the 21st day after the job applicant begins work for you. You may be able to file Form 8850 electronically. See Announcement 2002-44 for details. You can find Announcement 2002-44 on page 809 of Internal Revenue Bulletin 2002-17 at [www.irs.gov/pub/irs-irbs/irb02-17.pdf](http://www.irs.gov/pub/irs-irbs/irb02-17.pdf).

To get the name, address, phone and fax numbers, and e-mail address of the WOTC coordinator for your SESA, visit the Department of Labor Employment and Training Administration (ETA) web site at [www.ows.doleta.gov/employ/tax.asp](http://www.ows.doleta.gov/employ/tax.asp).

#### Additional Requirements for Certification

In addition to filing Form 8850, you must complete and send to your state's WOTC coordinator either:

- **ETA Form 9062**, Conditional Certification Form, if the job applicant received this form from a participating agency (e.g., the Jobs Corps) or
- **ETA Form 9061**, Individual Characteristics Form, if the job applicant did not receive a conditional certification.

You can get ETA Form 9061 from your local public employment service office, or you can download it from the ETA web site at [www.ows.doleta.gov](http://www.ows.doleta.gov).

#### Recordkeeping

Keep copies of Forms 8850, along with any transmittal letters that you submit to your SESA, as long as they may be needed for the administration of the Internal Revenue Code provisions relating to the work opportunity credit and the welfare-to-work credit. Records that support these credits usually must be kept for 3 years from the date any income tax return claiming the credits is due or filed, whichever is later.

Cat. No. 24833J

## Members of Targeted Groups

A job applicant may be certified as a member of a targeted group if he or she is described in one of the following groups.

1. **Qualified IV-A recipient.** A member of a family receiving assistance under a state plan approved under part A of title IV of the Social Security Act relating to Temporary Assistance for Needy Families (TANF). The assistance must be received for any 9 months during the 18-month period that ends on the hiring date.

2. **Qualified veteran.** A veteran who is a member of a family receiving assistance under the Food Stamp program for generally at least a 3-month period during the 15-month period ending on the hiring date. See section 51(d)(3). To be considered a **veteran**, the applicant must:

- Have served on active duty (not including training) in the Armed Forces of the United States for more than 180 days or have been discharged for a service-connected disability and

- Not have a period of active duty (not including training) of more than 90 days that ended during the 60-day period ending on the hiring date.

3. **Qualified ex-felon.** An ex-felon who:

- Has been convicted of a felony under any Federal or state law.

- Is hired not more than 1 year after the conviction or release from prison for that felony, and

- Is a member of a family that had income on an annual basis of 70% or less of the Bureau of Labor Statistics lower living standard during the 6 months preceding the earlier of the month the income determination occurs or the month in which the hiring date occurs.

4. **High-risk youth.** An individual who is at least 18 but not yet 25 on the hiring date and lives in an empowerment zone, enterprise community, or renewal community.

5. **Vocational rehabilitation referral.** An individual who has a physical or mental disability resulting in a substantial handicap to employment and who was referred to the employer upon completion of (or while receiving) rehabilitation services under a state plan of employment or a program approved by the Department of Veterans Affairs.

6. **Summer youth employee.** An individual who:

- Performs services for the employer between May 1 and September 15.

- Is age 16 but not yet age 18 on the hiring date (or if later, on May 1).

- Has never worked for the employer before, and

- Lives in an empowerment zone, enterprise community, or renewal community.

7. **Food stamp recipient.** An individual who:

- Is at least age 18 but not yet age 25 and

- Is a member of a family that—

- a. Has received food stamps for the 6-month period ending on the hiring date or

- b. Is no longer eligible for such assistance under section 6(o) of the Food Stamp Act of 1977, but the family received food stamps for at least 3 months of the 5-month period ending on the hiring date.

8. **SSI recipient.** An individual who is receiving supplemental security income benefits under title XVI of the Social Security Act (including benefits of the type described in section 1616 of the Social Security Act or section 212 of Public Law 93-66) for any month ending within the 60-day period ending on the hiring date.

**Empowerment zones, enterprise communities, and renewal communities.** For details about rural empowerment zone and enterprise communities, you can access [www.ezec.gov](http://www.ezec.gov), call 1-800-645-4712, or contact your SESA. For details on all empowerment zones, enterprise communities, and renewal communities, you can access <http://hud.esri.com/locateservices/ezec>. You can also call HUD at 1-800-998-9999 for details on renewal communities, urban empowerment zones, and urban enterprise communities.

**Note:** *Parts of Washington, DC, are treated as an empowerment zone. For details, see section 1400 and Notice 98-57, 1998-2 C.B. 671 (you can find Notice 98-57 on page 9 of Internal Revenue Bulletin 1998-47 at [www.irs.gov/pub/irs-irbs/irb98-47.pdf](http://www.irs.gov/pub/irs-irbs/irb98-47.pdf)). Also, there are no areas designated in Puerto Rico, Guam, or any U.S. possession.*

## Welfare-to-Work Job Applicants

An individual may be certified as a long-term family assistance recipient if he or she is a member of a family that:

- Has received TANF payments for at least 18 consecutive months ending on the hiring date, or
- Receives TANF payments for any 18 months (whether or not consecutive) beginning after August 5, 1997, and the earliest 18-month period beginning after August 5, 1997, ended within the last 2 years, or
- Stopped being eligible for TANF payments because Federal or state law limits the maximum period such assistance is payable and the individual is hired not more than 2 years after such eligibility ended.

Individual Characteristics Form  
Work Opportunity Tax Credit and  
Welfare-to-Work Tax Credit

U.S. Department of Labor  
Employment and Training Administration  
U.S. Employment Service



1. CONTROL NO. (For Agency Use Only)	Individual Information (Instructions on the Back)	OMB Control No.: 1205-0371 Expires: 06/30/2001
		2. DATE RECEIVED (For Agency Use Only)

3. EMPLOYER NAME/ADDRESS	4. EMPLOYER ID NUMBER	5. EMPLOYMENT START DATE
		Starting Wage: \$ _____ per hour
6. Have you worked for the above employer before? Yes _____ No _____		POSITION:
7. NAME OF INDIVIDUAL (Last, First, Middle)		8. SOCIAL SECURITY NUMBER:

The above named individual is determined to have the following characteristics for WOTC Target Group Certification:

9. Age between 16 - 25? Yes _____ No _____ If YES, indicate your "Date of Birth" below: Date of Birth _____	10. A veteran and a member of a family that received Food Stamps for a period of at least 3 months in the last 15 months. Yes _____ No _____ If YES, also complete Box 17.	11. Is a member of a family that received AFDC (TANF) benefits for any 9 months in the last 18 months. Yes _____ No _____ If YES, also complete Box 17.
12. Is a member of a family that received Food Stamps for the last 6 months. Yes _____ No _____ or for at least a 3-month period within the last 5 months, BUT is no longer receiving them? Yes _____ No _____ If YES to either, also complete Box 17.	13. In the past year has been convicted of a felony or released from prison after a felony conviction. Yes _____ No _____ If YES, complete below: Date of Conviction _____ Date of Release _____ Total income for the past 6 months for all family members living in the same household? Total Income: _____ (If No Income, Enter 0 above) No. of family members living in the same household for the past 6 months, including yourself. _____	14. Lives and plans to continue living in a Federal Empowerment Zone or Enterprise Community. Yes _____ No _____ 16. Received Supplemental Security Income (SSI) benefits for any month ending within the last 90 days. Yes _____ No _____
15. Is receiving or has received Rehabilitation Services through a State Rehabilitation Services program or the Veterans' Administration. Yes _____ No _____		17. If individual is not a primary recipient of benefits, please provide the following: Name of Primary Recipient _____ City/State of Benefits _____

This section is to be completed by individuals starting work after December 31, 1997, under the Welfare-to-Work Tax Credit only.

18. Is a member of a family that:

- Has received AFDC or TANF payments for at least the last 18 consecutive months; Yes \_\_\_\_\_ No \_\_\_\_\_ or
- Has received/is receiving AFDC or TANF payments for any 18 months starting after August 5, 1997; Yes \_\_\_\_\_ No \_\_\_\_\_ or
- Stopped being eligible for AFDC or TANF payments after Aug. 5, 1997 because Federal or state law limited the maximum time such assistance is payable. Yes \_\_\_\_\_ No \_\_\_\_\_

19. SOURCES USED TO DOCUMENT ELIGIBILITY:

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Note: I certify that the information is true and correct to the best of my knowledge. I understand that the information above may be subject to verification. The signature of the party completing this form is required below.

20. SIGNATURE:	21. DATE:
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**INSTRUCTIONS FOR COMPLETING THE INDIVIDUAL CHARACTERISTICS FORM (ICF) ETA 9061: Work Opportunity and Welfare-to-Work Tax Credits.** This form is used in conjunction with IRS Form 8850 to determine eligibility for the Work Opportunity Tax Credit (WOTC) and/or Welfare-to-Work (WW) Tax Credit. The form may be completed by the applicant, the employer or employer representative, the SESA or the Participating Agency (PA) and signed by the person or agency filling out the form. Note: This form is required to be used, with modification, by all employers or third parties serving under contract as an agent or representative of the employer.

**Box 1: Control Number (for agency use only).** The SESA or PA determines the Control Number. It may be a Social Security Number, case number, or other appropriate designation which permits easy filing, identification and retrieval of forms. Enter this number here.

**Box 2: Date (for agency use only).** Enter the month, day, and year when the form is received.

**Box 3: Employer Name/Address.** Enter the name and address including zip code and telephone number of the employer applying for a WOTC and/or WW Certification.

**Box 4: Employer ID No.** Enter employer's federal taxpayer identification number.

**Box 5: Employment Start Date/Wage/Position or Title.** Enter the employment start date, the hourly wage, which the employee will be paid. If not known, enter an estimated wage. Also, enter the job or position title, which the individual will be performing for the employer.

**Box 6: Previous Employment for This Employer.** This requires a YES or NO answer. Enter a check mark (✓) in the blank space that corresponds to your answer.

**Box 7: Name of Individual.** Enter full name of prospective employee.

**Box 8: Social Security Number.** Enter individual's social security number here.

**Boxes 9 through 18:** Enter a check mark (✓) to indicate if your answer is a YES or a NO. Provide additional information where requested for either the WOTC or the WW target group eligibility.

**Box 19: Sources to Document Eligibility.** List and/or describe the documents or sources of collateral contacts that are attached to this form or that will be provided. Indicate in parentheses, next to each document listed whether it is attached or forthcoming. Some examples are provided below. The asterisk (\*) indicates documents that may be obtained by the employer. Employers may also obtain a letter from the agency that administers a relevant program, stating that the individual or a member of his/her household meets one of the eligibility requirements.

**AGE/BIRTHDATE:**

- (Required for high-Risk Summer Youth & Food Stamp)
- Birth Certificate
  - Driver's License
  - School I.D. Card/School Records
  - Work Permit
  - Federal/State/Local Government I.D.\*
  - Hospital Record of Birth

**FAMILY INCOME:**

- (Required for Ex-Felon)
- Pay Stubs
  - Employer Contacts
  - W-2 Forms
  - UI Documents
  - Public Assistance Records
  - Family Members' Statements
  - Parole Officer Statements

**EX-FELON STATUS:**

- Parole Officer's Name/Statement
- Correction Institution Records
- Court Record, Extract, Contact

**FOOD STAMP RECIPIENT:**

- Food Stamp Benefit History
- Signed statement from authorized individual with specific description of months benefits were received.
- Case Number/Identifier

**SSI RECIPIENT:**

- SSI Record or Authorization
- SSI Contact
- Evidence of SSI Issuance

**NUMBER IN FAMILY:**

- Public Assistance
- Social Services Agencies
- Family Members' Statements
- Parole Officer's Statements

**VETERANS STATUS:**

- DD-214
- Reserve Unit Contacts
- Discharge Papers

**VOCATIONAL REHABILITATION**

**REFERRAL:**

- Voc. Rehab. Agency Contact
- Social Services Agency
- Veteran's Administration Contact

**AFDC/TANF & Long-Term Assistance Recipient**

- AFDC Benefits History
- Signed statement from authorized individual with specific description of months benefits were received.
- Case Number/Identifier

**EMPOWERMENT ZONE/ENTERPRISE**

**COMMUNITY**

- |   |  |
|---|--|
| • Driver's License                            | • Library Card**                             |
| • Work Permit                                 | • Medicaid/Medicare Card                     |
| • Utility Bills                               | • Property Tax Record                        |
| • Lease Document                              | • Postmarked Envelope Addressed to Applicant |
| • Voter Registration Card                     | • Public Assistance Records                  |
| • Computer Printout From                      | • Rent Receipt                               |
| • Foodstamp Award Letter                      | • School I.D. Card                           |
| • Housing Authority Verification              | • Selective Service Registration Card        |
| • Landlord's Statement                        | • W-4  |
| • Letter From Social Service Agency or School |  |

\* Where any item of documentation such as a Federal I.D. Card does not contain age or birthdate the SESA must obtain another documentary source to verify the individual's age.

\*\* Where any item of documentary evidence, such as a Library Card does not contain the holder's address, the SESA must obtain documentary evidence issued in the jurisdiction where the EZ/EC is located showing the holder's address.

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**Box 20. Signature.** If applicant completes this form, he or she must enter signature here. If applicant is a minor (under age 18), the parent or guardian should sign this box. If form is completed by the employer or his/her representative/agent, enter corresponding signature here. If form was completed by the intake staff of a SESA or participating agency, enter signature of intake staff in this box.

**Box 21. Date.** Enter the month, day and year in which the form was completed.

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Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's obligation to reply to these requirements are mandatory as required by P.L. 105-34. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, U.S. Employment Service, Room 4470, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0371).

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(Cut along dotted line and keep in your files)

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**TO THE JOB APPLICANT OR EMPLOYEE:**

THE INFORMATION AND THE SUPPORTING DOCUMENTATION YOU HAVE PROVIDED IN COMPLETING THIS FORM OR IN SOME CASES OTHER INFORMATION THAT COULD HELP VERIFY THE RESPONSES YOU HAVE GIVEN TO THE ITEMS/QUESTIONS IN THIS FORM WILL BE DISCLOSED BY YOUR EMPLOYER TO THE STATE EMPLOYMENT SECURITY AGENCY (Enter corresponding State Employment Security Agency here)

IN ORDER TO QUALIFY FOR A FEDERAL EMPLOYER TAX CREDIT, PROVISION OF THIS INFORMATION IS VOLUNTARY. HOWEVER, THE INFORMATION IS REQUIRED FOR YOUR EMPLOYER TO RECEIVE THE FEDERAL TAX CREDIT. IF THE INFORMATION YOU PROVIDE IS ON A MEMBER OF YOUR FAMILY, YOU SHOULD PROVIDE HIM/HER A COPY OF THIS NOTICE.

**Request for Earnings and Benefit Estimate Statement**

Form Approved  
OMB No. 0980-0466  SP

Please check this box if you want to get your statement in Spanish instead of English.

Please print or type your answers. When you have completed the form, fold it and mail it to us. (If you prefer to send your request using the Internet, contact us at <http://www.ssa.gov>)

**1. Name shown on your Social Security card:**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Last Name Only \_\_\_\_\_

**2. Your Social Security number as shown on your card:**

-    -

**3. Your date of birth (Mo.-Day-Yr.):**

-    -

**4. Other Social Security numbers you have used:**

-    -

-    -

**5. Your sex:**  Male  Female

For items 6 and 8 show only earnings covered by Social Security. Do NOT include wages from State, local or Federal Government employment that are NOT covered for Social Security or that are covered ONLY by Medicare.

**6. Show your actual earnings (wages and/or net self-employment income) for last year and your estimated earnings for this year:**

**A. Last year's actual earnings: (Dollars Only)**

\$    ,    .

**B. This year's estimated earnings: (Dollars Only)**

\$    ,    .

**7. Show the age at which you plan to stop working.**

(Show only one age)

**8. Below, show the average yearly amount (not your total future lifetime earnings) that you think you will earn between now and when you plan to stop working. Include performance or scheduled pay increases or bonuses, but not cost-of-living increases. If you expect to earn significantly more or less in the future due to promotions, job changes, part-time work, or an absence from the work force, enter the amount that most closely reflects your future average yearly earnings.**

If you don't expect any significant changes, show the same amount you are earning now (the amount in 8B).

Future average yearly earnings: (Dollars Only)

\$    ,    .

**9. Do you want us to send the statement:**

- To you? Enter your name and mailing address.
- To someone else (your accountant, pension plan, etc.)? Enter your name with "c/o" and the name and address of that person or organization.

Name \_\_\_\_\_

Street Address (include Apt. No., P.O. Box, or Rural Route) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Notice:** I am asking for information about my own Social Security record or the record of a person I am authorized to represent. I understand that if I deliberately request information under false pretenses, I may be guilty of a Federal crime and could be fined and/or imprisoned. I authorize you to use a contractor to send the statement of earnings and benefit estimates to the person named in item 9.

**Please sign your name (Do Not Print)**

Date \_\_\_\_\_ (Area Code) Daytime Telephone No. \_\_\_\_\_



**About The Privacy Act**

Social Security is allowed to collect the facts on this form under Section 205 of the Social Security Act. We need them to quickly identify your record and prepare the earnings statement you asked us for. Giving us these facts is voluntary. However, without them we may not be able to give you an earnings and benefit estimate statement. Neither the Social Security Administration nor its contractor will use the information for any other purpose.

**Mailing Address**

Social Security Administration  
 Wilkes Barre Data Operations Center  
 PO Box 7004  
 Wilkes Barre PA 18767-7004

**Request for Earnings and Benefit Estimate Statement**

Thank you for requesting this statement.

After you complete and return this form, we will: -within 4 to 6 weeks- send you:

- a record of your earnings history and an estimate of how much you have paid in Social Security taxes; and
- estimates of benefits you (and your family) may be eligible for now and in the future.

We're pleased to furnish you with this information and we hope you'll find it useful in planning your financial future.

Social Security is more than just a program for retired people. It helps people of all ages in many ways. Whether you're young or old, male or female, single or with a family--Social Security can help you when you need it most. It can help support your family in the event of your death and pay you benefits if you become severely disabled.

If you have questions about Social Security or this form, please call our toll free number, 1-800-772-1213.

*Kenneth S. Apfel*

Kenneth S. Apfel  
 Commissioner of Social Security



# Proof of Identity (Form I-9)

## LISTS OF ACCEPTABLE DOCUMENTS

LIST A	OR	LIST B	AND	LIST C
<p><b>Documents that Establish Both Identity and Employment Eligibility</b></p> <ol style="list-style-type: none"> <li>1. U.S. Passport (unexpired or expired)</li> <li>2. Certificate of U.S. Citizenship (<i>INS Form N-560 or N-561</i>)</li> <li>3. Certificate of Naturalization (<i>INS Form N-550 or N-570</i>)</li> <li>4. Unexpired foreign passport, with <i>I-551</i> stamp or attached <i>INS Form I-94</i> indicating unexpired employment authorization</li> <li>5. Alien Registration Receipt Card with photograph (<i>INS Form I-151 or I-551</i>)</li> <li>6. Unexpired Temporary Resident Card (<i>INS Form I-688</i>)</li> <li>7. Unexpired Employment Authorization Card (<i>INS Form I-688A</i>)</li> <li>8. Unexpired Reentry Permit (<i>INS Form I-327</i>)</li> <li>9. Unexpired Refugee Travel Document (<i>INS Form I-571</i>)</li> <li>10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (<i>INS Form I-688B</i>)</li> </ol>	OR	<p><b>Documents that Establish Identity</b></p> <ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address</li> <li>2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<p><b>Documents that Establish Employment Eligibility</b></p> <ol style="list-style-type: none"> <li>1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)</li> <li>2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)</li> <li>3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (<i>INS Form I-197</i>)</li> <li>6. ID Card for use of Resident Citizen in the United States (<i>INS Form I-179</i>)</li> <li>7. Unexpired employment authorization document issued by the INS (<i>other than those listed under List A</i>)</li> </ol>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

**U.S. Department of Justice**  
Immigration and Naturalization Service

OMB No. 1115-0136  
**Employment Eligibility Verification**

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE.** It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification.** To be completed and signed by employee at the time employment begins

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.		I attest, under penalty of perjury, that I am (check one of the following): A citizen or national of the United States A Lawful Permanent Resident (Alien # A _____ An alien authorized to work until ___/___/___ (Alien # or Admission # _____)	
Employee's Signature			Date (month/day/year)

**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C as listed on the reverse of this form and record the title, number and expiration date, if any, of the document(s)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): ___/___/___		___/___/___		___/___/___
Document #: _____		_____		_____
Expiration Date (if any): ___/___/___		_____		_____

**CERTIFICATION** - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_/\_\_\_/\_\_\_ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment).

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name	Address (Street Name and Number, City, State, Zip Code)	
		Date (month/day/year)

**Section 3. Updating and Reverification.** To be completed and signed by employer

A. New Name (if applicable)	B. Date of rehire (month/day/year) (if applicable)
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Document Title: \_\_\_\_\_ Document #: \_\_\_\_\_ Expiration Date (if any): \_\_\_/\_\_\_/\_\_\_

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

### INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.

**Anti-Discrimination Notice.** It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

**Section 1 - Employee.** All employees, citizens noncitizens, hired after November 6, 1986, must complete Section 1 of this form at the time of hire, which is the actual beginning of employment. The employer is responsible for ensuring that Section 1 is timely and properly completed.

**Preparer/Translator Certification.** The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his/her own. However, the employee must still sign Section 1 personally.

**Section 2 - Employer.** For the purpose of completing this form, the term "employer" includes those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

Employers must complete Section 2 by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, Section 2 must be completed at the time employment begins. Employers must record: 1) document title; 2) issuing authority; 3) document number, 4) expiration date, if any; and 5) the date employment begins. Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the I-9. However, employers are still responsible for completing the I-9.

**Section 3 - Updating and Reverification.** Employers must complete Section 3 when updating and/or reverifying the I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in Section 1. Employers CANNOT specify which document(s) they will accept from an employee.

- If an employee's name has changed at the time this form is being updated/ reverified, complete Block A.
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.

- and\*
- If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired or if a current employee's work authorization is about to expire (reverification), complete Block B and:
    - examine any document that reflects that the employee is authorized to work in the U.S. (see List A or C),
    - record the document title, document number and expiration date (if any) in Block C, and
    - complete the signature block.

**Photocopying and Retaining Form I-9.** A blank I-9 may be reproduced provided both sides are copied. The instructions must be available to all employees completing this form. Employers must retain completed I-9s for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

For more detailed information, you may refer to the **INS Handbook for Employers**, (Form M-274). You may obtain the handbook at your local INS office.

**Privacy Act Notice.** The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of the U.S. Immigration and Naturalization Service, the Department of Labor, and the Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

**Reporting Burden.** We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: 1) learning about this form, 5 minutes; 2) completing the form, 5 minutes; and 3) assembling and filing (recordkeeping) the form, 5 minutes, for an average of 15 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to both the Immigration and Naturalization Service, 425 I Street, N.W., Room 5304, Washington, D. C. 20536; and the Office of Management and Budget, Paperwork Reduction Project, OMB No. 1115-0136, Washington, D.C. 20503.

# Release Gratuities for Federal Prisoners

The Release Gratuities, Transportation, and Clothing program is offered primarily to sentenced federal prisoners who are being released. Additionally, the court may direct the United States Marshals Service (USMS) to afford similar gratuities to pretrial detainees housed in Bureau of Prisons (BOP) facilities who are arrested, but not indicted, indicted but not convicted, or who are released to probation. Although the BOP will ordinarily afford pretrial detainees with adequate clothing upon release, monetary release gratuities paid to pretrial detainees are the exclusive responsibility of the USMS. Designated federal inmates released from BOP institutions will be provided clothing, transportation to their release destinations, and appropriate funds (up to \$500) based upon an inmate's release needs and budgetary and statutory limitations.

Release gratuities are intended to be a means to supplement inmates' "other" resources upon release from prison and to help them readjust back into the community. They are not intended to provide for an inmate's entire release needs. Therefore, inmates should be encouraged to save funds for release (such as industrial and performance pay and outside receipts) in their respective trust fund accounts or independent savings accounts. To request a release gratuity, inmates should meet with their Unit Team.

For further information, please review **Program Statement 5873.06, Release Gratuities, Transportation, and Clothing**. Moreover, concerns relating to a release gratuity fall specifically within the BOP's **Administrative Remedy Process, Title 28 C.F.R. § 542**. Inmates are encouraged to raise any release gratuity concerns through that process.



## Appendix I

# Ex-Offender's Voting Rights by States

### Categories of Felons Disenfranchised Under State Law

An "x" in the any of the columns below means that the state prohibits ex-offenders from voting.

STATE	PRISON	PROBATION	PAROLE	EX-FELONS	
				All*	Partial
Alabama	x	x	x	x	
Alaska	x	x	x		
Arizona	x	x	x		x (2nd felony)
Arkansas	x	x	x		
California	x		x		
Colorado	x		x		
Connecticut	x		x		
Delaware	x	x	x		x (5 years)
District of Columbia	x				
Florida	x	x	x	x	
Georgia	x	x	x		
Hawaii	x				
Idaho	x	x	x		
Illinois	x				
Indiana	x				
Iowa	x	x	x	x	
Kansas	x	x	x		
Kentucky	x	x	x	x	
Louisiana	x	x	x		
Maine					
Maryland	x	x	x		x (2nd felony, 3 years)
Massachusetts	x				
Michigan	x				
Minnesota	x	x	x		

Mississippi	x	x	x		x (certain offenses)
Missouri	x	x	x		
Montana	x				
Nebraska	x	x	x		x (2 years)
Nevada	x	x	x		x (except first-time nonviolent)
New Hampshire	x				
New Jersey	x	x	x		
New Mexico	x	x	x		
New York	x		x		
North Carolina	x	x	x		
North Dakota	x				
Ohio	x				
Oklahoma	x	x	x		
Oregon	x				
Pennsylvania	x				
Rhode Island	x	x	x		
South Carolina	x	x	x		
South Dakota	x				
Tennessee	x	x	x		x (post-1981)
Texas	x	x	x		
Utah	x				
Vermont					
Virginia	x	x	x	x	
Washington	x	x	x		x (pre-1984)
West Virginia	x	x	x		
Wisconsin	x	x	x		
Wyoming	x	x	x		x (5 years)
U.S. Total	49	31	35	5	9

\* While these states disenfranchise all persons with a felony conviction and provide no automatic process for restoration of rights, several (Alabama, Kentucky, and Virginia) have adopted legislation in recent years that streamlines the restoration process. Source: updated by The Sentencing Project April 2005.

## Appendix J

### Ready4Work Program Sites

#### **BOSTON** (Juvenile Site)

Straight Ahead Ministries

43 Hopkinton Road

Westboro, MA 01581

(508) 353-2700

#### **BROOKLYN** (Juvenile Site)

Office of Kings County District Attorney

Renaissance Plaza

350 Jay Street

Brooklyn, NY 11201

(718) 250-2219

#### **CAMDEN** (Juvenile Site)

Volunteers of America Delaware Valley

235 White Horse Pike

2nd Floor

Collingswood, NJ 08107

(856) 854-4660

#### **SEATTLE** (Juvenile Site)

The Church Council of Greater Seattle

4759 15th Avenue, NE

Seattle, WA 98105-4404

(206) 525-1213 ext. 3913

#### **CHICAGO**

SAFER Foundation

571 West Jackson Street

Chicago, IL 60661

(312) 922-2200

#### **DETROIT**

Detroit America Works

2990 West Grand Boulevard

Suite 400

Detroit, MI 48202

(212) 599-5627

#### **NEW YORK**

Exodus Transitional Community, Inc.

161 East 104th Street

3rd Floor

New York, NY 10029

(212) 722-6037

#### **HOUSTON**

Wheeler Avenue Baptist Church

3826 Wheeler Avenue

Houston, TX 77004

(713) 748-5240

**JACKSONVILLE**

Operation New Hope  
1830 North Main Street  
Jacksonville, FL 32206  
(904) 425-6001  
(904) 425-6002

**LOS ANGELES**

**Adult Site**

Union Rescue Mission  
545 South San Pedro Street  
Los Angeles, CA 90013  
(213) 673-4839

**Juvenile Site**

Los Angeles TenPoint Coalition  
c/o West Angeles Church of God in Christ  
3045 S. Crenshaw Boulevard  
Los Angeles, CA 90016  
(323) 292-3301

**MEMPHIS**

City of Memphis  
125 North Main Street  
Memphis, TN 38103  
Second Chance/Ready4Work Program  
444 North Main Street-2nd Floor  
Memphis, TN 38106  
(901) 545-0343

**MILWAUKEE**

Word of Hope Ministries  
2677 N. 40th Street  
Milwaukee, WI 53210  
(414) 447-1967

**OAKLAND**

Allen Temple Housing & Economic Development  
Corporation  
8501 International Boulevard, C101  
Oakland, CA 94621  
(510) 567-1490

**PHILADELPHIA**

Philadelphia Consensus Group/Search for Common  
Ground  
1601 Connecticut Avenue, NW  
Suite 200  
Washington, DC 20009  
(202) 265-4300

**WASHINGTON, DC**

The East of the River Clergy-Police-Community  
Partnership  
4105 First Street, SE  
Washington, DC 20032  
(202) 373-5767

## Appendix K

### FEDERAL BONDING PROGRAM STATE COORDINATORS (as of 03/17/05)

#### ALABAMA

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

916-653 -2497  
916-654-9753 fax

#### COLORADO

Ms. Jenny McGinty  
Bonding Services Coordinator  
CO Dept of Labor & Employment  
Tower 2, Suite 400  
1515 Arapahoe St.  
Denver, CO 80202-2117  
303-318-8823  
303-318-8930 fax

#### ALASKA

Mr. J. Allan MacKinnon  
Bonding Services Coordinator  
Alaska Employment Security  
Division  
P.O. Box 25509  
Juneau, AK 99802-5509  
907-465-5955  
907-465-8753 fax

#### CONNECTICUT

Mr. Charles Goorhigian  
Bonding Services Coordinator  
Operational Support Unit  
Connecticut Dept of Labor  
200 Folly Brook Blvd., 3rd floor  
Wethersfield, CT 06109  
860-263-6735  
860-263-6039 fax

#### ARIZONA

Mr. Umberto Jimenez  
Bonding Services Coordinator  
Employment & Training  
Administration  
Arizona Dept of Economic  
Security  
918-B3 Site Code  
P.O. Box 6666  
Phoenix, AZ 85005  
602-495-1861 ext. 1002  
602-254-4919 fax

#### DELAWARE

Mr. Tom Smith  
Bonding Services Coordinator  
Division of Employment Services  
DE Dept of Labor  
4425 North Market Street, floor  
Wilmington, DE 19802  
302-761-8123  
302-761-6617 fax

#### ARKANSAS

Mr. Bert Pranter  
Bonding Services Coordinator  
Employment Service Technical Unit  
Arkansas Employment Security Dept  
P.O. Box 2981  
Little Rock, AR 72203-2981  
501-682-3143  
501-682-2576 fax

#### DISTRICT OF COLUMBIA

Ronald Pierce  
Chief, Office of Employment  
Services  
D.C. Dept of Employment Services  
609 H Street, NE  
Washington, DC 20001  
202-698-3540  
202-698-5717 fax

#### CALIFORNIA

Jaime Gutierrez  
Bonding Services Coordinator  
CA Employment Development Dept  
800 Capitol Mall  
MIC-37  
Sacramento, CA 95814

#### FLORIDA

Ms. Linda Knowles  
Bonding Services Coordinator  
FL Agency for Workforce Innovation  
Rm. 116 Atkins Bldg.  
1320 Executive Center Drive, Suite 116  
Tallahassee, FL 32399

1-800-779-1767 (toll-free) OR  
850-245-7426  
850-488-1647 fax

#### GEORGIA

Ms. Toronda Williams  
Bonding Services Coordinator  
GA Dept of Labor  
Sussex Place  
148 Andrew Young Int'l Blvd., NE,  
Suite 276  
Atlanta, GA 30303  
404-232-3540  
404-656-0783 fax

#### GUAM

Mr. George San Nicolas  
Administrator, SCSEP  
Dept of Labor  
P.O. Box 9970  
Tamuning, Guam 96931

#### HAWAII

Ms. Suzanne Okazaki  
Bonding Services Coordinator  
Workforce Development Division  
HI State Employment Service  
830 Punchbowl Street, Room 329  
Honolulu, HI 96813  
808-586-8815  
808-586-8822 fax

#### IOWA

Mr. John Williams  
Bonding Services Coordinator  
Iowa Workforce Development  
150 Des Moines St.  
Des Moines, IA 50309  
515-281-9097  
515-281-9096 fax

#### ILLINOIS

Ms. Luz N. Croswell  
Bonding Services Coordinator  
IL Dept of Employment Security  
401 S. State Street  
7<sup>th</sup> Floor North  
Chicago, IL 60605  
312-793-6811  
312-793-1778 fax

#### IDAHO

Mr. Dale Langford  
Bonding Services Coordinator  
ID Dept of Employment  
317 West Main Street

Boise, ID 83735  
208-334-6137  
208-332-7417 fax

#### INDIANA

Ms. Linda Hendricks  
Bonding Services Coordinator  
IN Dept of Employment &  
Training Services  
10 N. Senate Avenue, Rm 307  
Indianapolis, IN 46204  
317-233-4910  
317-233-6081 fax

#### KANSAS

Ms. Joyce Heiman  
Bonding Services Coordinator  
KS Dept of Commerce  
1000 SW Jackson Street, Suite 100  
Topeka, KS 66612-1354  
785-296-7435  
785-368-7108 fax

#### KENTUCKY

The state of Kentucky currently does not participate in the Federal Bonding Program. Please contact the One-Stop for assistance in finding employment. Refer the caller to their local One-Stop for general jobs and training assistance. For more information on the Federal Bonding Program, refer the caller to Ron Rubbin at 1-800-233-2258 ext. 246, OR Roland Brack at 1-800-233-2258 ext. 271.

#### LOUISIANA

Mr. Cory Turner  
Bonding Services Coordinator  
Division of Probation and Parole, Region IV  
731 St. Charles Ave., 3rd floor  
New Orleans, LA 70130  
504-568-8690

#### MAINE

Ms. Kathy Dostie  
Bonding Services Coordinator  
Bureau of Employment Services  
ME Dept of Labor  
55 State House Station  
Augusta, ME 04333  
207-624-6395  
207-624-6499 fax

#### MARYLAND

Ms. Edwina Howard  
Bonding Services Coordinator  
MD Dept of Economic &  
Employment Div.  
1100 N. Eutaw Street, Suite 209  
Baltimore, MD 21201  
410-767-2018

410-767-2010 fax

**MONTANA**

Mr. Bill Haberman  
Bonding Services Coordinator  
Job Service Division  
MT Dept of Labor & Industry  
P.O. Box 1728  
Capital Station  
Helena, MT 59624  
406-444-3480  
406-444-3037 fax

**NEBRASKA**

Madhavi Bhadbhade  
Bonding Services Coordinator  
Legal Division  
Nebraska Department of Labor  
550 S. 16th Street  
Lincoln, NE 68509  
402-471-2693

**NEVADA**

Ms. Valerie Hopkins  
Bonding Services Coordinator  
NV State Employment Service  
500 E. Third Street  
Carson City, NV 89713  
775-684-0301/775-684-0327 fax

**NEW HAMPSHIRE**

Mr. Francis Morrissey  
Bonding Services Coordinator  
NH Dept of Employment Security  
32 South Main Street  
Concord, NH 03301  
603-228-4083  
603-229-4321 fax

**NORTH DAKOTA**

Ms. Paulette Forcier  
Bonding Services Coordinator  
ND Job Service  
P.O. Box 5507  
Bismarck, ND 58506  
701-328-2863  
701-328-4894 fax

**OHIO (updated 05-21-03)**

Ms. Gwendolyn Woods  
Offender Job Linkage Coordinator  
OH Dept of Rehabilitation and Correction  
1050 Freeway Drive North

**NEW JERSEY**

Mr. Robin Warren  
Bonding Services Coordinator  
Division of Employment & Training  
NJ Dept. of Labor  
P.O. Box 055, 2nd floor  
Trenton, NJ 08625  
609-777-2569  
609-777-3020 fax  
[rwarren@dol.state.nj.us](mailto:rwarren@dol.state.nj.us)

**NEW MEXICO**

Mr. Hector Moreu  
Bonding Services Coordinator  
Employment & Training Support Section  
NM Employment Security Dept  
P.O. Box 1928  
Albuquerque, NM 87103  
505-841-8501  
505-841-8467 fax

**NEW YORK (updated 10-11-04)**

Ms Elaine Kost  
Bonding Services Coordinator  
Division of Employment Services - Rm 421  
New York State Department of Labor  
State Office Bldg. Campus - Bldg 12  
Albany, NY 12240  
518-485-2151  
518-457-4625 fax

**NORTH CAROLINA**

Ms. Diane Smith  
Bonding Services Coordinator  
NC Employment Security  
Commission  
P.O. Box 27625  
Raleigh, NC 27611  
919-733-4896  
919-733-3010 fax

**Columbus, OH 43229**

614-728-1534  
614-995-0128 fax

**OKLAHOMA**

Ms. Crystal Anglin  
Bonding Services Coordinator  
OK Employment Security  
Commission  
2401 North Lincoln Blvd., Suite 454  
Oklahoma City, OK 73152  
405-557-7257  
405-524-6081 fax

#### OREGON

The state of Oregon currently does not participate in the Federal Bonding Program. Please contact the One-Stop for assistance in finding employment. Refer the caller to their local One-Stop for general jobs and training assistance. For more information on the Federal Bonding Program, refer the caller to Ron Rubbin at 1-800-233-2258 ext. 246, OR Roland Brack at 1-800-233-2258 ext. 271.

#### PENNSYLVANIA

Mr. Raymond Patackis  
Bonding Services Coordinator  
PA Bureau of Workforce Investment  
Labor & Industry Building,<sup>th</sup> floor  
Seventh & Forster Streets  
Harrisburg, PA 17120  
717-787-6915  
717-772-5478 fax

#### PUERTO RICO

Mr. Alex Garcia OR  
Maryanne Toled Bonding Services Coordinator  
One-Stop Career Center of PR, Inc.  
Condominio Plaze Universidad 200  
Calle Anasco 839 local 5  
Rio Piedras, PR 00928  
787-296-1785  
787-764-4856 fax

#### RHODE ISLAND

If in the Providence area, contact  
Joe Potenza  
Director of Education &  
Employment  
TRAVELERS AID  
177 Union Street  
Providence, RI 02902  
401-521-2255 ext. 52

#### SOUTH CAROLINA

Ms. Regina Ratterree  
Bonding Services Coordinator  
SC Employment Security Commission  
1550 Gadsden Street  
P.O. Box 1406  
Columbia, SC 29202  
803-737-2593  
803-737-0140 fax

#### SOUTH DAKOTA

The state of South Dakota currently does not participate in the Federal Bonding Program. Please contact the One-Stop for assistance in finding employment. Refer the caller to their local One-Stop for general jobs and training assistance. For more information on the Federal Bonding Program, refer the caller to Ron Rubbin at 1-800-233-2258 ext. 246, OR

Roland Brack at 1-800-233-2258 ext. 271.

#### TENNESSEE

Ms. Becky Brooks  
Bonding Services Coordinator  
Job Service Program Support  
TN Dept of Labor & Workforce  
Development  
Davy Crockett Tower, <sup>th</sup> floor  
500 James Robertson Parkway  
Nashville, TN 37245  
615-741-3780  
615-741-6392 fax

#### TEXAS

Mr. John Ownby  
Bonding Services Coordinator  
ProjectRIO  
Texas Workforce Commission  
1117 Trinity, Room 206-T  
Austin, TX 78778  
1-800-453-8140 (within Texas)  
or 512-463-0834  
512-936-3090 fax

#### UTAH

Ms. Kathy Strieby  
Bonding Services Coordinator  
UT Dept of Workforce Services  
140 East 300 South, Room 231  
Salt Lake City, UT 84111  
801 526 9753  
801-526-9789 fax

#### VIRGIN ISLANDS

Ms. Joan-Arn Anthony  
Bonding Services Coordinator  
VI Dept of Labor  
P.O. Box 302608  
St. Thomas, USVI 00803  
340-776-3700 ext 2055  
340-774-5908 fax

**VERMONT**

Mr. Michael Calcagni  
Bonding Services Coordinator  
VT Dept of Employment & Training  
P.O. Box 488  
Green Mountain Drive  
Montpelier, VT 05601  
802-828-4350  
802-828-4374 fax

**VIRGINIA**

The Commonwealth of Virginia currently does not participate in the Federal Bonding Program. Please contact the One-Stop for assistance in finding employment. Refer the caller to their local One-Stop for general jobs and training assistance. For more information on the Federal Bonding Program, refer the caller to Ron Rubbin at 1-800-233-2258 ext. 246, OR

Roland Brack at 1-800-233-2258 ext. 271.

**WASHINGTON** (updated 03-21-03)

Rich Coleman  
Bonding Services Co-Coordinator  
Corrections Clearinghouse  
WA Dept of Employment Security  
P.O. Box 9046  
Olympia, WA 98507  
360-407-5156  
360-407-5218 fax

—OR—

Ramona Dahl  
Bonding Services Co-Coordinator  
360-407-5135 phone

**WEST VIRGINIA**

Mr. Allan L. Galloway  
Bonding Services Coordinator  
WV Bureau of Employment Programs  
1321 Plaza East  
Charleston, WV 25305  
304-558-0342  
304-558-1349 fax

**WISCONSIN**

Ms. Susan Sutter  
Bonding Services Coordinator  
WI Dept of Workforce Development  
201 E. Washington Avenue, Room G-200  
P.O. Box 7972  
Madison, WI 53707  
608-261-6863  
608-261-6956 fax

**WYOMING**

Ms. Julia Clouser  
Bonding Services Coordinator  
Employment Resources Division  
WY Dept of Employment  
P.O. Box 2760  
Casper, WY 82602  
307-235-3611  
307-235-3293 fax