

# Reentry Planner



**START**

*“Start where you are. Use what you have.  
Do what you can.”*

*—Arthur Ashe*

# What do you want your future to look like?

Greetings,

This interactive planner is designed to help you nurture engagement, self-motivation, and personalized reentry planning for your success. This planner will help you know it is not too early to start thinking about what you would like your future to look like.

“A clear vision, backed by definite plans, gives you a tremendous feeling of confidence and personal power.” - Brian Tracy

This planner is one tool that can help you start putting together a personalized plan and identify the necessary steps to accomplish it. You are the author of your story. Use this planner to make your life's vision clear and attainable. This planner will also guide you in taking time to be more introspective, reflective and goal oriented. Investing in yourself is the greatest investment you will ever make. You are worth it.

West Virginia Division of Corrections and Rehabilitation (WVDCR) is invested in your success. There are a variety of WVDCR teammates (facility leadership, unit staff, teachers, program facilitators, counselors, etc.) and a host of community partners (volunteers and service providers) ready to assist you on your journey to greater self-discovery, goal setting and reentry planning.

Our hope is that you will regularly utilize your planner from the moment you receive it as well as throughout your time with us. Use it as you evaluate where you are in life and where you want to be.

There will be struggles along the way, but the difficulties you have today are developing the strength you will need tomorrow. The journey will not be easy, but if you take advantage of the opportunities offered to you, it will be worth it.



# CONTENTS:

<b>Reentry Services.....</b>	<b>2</b>
<b>Identification.....</b>	<b>7</b>
<b>Addiction Recovery.....</b>	<b>12</b>
<b>Self-care.....</b>	<b>27</b>
<b>Family &amp; Community Support.....</b>	<b>47</b>
<b>Financial Obligations.....</b>	<b>55</b>
<b>Education.....</b>	<b>67</b>
<b>Employment.....</b>	<b>76</b>
<b>Transportation.....</b>	<b>94</b>
<b>Housing.....</b>	<b>100</b>
<b>Community Supervision.....</b>	<b>110</b>
<b>Appendix.....</b>	<b>117</b>

This Reentry Planner  
belongs to:

---

Parole Eligibility Date:

---

Minimum Discharge  
Date:

---

## Where do I start?

Reentry starts at intake. Consider your time in three phases (see below). Each day is one step closer to the day you reenter the community, and each step can be used to increase your likelihood of success. It does not matter if you are serving a short, long, or even a life sentence, the goal is to live a better life and that starts on day one.

WVDCR staff, Education Staff, PSIMED staff, Wexford staff, and volunteers play a significant role in your reentry. They make up a multi-disciplinary team that will conduct formal meetings towards the beginning and end of your incarceration. In between those formal meetings, your unit staff will help you plan and prepare for reentry through development of your case plan. Reentry staff are here to offer hope, reentry planning, guidance, and

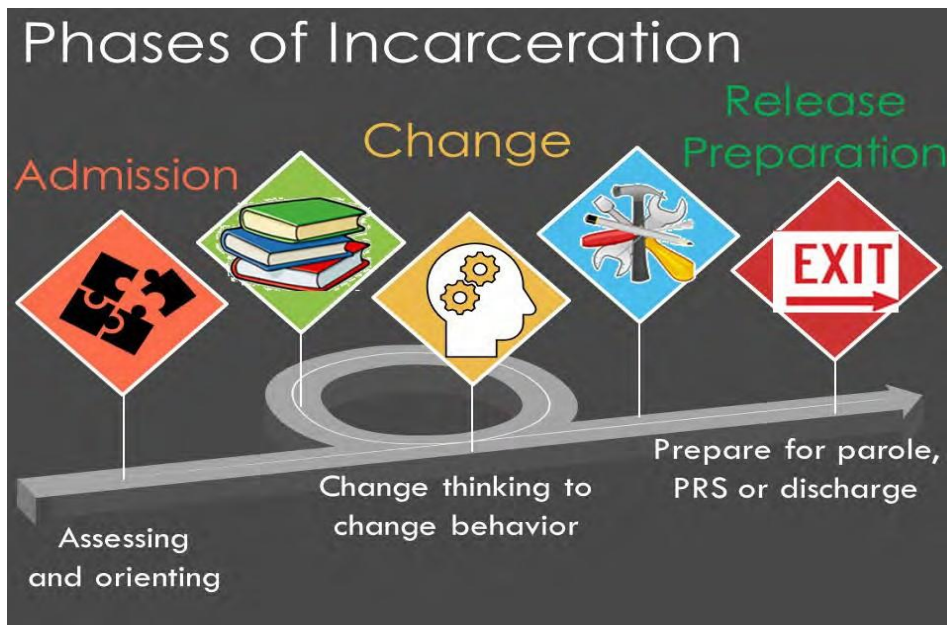
support as you develop a plan to achieve your goal for a better life on the outside.

A better future is possible—imagine it, create a plan, and get to work! Reentry staff will assist you in acquiring the essential skills and confidence needed to succeed when you return to the community.

Whether you are in need of a place to parole or assistance locating a community provider who can help you find a good paying job, your Reentry Coordinator can help.

Throughout this planner, you will have the opportunity to put your plans down on paper. Your planner is meant to be a living document. As your plans come together or situations change, information noted in your planner should change as well.

We understand it will look different for everyone and we are excited to help you develop a plan tailored for your success.



*“If you don’t like the road you’re walking, start paving another one.” - Dolly Parton*

## What are my roles?

Defining our personal identity can take a lifetime and to complicate matters, our identity changes throughout this time whether or not we consciously undertake a process of personal development. Things that did not matter before may suddenly matter to us, and things that used to matter a lot no longer do.

In our day-to-day lives, we often define ourselves through the roles we adopt within our household. These roles may include being a mother or a father, husband or wife, brother or sister, son or daughter, colleague, student, or friend. We may define ourselves through our profession, trade, or work. I am a nurse, I am a teacher, I am an electrician, and so on. We may also view ourselves as a member of a community, an office, school, or faith organization.

As you complete these pages and plan your life, it is important to identify all the things that make you –you. Remember, your current circumstances do not define you. We are all much more than our best or worst decisions.

1. Identify the roles that define you. In the space below, take a few minutes to write down as many words, roles, groups, and thoughts about your identity that you can think of.

---

---

---

---

---

2. Limit your roles to only those things you can influence right now during your incarceration. What are they?

---

---

---

3. Sometimes we need to let go of things that are weighing us down, that do not matter to us anymore, or that we cannot control. Identify the roles you want to let go of.

---

---

---

4. Identify the new roles you want to take on. Who would you be or what roles would you have in your perfect world?

---

---

---

## How can Reentry help me succeed?

If you are paroling or discharging without supervision, you will attend several formal reentry planning sessions with a Reentry Coordinator. These will help you understand what resources will be available to you during your incarceration and also upon release. If you have a post-release supervision order, you will meet with a Probation/Parole Officer toward the end of your sentence.

### Orientation

Within the first two weeks of your sentenced incarceration, you will be invited to attend a Reentry Orientation session where we will discuss how you can best utilize your time. No matter how much time you may have in your sentence, there will be opportunities afforded to you that can make your time productive. Whether you are going to be on parole supervision, on post-release supervision (PRS), or discharging without supervision, we will discuss what those processes look like and how to best prepare yourself for release.

### 120-180 days to release

As your parole hearing or discharge date nears, you will meet with a Reentry Coordinator to discuss what your plans are upon release. For Extended supervised release (180 days to probation) & Mandatory and Parole supervised release (120 days to parole). You will learn about available resources in the community where you intend to live. This will include assistance with locating a place to live, obtaining employment, managing medical or mental health needs, finding transportation, locating educational opportunities, and utilizing your positive support system.

### 30 days to release

If you discharge without supervision, you will meet with a Reentry Specialist to discuss the comprehensive plan that has been developed with you over the past 180 days. This is designed to ensure that you have safe housing and

transportation to your residence on the day of your release and provides information regarding specific providers in your community who can assist with anything from employment to educational opportunities.



**No matter the length of your sentence, there is something you can do TODAY to set yourself up for success in the future.**

**What will I do today to start the process of Reentry?**

---

---

## What else should I know?



In addition to meeting with a Reentry Coordinator, there is much more that will occur during your incarceration to help prepare you for release. During the admissions process, you will meet with medical staff, mental health clinicians, case management, and education providers to assess your unique needs. Once at your assigned facility, case management, program partners, volunteers, peer supporters, and others will continue working with you to identify and help achieve your reentry goals. You will have the ability to take part in cognitive behavioral interventions, such as Thinking for a Change. These will give you the tools to make better decisions and change thought patterns that lead to negative choices. Educational programs, volunteer programs, and vocational and life skills programs are also available.

### Clinical treatment

Approximately three years of your parole eligibility date (PED), minimum discharge date (MDD), or scheduled parole hearing, you will have the opportunity to participate in clinically-recommended treatment, such as substance use disorders (RSAT or CBI-SUA), Batterers Intervention Program (BIPP), or sex offense treatment if applicable. This is the ideal time to get the most benefit out of participating in your required treatment program(s).

### Community corrections

Details about Community Corrections eligibility can be found in Policy 455.02. This Policy outlines how community corrections operates and the freedoms and responsibilities you can expect. It also outlines the criteria selection to Community Corrections.

### Community supervision

Community supervision includes parole and post-release supervision (PRS). Both parole eligibility and PRS are determined by your sentence.

The Parole Board consists of thirteen members. You will sit with a panel of three of those members for your parole hearing. Completing required treatment programs, maintaining positive behavior and developing a detailed parole plan are key to gaining support from the Parole Board. A Reentry Coordinator will work with you to develop your plan for a parole residence, which will be investigated and approved by a Parole Officer.

PRS is ordered by the sentencing court and is non-negotiable. A Parole Officer will help you develop a plan for release, which must be approved by the court, prior to your release. Upon release, you are required to adhere to the established plan.







Valid identification documents are key to obtaining a job, renting an apartment, opening a banking account and accessing services in the community. Your successful reentry begins here.

# IDENTIFICATION

# IDENTIFICATION & IMPORTANT DOCUMENTS

Ensuring your success in the community requires that you have the valid identification documents.

A birth certificate, social security card, and state ID card will allow you to obtain a job, rent an apartment, open a checking/savings account, apply for benefits, vote, and access services in the community.

## Birth certificate

If your birth certificate is with a family member or friend, have them send it to the facility. It will be saved in the Records Office until your release. Then you will have it when you need it!

If it is determined that you need a birth certificate in order to obtain a state issued identification card, an application will be sent to you for completion, and the cost will be covered by NDCS. A birth certificate can be purchased at your own cost any time during your incarceration.

*Cost: Covered by NDCS, if qualified*

## Social security card

If your card is with a family member or friend, have them send it to the facility. It will be saved in the Records Office until your release. Then you will have it when you need it!

You can apply for a replacement when you are within 120 days of release, your scheduled parole hearing, or transfer to a community corrections center. Your facility Records Office completes this request, but housing unit staff and Reentry Specialists can help connect you, if needed.

*Cost: FREE*

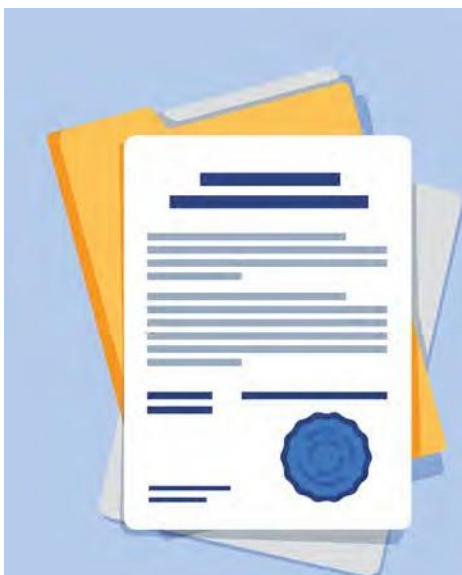
## State identification

You will need a state-issued identification card in order to be promoted to work release custody. *\*We will help you with this once you are transferred.*

You will need to present a certified birth certificate to obtain your ID. *\*Other forms of identity verification are also accepted.*

You will need to provide a Social Security Number or Exemption.

*Cost: \$28.50 (valid for 5 years)*



## Driver's license record

Consider contacting your state's Department of Motor Vehicles (DMV) for a copy of your driver's license record. This can give you a head start on resolving any fines or other problems with your license.

WV Division of Motor Vehicles  
PO Box 17020  
Charleston, WV 25317  
(304) 926-3952  
\$7.50 if you know DL number  
\$8.50 if you do not

*Available Online –  
<https://apps.wv.gov/DMV/SelfService/>*

## Green card

If you are not a U.S. Citizen, you will need this card to work, obtain a residence, and access services in the community. If you have lost yours, you can apply for a replacement through the U.S. Citizenship and Immigration Services:

USCIS Pittsburgh Field Office  
Penn Center East Bldg. 7  
777 Penn Center Blvd. Suite 600  
Pittsburgh, PA 15235

# IDENTIFICATION & IMPORTANT DOCUMENTS

## Military discharge papers

If you are a veteran, a copy of your DD214 can be a useful form of identification. It may also help you access any veteran benefits that you may be eligible for.

Contact:  
US Department of Veteran Affairs  
Veterans Justice Outreach  
600 S. 70th Street  
Lincoln, NE 68510

In addition, they can help with housing, employment, education, medical services, and mental health needs for incarcerated veterans.

## Selective Service

Virtually all male U.S. Citizens, regardless of where they live, and male immigrants, whether documented or undocumented, residing in the United States, who are ages 18 through 25 are required to register with Selective Service. Your registration may be required to receive employment, student loans, and various services in the community.

Registering with Selective Service **does not** mean you are joining the military! Young men must register within 30 days of being released from incarceration if they have not reached their 26th birthday.

To check if you are registered, go to: [www.sss.gov](http://www.sss.gov). Write an Interview Request to your facility Records Office for help.

## We're here to help!

Reentry Staff  
Housing Unit Staff  
Records Managers  
Parole Officers  
Education Staff  
PSIMED staff  
Wexford Staff  
Volunteers

**Note:** Upon the day of release, your Reentry Coordinator will offer to set up an appointment with the **DMV** to get a **state ID**. You may decline this offer, but it would be a great benefit for you to accept this offer. If you are paroling, you will be given a copy of the checklist which has your home plan address on it and it will act as one form of address verification. If you are discharged, you will need to follow DMV protocol.

---

---

---

---

# Reentry Action Plan – Identification & Important Documents:

Do I have all my documents?

---

---

---

What am I doing now to obtain my documents prior to release?





**Achieving recovery is only a step away. It is your personal journey towards improved health and well-being. Recovery is change and through this change you will find hope, happiness, and freedom.**

# **ACHIEVING RECOVERY**

# ACHIEVING RECOVERY

Have you ever thought that if you were able to just “get clean” and stop using drugs or alcohol that all your problems would be solved?

Recovery is more than just the absence of drugs in your system.

There are many different pathways to achieve recovery which can sometimes be a complex process. You may encounter hardships and obstacles along the way. However, it is important to know that setbacks, while not inevitable, can happen but that is not the end result. Recovery is a process of change and improvement. It takes time and, for some, it is a lifelong process. This is your own unique journey of personal growth.



This is why recovery from any substance addiction does not start with abstinence. It starts with HOPE. Hope is not just wishful thinking. It is the foundation for recovery. Hope allows you to see beyond your current situation to a better one. With hope you have the ability to say, “I am hurting, I’ve made choices I’m not proud of, but I can do better and I am not giving up!”

Hope encourages emotional ownership, builds confidence for the future, inspires self-leadership, and encourages you to get real about your feelings. Yet, hope alone cannot achieve recovery. WVDCCR will provide you with tools to assist you and launch your journey to recovery.

*“The only person you are destined to become is the person you decide to be.”  
– Ralph Waldo Emerson*

# ACHIEVING RECOVERY

WVDCR provides a variety of treatment programs to help people break away from addiction and reclaim their lives.

## **Residential Substance Abuse Treatment Program (RSAT): Prison Offenders**

### **LS-CMI recommendation**

Provides treatment in a therapeutic community by a team dedicated to providing quality care to people in need. Participants will receive addiction education, family and parenting education, financial stability education, recovery counseling, Cognitive-Behavioral Therapy, Moral Reconciliation therapy, relapse prevention tools, and socialization skills. Transition planning including referral to community services, and Re-entry services are provided with ongoing support as they learn skills to navigate the barriers to success.

## **Non-Residential Services-Cognitive Behavioral Interventions for Substance Use Adults (CBI-SUA):**

Participants will receive addiction education, recovery counseling, cognitive-behavioral training, relapse prevention tools, transition planning including referral to community services, and ongoing support as they learn skills to navigate the barriers to success. Continuing care is held in a classroom environment while living in general population. The goal is to serve individuals in a pre-treatment motivational enhancement phase to build recovery tools and develop support through group and individual meetings.

## **Getting Over Addicted Lifestyles Successfully (G.O.A.L.S.): Judge's recommendations only**

Provides treatment in a therapeutic community by a team dedicated to providing quality care to people in need. Participants will receive addiction education, recovery counseling, cognitive-behavioral training, relapse prevention tools, transition planning including referral to community services, and ongoing support as they learn skills to navigate the barriers to success.

### **Space to write my thoughts:**

---

---

---

---

---

---

---

---



## Overcoming Addiction: My Journey from Prison to Practicing Lawyer and Advocate

By: Suzula Bidon on December 14, 2017

Ten years ago I was in federal prison. Today I'm a lawyer and an entrepreneur, and I have an amazing life. It took a lot of work, pain, and discipline to get here, but I wouldn't change a thing.

My experience – all of it – makes me the uniquely powerful and effective woman I am today.

### My Struggles

I spent my entire adult life struggling with addiction and depression. I started with the gateway drugs – alcohol and tobacco – as a teenager. Both tasted nasty to me, and I didn't particularly like the feeling of being drunk. What I loved was having something I could take – something external – to change the way I felt inside. I picked up marijuana in high school, then discovered – and quickly became addicted to – heroin in college.

With the help of methadone, I graduated from college. In the following years, after numerous failed attempts at treatment and sobriety, I found myself addicted to methamphetamine. I started dealing small amounts to support my own addiction. Then, in 2005, I sent some meth through the mail to a friend. The package was intercepted and I was indicted on a felony conspiracy drug charge that carried a potential 10-year sentence.

Faced with such severe consequences, anyone without the disease of addiction would have been able to stop using drugs. I couldn't. I served a year in prison, got out and relapsed. When my continuing use was discovered, the court revoked my supervised release, and I finally broke. I begged for help, and thanks to my public defender, I was allowed to go to treatment. That was more than nine years ago, and I've been in recovery ever since.

### Recovery and the System

Unfortunately, the court was not interested in my recovery. After completing treatment, when I returned to court for my revocation hearing, the judge told me that I hadn't learned my lesson, and he was going to teach it to me.

He sent me back to prison for 18 months, in a maximum-security facility, for relapsing.

The first time I went to prison, to serve the year-long sentence for sending drugs through the mail, I was still trapped in the irrational mindset of addiction. I told myself that it wasn't my drug use that was the problem; I had been set up. It was a fluke. I would do my time and use the experience to write a best-selling memoir.

The second time, I had just completed treatment and I was ready and willing to stay sober and do whatever it took to build a life in recovery. The injustice of being sent back to prison for relapsing – for having the disease of addiction – broke me in a different way. I decided that I needed to change things, and to do that I would become a lawyer.

When I got out of prison, one of the first calls I made was to the state bar association. I told them about my past and asked if I could legally become a lawyer. The person I spoke with confirmed that my past did not disqualify me from becoming a lawyer. All I would have to do is prove my rehabilitation when the time came after I had graduated from law school and passed the bar exam.



### Choices and Decisions

Fresh out of prison, it took me months to find a job at a bagel shop making \$7.25 an hour. I was ashamed, resentful, and angry. I whined about it to a friend, and after listening to me vent, he said, "I don't think you understand the difference between a decision and a choice." He held up two pens. "Pick one," he said. So I picked one. He asked me why I picked that one. I explained that I liked the color. He said, "That's a decision. Try again." Several more times I chose a pen and explained why. Finally, after choosing a pen again, he asked me why I chose it, and in frustration I said, "Just because! For no reason at all!" "Exactly," he said.

I was still confused. He went on to explain that I was working at the bagel shop because I had decided that was what I needed to do to get where I wanted to go in my life – just like choosing one of two pens because I liked one color better, or one shape. What I hadn't done with the bagel shop job was choose to be there. I wasn't choosing every day how to show up. So from that day forward, rather than focusing on the negative and being irritated that I had to be at that job, I chose to show up without resentment and make the best bagel sandwiches I could – with a smile on my face. That lesson about decision and choice continues to serve me every day. We all have to make decisions, and there isn't always an ideal option or even an option that we want. Sometimes it comes down to picking the lesser of two evils. What we do always have is

# ACHIEVING RECOVERY

choice: how we show up once we've made a decision. I may not be able to control my circumstances, but I can always choose my attitude.

I kept working at the bagel shop and I took the law school admission test. Thanks to 15 months in prison studying, I got a good score. I applied to four local law schools and was rejected by them all. I was discouraged but still hopeful, so I made appointments with the admissions directors and asked them if I had any chance of getting in. They all said yes, but they just needed me to have a little more time out of prison with continued sobriety before they were willing to take that risk.

I reapplied to law school and I got in. Three of the schools even offered me partial scholarships! I started school in 2011.

## Facing My Past

During my undergraduate years, college had been a backdrop for my addiction. This time was totally different. I loved law school. I soaked up knowledge and cultivated authentic, meaningful relationships with everyone I could: professors, senators, representatives, judges, deans, you name it.

The administration at the law school knew about my past because I had to disclose everything on my application, but I didn't share it with anyone else. A few students and professors who had Googled me pulled me aside to mention that they knew, but to my surprise, they were supportive. Still, I lived with a constant fear that at some point my past would become known and I would be exposed.

The moment finally came at the beginning of my last year in law

school. I had chosen to do an internship with a county district court judge, which required a background check. I remember a gut-wrenching sinking feeling and thinking, "Well, here it is. It's over." I asked the judge if I could speak with him privately. We sat down in his chambers and I told him about my past. By the time I finished I was crying. He looked me in the eye and said something I'll never forget: "I spend my days sending people to prison, and you are the miracle that I hope for everyday." (He actually asked, "Can I brag about you to the other judges?" to which I said, "Um, please don't.") From that day forward he treated me as an equal, and he often asked for my insight on issues given my experience.

During law school, I volunteered more than 800 hours of pro bono legal services as a certified student attorney. I helped women being released from state prison with their civil legal matters so that they would have a better chance of successful reentry into their communities. I also provided pro bono criminal defense representation in a diversionary treatment court where individuals with mental illness received treatment rather than punishment. Talk about coming full circle!

I graduated magna cum laude, and was one of six students out of a graduating class of more than 200 to be nominated by the faculty and administration for the "Student of Merit Award".

I took the bar exam and passed. I received a letter from the board of law examiners congratulating me on passing the exam, but telling me that I would not be licensed due to character and fitness issues.

The next six months were hell – talk about re-traumatizing. I had

submitted character affidavits and documentation of more than seven years of proven recovery and rehabilitation, but none of that mattered. The licensing board required me to participate in adversarial hearings, undergo psychological testing and a chemical dependency evaluation, and provide urinalysis. Finally, after six months of jumping through hoops, the board gave me a license to practice law.

## Paying it Forward

That was two-and-a-half years ago. Today, in addition to practicing law, I get to teach legal professionals about addiction and recovery. After a recent lunchtime presentation for judges and prosecutors, a judge approached me with tears in her eyes. She said, "I wish I had heard your story earlier. This morning in court, I sentenced a woman to jail time for relapsing, and I don't think I would've done that if I had heard your story beforehand."

I got goosebumps. What I once considered my unredeemable and shameful past has become one of my greatest assets.

## After reading this story, how do I see my future?

---

---

---

---

# ACHIEVING RECOVERY

## Has alcohol or substance use caused problems in your life?

This self-assessment is designed to help you identify how an addiction or substance abuse problem can impact your life. Complete this assessment honestly and with an open mind. The results are for your own self-reflection and are not intended to replace the results of an assessment performed by a licensed clinician.

1	Do you ever use a drug for anything other than a medical reason?
2	When you use, do you use more than one drug at a time?
3	Do you use more than once per week?
4	Have you ever abused prescription medications?
5	Have you ever tried to stop using but couldn't stay stopped?
6	Do you ever feel ashamed or guilty after using?
7	Have your relationships with friends become distant?
8	Do you spend less time with your family and more time with friends who use?
9	Have your family or friends talked to you about your use?
10	Do your family members or friends complain about your use?
11	While under the influence, have you gotten into fights with other people?
12	Have you ever lost a job due to coming in late, mistakes, or poor work performance due to your use?
13	Has your use caused problems or gotten you into trouble at your workplace?
14	Have you been arrested for illegal drug possession or use of alcohol?
15	Do you participate in illegal activities in order to get your fix?
16	When you stop using, do you experience any withdrawal symptoms or feel sick?
17	Has your use ever resulted in blackouts?
18	Have you ever had medical problems such as memory loss, convulsions, bleeding, etc. as a result of your use?
19	Have you ever looked for or received help for your usage habits?
20	Have you participated or been in any type of treatment for your usage?

If you answered yes to more than five of the questions on the quiz, you may want to consider making changes in your life.

## Tips for achieving recovery:

**Stay Out of Risky Situations:** This may mean that you do not spend time with someone you used to use drugs with or go somewhere you used to drink. For example, you might take a new way home from work to keep from going past your favorite old hangout.

**Build a Support Network:** Lean on close friends and family for support even if your relationships are not what they used to be. Think about going to counseling or family therapy to help with that and to deal with other personal issues. Stay in touch with your sponsor and call them if you are feeling anxious or uncomfortable.

**Find a Peer Support Group:** Organizations like Alcoholics Anonymous or Narcotics Anonymous are other ways to build a support network. You can try different meetings for the different groups to find one that's right for you.

**Manage Your Urges:** While most urges last only 15 to 30 minutes, it can be hard to fight them off. You might try a substitute like chewing gum or stating a personal mantra: "I am stronger than this, and it will pass." Staying busy is also a great way to distract yourself. Some people find it helpful to keep a journal. Write down the things that bring you joy and things you are grateful for then go back and read it during tough times.

**Find an Activity that Means Something to You:** You may want to start an exercise routine. Exercise releases brain chemicals called endorphins, which can make you feel good. Or maybe you would rather spend your time volunteering for a good cause like an animal shelter or hospital. Whatever it is, new activities can lead to new friends with interests like yours.

**Learn to Manage Stress:** At some point in your recovery, you will feel stressed out. When things happen, find a sober friend or loved one you can talk to for support. Try to keep your schedule flexible enough that you have time for group meetings and other things that can help you get through rough stretches.

**Learn to Relax:** When you are tense you tend to do what is familiar. When you are relaxed you are more open to new things. Different strategies work for different people. You might try: Yoga, meditation, reading, a nature walk, a massage, a bath, music, breathing exercises etc.

**Manage Physical Pain:** If you recently had surgery or an injury, your doctor will be careful with the pain medication they give you because some of those drugs can make you more likely to relapse. Ask your doctor about non-medical ways to manage your pain, like massage or acupuncture.

**Prepare Your Story:** Decide what you will say if someone asks why you're sober. You can try to avoid the conversation, but it is good to have a response ready in case that is not possible. If the question comes from someone you know well, you may want to say that drugs or alcohol became a problem for you. If you do not know the person well, simply saying you have to get up early the next morning or you quit for health reasons should be enough.

**Be the Designated Driver:** This gives you a quick and easy explanation for why you are not drinking. It also gives you a sense of purpose that can help you stay focused.

# ACHIEVING RECOVERY

## My personal recovery plan:

Creating a personal, written recovery plan is important for several reasons. It gives you a blueprint to follow. It provides a structured, reliable list of good ideas to get or keep you on track as you pursue your recovery goals. It can be too easy to forget or avoid commitments if they are merely ideas that are held in your mind. This is especially true if you become stressed, if you experience a break in motivation, or if you find yourself facing temptation. By writing out a formal, detailed plan, specifically designed with your needs and goals in mind, you greatly improve your chances of sustaining your recovery efforts.

### Personal triggers that put me at risk for using:

**Ex.** *Going to the bar after work with my co-workers. Drinking a couple beers while fishing.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Ways I will increase my self-care:

**Ex.** *I will go to bed by 11p.m., so that I get a good night's rest.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### How I will address each trigger:

**Ex.** *I will drive home immediately after work. I will take a cooler of soda to drink and select sober friends to go fishing with.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### My relapse prevention strategies:

**Ex.** *If I feel the urge to use, I will call my sponsor instead. I will attend 12-Step meetings each week.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Commitments that will help me stick to my recovery plan:

**Ex.** *I will attend my daughter's graduation celebration in June.*

---

---

---

---

---

## Advice from those who have been there:

Here are some words of wisdom from people who have been incarcerated.

### What advice would you give to people who are about to re-enter society?

"It's important to write plans and goals down, to be organized, complete a resume, get addresses, and phone numbers of places you need to go to get your license, healthcare, etc. It's easy to become overwhelmed with these simple tasks. Always keep a positive attitude!"

"Stay focused and determined. There are going to be a number of battles and deterrents throughout this new phase of life. Things will not be easy by any means. However, use the bad days as motivation. Remember where you have been and how far you have come, and mostly stay focused on where you are headed. You've already made it through the darkest part, keep headed toward the light at the end of the tunnel. "

### What should people expect to face when they are released?

"Upon release, people should expect to face change and adversity. Coming out, no matter how long a person was gone, is going to be difficult. In the eyes of many, you are nothing more than a criminal. Society will be quick to take the ex-felon label and run with it. It's up to us as ex-felons to show society that we are just as capable and worthy of being productive members of society as anyone. It's up to us to change the stigma that comes with being labeled as an ex-felon."

### What worked best for you in terms of finding your footing outside of prison?

"Staying vigilant, not giving up, and staying positive. You're going to get rejected and some things are not going to pan out the way you thought but having a great "can-do" attitude will take you a long way. Take what you can get until you find the job you want. Everything helps! Also, don't be scared to ask for help. One of the best things for me that helped find my footing was the support from family and friends. They are a valuable resource to help you along your way. From information about simple everyday tasks that you no longer know how to do, to links to jobs, to getting positive feedback on how you are doing."

"The best thing I did for myself coming out was to use the resources given to me by the Department of Corrections. I know that no one coming out wants to continue to be hand-in-hand with the DOC, however the resources that they provide are beneficial. Since my reentry almost four years ago I have secured and maintained employment, and obtained a place of my own all with the help of the programs I was put into upon my release."

### What do you wish you would've known or been told before your release?

"I wish I would've been told things are not as easy as I thought. As a prisoner, it is easy to just say, 'when I get out I'm going to get a job, buy a home, start a family,' but the reality of it is, it takes hard work to obtain these things. They don't just suddenly happen as you think; so I wish I would've been told that."

"I wish I had known and gotten a head start on the proper identity papers. Particularly the birth certificate and Social Security Card."

## Reentry Action Plan – Achieving Recovery:

Do I struggle with substance use disorder?

---

---

---

If yes, do I have a relapse prevention program and a sponsor/sober support group?

---

---

---

If no, do I have a plan to remain substance-free even in stressful circumstances?

---

---

---

Who can I call if I find I am feeling overwhelmed?

---

*“Sometimes the smallest step in the right direction ends up being the biggest step of your life. Tiptoe if you must, but take the step.” – Naeem Callaway*

# ACHIEVING RECOVERY

My First 48 hours plan:

## Day One

7:00 AM

8:00 AM

9:00 AM

10:00 AM

11:00 AM

12:00 PM

1:00 PM

2:00 PM

3:00 PM

4:00 PM

5:00 PM

6:00 PM

7:00 PM

8:00 PM

9:00 PM

10:00 PM

11:00 PM

Notes:



# ACHIEVING RECOVERY

My First 48 hours plan:

## Day Two

7:00 AM

8:00 AM

9:00 AM

10:00 AM

11:00 AM

12:00 PM

1:00 PM

2:00 PM

3:00 PM

4:00 PM

5:00 PM

6:00 PM

7:00 PM

8:00 PM

9:00 PM

10:00 PM

11:00 PM

Notes:

# ACHIEVING RECOVERY

## *Support in the community:*

Listed below are resources available to you in the community to assist you with re-entry.

WV Department of Human Services  
[DHHRSecretary@wv.gov](mailto:DHHRSecretary@wv.gov)

### **The REACH Initiative**

2207 Washington St. East  
Charleston, WV 25301  
855-WV REACH/ 855-987-3224  
<https://wvreentry.org>

Help 4 WV  
1-844-HELP4WV  
<https://www.help4wv.com/>

WV Waymakers  
<https://www.waymakers.org>

Alcoholics Anonymous  
<http://www.aa.org/>

Narcotics Anonymous  
<https://na.org/>

Celebrate Recovery  
<https://www.celebraterecovery.com>

**National Suicide and Crisis Lifeline 24/7**  
Just dial **988**  
For **Veterans** dial **988 then 1**

Jobs & Hope WV  
<https://jobsandhope.wv.gov>

WV Dept. of Veterans Affairs  
<https://veterans.wv.gov>

Vivitrol  
<https://www.vivitrol.com>

**West Virginia Reentry Councils**  
**Southern West Virginia Councils**

### **Charleston**

Counties Served: **Kanawha**  
Chair & Co-Chair: John Sylvia, [jsylvia@live.com](mailto:jsylvia@live.com); Edna Gooch, [edna.gooch@prestera.org](mailto:edna.gooch@prestera.org)  
Day of Month: 2nd Wednesday at 10 a.m.

### **Huntington**

Counties Served: **Cabell, Wayne, Lincoln**  
Chair & Co-Chair: Chris Lovins, [chris.lovins@proteabhc.com](mailto:chris.lovins@proteabhc.com)  
Day of Month: 1st Friday at 11:30 a.m.

# ACHIEVING RECOVERY

## **Logan**

Counties Served: **Logan**

Chair & Co-Chair: Amber Blankenship, [ablankenship@wvreentry.org](mailto:ablankenship@wvreentry.org); Heather Gregory, [hgregory@wvreentry.org](mailto:hgregory@wvreentry.org)  
3rd Thursday at 1 p.m.

## **Princeton**

Counties Served: **Mercer, McDowell, Summers, Monroe**

Chair & Co-Chair: Talohmekie Calvo, [talohmekiecalvo@shcmhc.com](mailto:talohmekiecalvo@shcmhc.com)  
3rd Tuesday at 10 a.m.

## **Martinsburg**

Counties Served: **Berkeley, Morgan, Jefferson**

Chair & Co-Chair: Will Carpenter, [wcarpenter@berkeleywv.org](mailto:wcarpenter@berkeleywv.org)  
1st Tuesday at 10 a.m.

## **Beckley**

Counties Served: **Raleigh, Fayette**

Chair & Co-Chair: [councils@wvreentry.org](mailto:councils@wvreentry.org)  
3rd Monday at 10 a.m.

## **Oceana**

Counties Served: **Wyoming**

Chair & Co-Chair: Tabatha Ellis-Land, [tabathaellis@shcmhc.com](mailto:tabathaellis@shcmhc.com)  
3rd Thursday at 3 p.m.

## **Boone**

Counties Served: **Boone**

Chair & Co-Chair: Alisha Woodson, [alisha.woodson@ctcprograms.com](mailto:alisha.woodson@ctcprograms.com)  
2nd Monday at 3 p.m.

## **Nicholas/Webster**

Counties Served: **Clay, Nicholas, Webster**

Chair & Co-Chair: Natalie Starcher, [brooknatalie6@gmail.com](mailto:brooknatalie6@gmail.com)  
2nd Thursday at 3 p.m.

## **Mason**

Counties Served: **Mason, Jackson, Putnam**

Chair & Co-Chair: [councils@wvreentry.org](mailto:councils@wvreentry.org)  
1st Friday at 3 p.m.

## **Greenbrier**

Counties Served: **Greenbrier, Pocahontas**

Chair & Co-Chair: Jennifer Crane, [jcrane@osteovwsom.edu](mailto:jcrane@osteovwsom.edu)  
3rd Monday at 3 p.m.

## **Mingo**

Counties Served: **Mingo**

Chair & Co-Chair: Aaron Blankenship, [aaron.blankenship@prestera.org](mailto:aaron.blankenship@prestera.org)  
3rd Friday at 3 p.m.

## **Northern West Virginia Councils**

### **Parkersburg/Wood**

Counties Served: **Pleasants, Ritchie, Wood, Wirt**

Chair & Co-Chair: Dominique Kirl, [dominique.kirl@wvesc.org](mailto:dominique.kirl@wvesc.org); Melissa Morrison, [melissa.morrison@wvesc.org](mailto:melissa.morrison@wvesc.org)  
2nd Friday @ 10 a.m.

**Grant/Hampshire (Potomac Highlands)**

Counties Served: **Hampshire, Mineral, Hardy, Pendleton, Grant**

Chair & Co-Chair: Eric Vacovsky, [eric.vacovsky@potomachighlandsguild.com](mailto:eric.vacovsky@potomachighlandsguild.com); Kathran Richardson, [kathranr@potomachighlandsguild.com](mailto:kathranr@potomachighlandsguild.com)

1st Thursday at 10 a.m.

**Morgantown/Monongalia**

Counties Served: **Marion, Monongalia, Preston**

Chair & Co-Chair: Tonya Helmick, [tonya@wvsls.com](mailto:tonya@wvsls.com)

2nd Tuesday at 10 a.m.

**Ohio/Marshall**

Counties Served: **Ohio, Marshall, Tyler, Wetzel**

Chair & Co-Chair: Donna Hudson, [donna@hudson@gmail.com](mailto:donna@hudson@gmail.com)

4th Wednesday at 3 p.m.

**Hancock**

Counties Served: **Brooke, Hancock**

Chair & Co-Chair: [councils@wvreentry.org](mailto:councils@wvreentry.org)

4th Wednesday at 10 a.m.

**Upshur/Lewis**

Counties Served: **Upshur, Lewis, Braxton**

Chair & Co-Chair: [councils@wvreentry.org](mailto:councils@wvreentry.org)

3rd Tuesday at 3 p.m.

**Elkins/Randolph**

Counties Served: **Randolph, Tucker**

Chair & Co-Chair: [councils@wvreentry.org](mailto:councils@wvreentry.org)

3rd Tuesday at 10 a.m.

**Harrison**

Counties Served: **Barbour, Doddridge, Harrison, Taylor**

Chair & Co-Chair: Lou Ortenzio, [louortenzio@gmail.com](mailto:louortenzio@gmail.com), [304-677-8880](tel:304-677-8880); David Byerley, [davidb757@gmail.com](mailto:davidb757@gmail.com), [304-476-2693](tel:304-476-2693)

3rd Wednesday at noon

**Calhoun/Gilmer**

Counties Served: **Calhoun, Gilmer, Roane**

Chair & Co-Chair: Tina Persinger, [calhounfm@gmail.com](mailto:calhounfm@gmail.com), [304-354-7177](tel:304-354-7177)

**Pretera Center**

511 Morris Street

Charleston, WV

(304) 525-7851



There are practices you can adopt to elevate your mood, become more resilient, and enjoy life to the fullest.

# SELF-CARE

# SELF-CARE

A clear distinction is often made between 'mind' and 'body,' but when considering mental health and physical health, the two should not be thought of as separate.

Poor physical health can lead to an increased risk of developing mental health problems. Similarly, poor mental health can negatively impact your physical health.



Your mental health influences how you think, feel, and behave in daily life. It also affects your ability to cope with stress, overcome challenges, build relationships, and recover from life's setback and hardships.

Strong mental health is not just the absence of mental health problems. Being mentally or emotionally healthy is much more than being free of depression, anxiety, or other psychological issues.

Rather than the absence of mental illness, mental health refers to the presence of positive characteristics. Do you have the ability to laugh and have fun? Do you have a sense of meaning and purpose? Do you have the ability to build and maintain fulfilling relationships?

These are all things people who are mentally healthy have.

If you find yourself constantly going down a negative path with your thoughts, there are ways to untwist your thinking.

During your incarceration there will be stressful situations that arise. Having a game plan and ways to reduce your stress before it occurs can help you get through those circumstances.

Anyone can suffer from mental and emotional health problems—and over a lifetime most of us will.

The good news is: you do not have to feel bad.

There are practices you can adopt to elevate your mood, become more resilient, and enjoy life more. Ask your unit staff about intentional peer support and if it is available in your facility.

## What happens upon intake:

You will receive a medical screening upon admission to any NDCS facility.

During this screening, it is important to be honest with the physician about your circumstances, as that is the only way medical staff can attend to your specific needs and concerns.

But do not leave it at that—make sure that you are taking care of yourself throughout your incarceration by making healthy choices and getting medical attention when needed.

### Sick Call

Clinical Services are available to patients in a clinical setting at least five days a week and are performed by a physician or other qualified health care professionals. Request by writing an Interview Request Form.



### Dental

Routine and emergency dental care is provided to each individual sentenced to NDCS under the direction and supervision of a licensed dentist.



### Medical and Dental Devices

Medical or dental adaptive devices are provided when the health of the patient would otherwise be adversely affected, as determined by the responsible physician or dentist.



### Chronic Care

Chronic and convalescent care is available to patients with chronic conditions that require periodic care and treatment.



### ADA Policy

NDCS will make reasonable accommodations to provide individuals access to activities, services, and programs. Any individual may request information or make a request for accommodation under the ADA by contacting the NDCS ADA Coordinator. A request for accommodation must be done in writing.

### Family Health

Family Planning and family health education is offered through a variety of services and programs including pregnancy testing, prenatal care, postpartum follow-up, and discharge family planning.



## Why It's Important to Care for Your Mental Health

By Dr. Glen Xiong

Mental health is integral to living a healthy, balanced life. According to the National Alliance of Mental Illness (NAMI), one in five American experience mental health issues which translates to more than 40 million adults a year.

Our mental health encompasses our psychological, emotional, and social well-being. This means it impacts how we feel, think, and behave each day. Our mental health also contributes to our decision-making process, how we cope with stress and how we relate to others in our lives.



### Why is emotional health important?

Emotional and mental health is important because it's a vital part of your life and impacts your thoughts, behaviors, and emotions. Being healthy emotionally can promote productivity and effectiveness in activities like work, school or caregiving. It plays an important part in the health of your relationships and allows you to adapt to changes in your life and cope with adversity.

How can you improve your emotional health day-to-day?

There are steps you can take to improve your mental health every day. Small things like exercising, eating balanced and healthy meals, opening up to other people in your life, taking a break when you need to, remembering something you are grateful for and getting a good night's sleep, can be helpful in boosting your emotional health.

### When is a good time to reach out for help?

Issues related to mental health can impact different people in different ways. If you start to see changes in your overall happiness and relationships, there are always ways to get the support you want. Here are some ways you can get help:

- Connect with other individuals, friends, and family – Reaching out and opening up to other people in your life can help provide emotional support.
- Learn more about mental health – There are many resources you can turn to for learning more about emotional health. Some examples include Psychology Today, National Institute of Mental Health, and Anxiety and Depression Association of America.
- Take a mental health assessment – An assessment can help determine if stress, anxiety or depression may be having an impact on your life. Doctor On Demand offers a free and private online mental health assessment that you can take at any time.
- Talk to a professional – If you start to feel like your emotional health is starting to impact you, it may be time to reach out for extra support. With Doctor On Demand, you can see a psychologist or psychiatrist and find the personalized support you want.

Lastly, you can also learn more about taking care of your mental health on our blog. Discover ways to take a healthy approach to your emotional wellness, as well as understand issues like depression and how it can affect men and women differently. Read more articles by our caring team of psychologists and psychiatrists to help support a healthy mind and lifestyle.



## How to deal with negative thoughts and feelings:

You are not alone. Many of us have negative thoughts at different points in our lives. Feeling down is not a character defect, and it doesn't mean that you are crazy, weak, or flawed. It only means that you are human, and the things you are dealing with right now are weighing heavily on you. Sometimes, the pain can seem overwhelming and permanent at the moment. With time and support, you can overcome these problems and the pain of these feelings will pass.

### Why do I feel this way?

The intense emotional turmoil that you are feeling can distort your thinking, so it becomes harder to see possible solutions to problems or to connect with those who can offer support.

Although it might seem as if your pain and unhappiness will never end, it is important to realize that crises are usually temporary. Solutions are found, feelings change, and unexpected positive events occur. Remember, you do not want to do anything during this time that will have lasting consequences to this temporary problem.

### Things to do when feeling negative:

- Talk with someone every day.
- Make a safety plan. Develop a set of steps that you can follow during a crisis.
- Keep a regular routine as much as possible, even when your feelings seem out of control.
- When possible, spend at least 30 minutes outdoors each day
- Exercise as vigorously as is safe for you. To get the most benefit, aim for 30 minutes of exercise per day.
- Make time for things that bring you joy.
- Remember your personal goals.

### Things to avoid when feeling negative:

- Being alone. Solitude can make negative thoughts even worse.
- Alcohol and drugs. They can increase depression, hamper your problem-solving ability, and can make you act impulsively.
- Doing things that make you feel worse. Listening to sad music, looking at certain photographs, or reading old letters can increase negative feelings.
- Thinking about suicide.

## Mindful breathing:

Self-guided meditation is just one technique you can use to clear out negative energy from your mind and promote positive thinking and inner peace. Granted, calming your mind can be a challenge, but with practice, it can become second nature!

### Step 1: Sit

Sit in a cool, quiet, comfortable space. Place your hands on your knees or in your lap. You can place your hands in Gian Mudra position by letting the backs of your hands rest on your knees and connecting your thumb and index finger on both hands.

### Step 2: Recognize

Recognize how you feel. In this instance, recognize any negative emotions or feelings floating around in your mind or body. Pinpoint where you feel that negativity in you body, and calmly observe it in a non-judgmental manner. Let it be, and know that it is okay (and completely normal!) to experience negativity.

### Step 3: Breathe

As you take inventory of how you feel in your mind and body, take some slow, deep breaths. Feel the breath make its way into your nose, all the ways down your throat, into your chest and down into your abdomen, swirling up and out as a sigh through your mouth. Begin to feel the breath in your body and listen to it as it comes in and goes out without much effort at all.

### Step 4: Feel

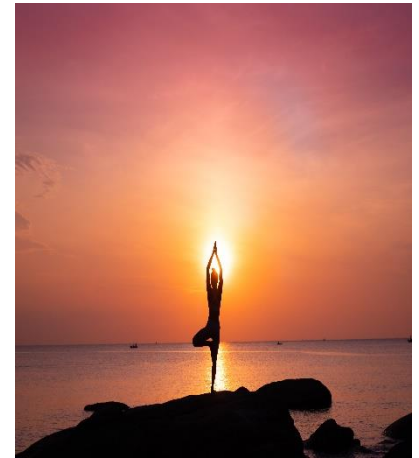
Breathe as you focus on the spot in your body where you feel negative energy. For example, if you feel anxiety or stress in your chest, take a deep breath and notice how your chest responds. Allow the uncomfortable feeling to be there. Sometimes, with the experience of anxiety, it's even useful to welcome it, using a "bring it on" mentality. Let it come and welcome the negative feeling warmly. Allow yourself to feel it and do not attempt to fight it.

### Step 5: Focus

Whenever your mind starts to wander, allow your mind to focus again on your breath. Listen to the sound of it, and feel it as it enters and leaves your body. It's completely normal to have several thoughts swirling around as you are trying to focus on your meditation. Let them be there, and just observe them without judgment. A good way to handle thoughts during a meditation is to simply recognize them, accept them, sit with them and then release them. You can picture them as clouds floating by in the sky or as stones in a stream.

### Step 6: Be

Finally, sit and just be. Continue to breathe, listen to each breath, and feel how your body responds. Practice acceptance of the negative feelings, watch them come and go, and know that all is well and that you can breathe through anything that life throws at you.



## Stress reducers:

- Procrastination is stressful. Do not put off until tomorrow what you can do today.
- Surround yourself with positive people!
- Accentuate the positive—use positive self-talk!
- Do one thing at a time. Plan and prioritize. Work first on the most important things on your list.
- Forget about counting to 10, count to 100.
- Take care of today as best you can, and the yesterdays and tomorrows will take care of themselves.
- Forgive. Forgive. Forgive.
- Do not turn wants into needs.
- Learn something new.

**What is stressful to me? This could be a person, place or event.**

---

---

---

**How does stress affect me?**

---

---

---

**When am I the most vulnerable to stress?**

---

---

---

**What are three things I do now to manage stress?**

---

---

---

**What new strategies could I use to manage stress?**

---

---

---



## How I can take care of myself mentally:

1. What can I and/or others do to help me stay mentally well?

---

---

---

2. What are the early signs that I am becoming unwell?

---

---

---

3. What do I and/or others need to do if I experience these early signs?

---

---

---

4. What are the stressors/situations in my life that may cause me to become unwell?

---

---

---

5. What do I and/or others need to do if I encounter these stressor situations?

---

---

---

6. I will know when I am feeling well again when?

---

---

---

7. When my crisis situation is over, what would help me get back into my daily routine?

---

---

---

---

---

---

FILL YOUR MIND  
WITH GOOD  
AND SURROUND  
YOURSELF WITH  
PEOPLE WHO  
LIFT YOU UP.

## My mental wellness plan:

This plan should be unique to your individual needs and goals. Wellness looks different for everyone. It is important to think about how it applies to you, so that you can identify when things are starting to go off course and implement a plan to address it. The plan that you develop will keep you in control, even during times when you might not feel in control; but, it is important to be honest with yourself. In order for your plan to work, write it down, update it.

Grooming Checklist—Many people report that when things are breaking down in their lives, one of the indicators for them is a change to their hygiene regiment.							
Have I...	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Showered?							
Put on lotion or make-up?							
Brushed my teeth?							
Put on deodorant?							
Brushed my hair?							
Put on clean clothes?							

Do I need assistance with anything in my daily routine such as medication, meals, self-care or mobility? How often? Who could help me?

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

## Self-Care Tips

**Self-care means taking time to do things you enjoy.** Usually, self-care involves everyday activities that you find relaxing, fun, or energizing. These activities could be as simple as reading a book, or as big as taking a vacation.

**Self-care also means taking care of yourself.** This means eating regular meals, getting enough sleep, caring for personal hygiene, and anything else that maintains good health.

**Make self-care a priority.** There will always be other things to do, but don't let these interrupt the time you set aside for self-care. Self-care should be given the same importance as other responsibilities.

**Set specific self-care goals.** It's difficult to follow through with vague goals, such as "I will take more time for self-care". Instead, try something specific, such as "I will walk for 30 minutes every evening after dinner".

**Make self-care a habit.** Just like eating one apple doesn't eliminate health problems, using self-care just once won't have much effect on reducing stress. Choose activities that you can do often, and that you will stick with.

**Set boundaries to protect your self-care.** You don't need a major obligation to say "no" to others—your self-care is reason enough. Remind yourself that your needs are as important as anyone else's.

**A few minutes of self-care is better than no self-care.** Set an alarm reminding you to take regular breaks, even if it's just a walk around the block, or an uninterrupted snack. Oftentimes, stepping away will energize you to work more efficiently when you return.

**Unhealthy activities don't count as self-care.** Substance use, over-eating, and other unhealthy behaviors might hide uncomfortable emotions temporarily, but they cause more problems in the long run.

Keep up with self-care, even when you're feeling good. Doing so will keep you in a healthy routine. Plus, self-care might be part of the reason you are feeling good!

© 2020 Therapist Aid LLC Provided by TherapistAid.com

# SELF-CARE

What are the subject areas I most enjoy reading about? When I am in a bookstore or the library, what are the subjects or types of books and magazines that I am drawn to?

---

---

---

What types of volunteering/community service projects have I done or would consider doing?

---

---

---

What careers/jobs do my closest friends do? Do I see anything that really grabs my interest? Why?

---

---

---

Have my friends and family told me repeatedly that I would be excellent in a particular job or career? Do I have a deeply held desire for a particular career? What would be my calling in life?

---

---

---

What are some of the big goals I want to achieve in life? Do I want to save lives? Make lots of money? Be a movie star? Live in a big house? Save the Earth? Become president? Think big here – and list the top couple of goals that mean the most to me right now.

---

---

---

---

---

Everyone deserves the opportunity to live a life of fulfillment and passion. Looking deeply inside myself and removing all obstacles (real and perceived), what is my passion?

---

---

---

**My health & wellness goals:**

What are my short-term physical goals?

---

---

---

What are my short-term mental goals?

---

---

---

What are my short-term emotional goals?

---

---

---



## Benefits of regular physical activity:



### **Exercise controls your weight.**

Exercise can help prevent excess weight gain or help maintain weight loss. When you engage in physical activity, you burn calories. The more intense the activity, the more calories you burn. Any amount of activity is better than none at all. Consistency is key.



### **Exercise improves mood.**

Need an emotional lift? Or need to blow off some steam after a stressful day? Physical activity stimulates various brain chemicals that may leave you feeling happier, more relaxed, and less anxious. You may also feel better about your appearance and yourself when you exercise regularly, which can boost your confidence and improve self-esteem.



### **Exercise boosts energy.**

Regular physical activity can improve your muscle strength and boost your endurance. Exercise delivers oxygen and nutrients to your tissues and helps your cardiovascular system work more efficiently. And when your heart and lung health improve, you have more energy to tackle your day.



### **Exercise promotes better sleep.**

Struggling to snooze? Regular physical activity can help you fall asleep faster, get better sleep and deepen your sleep. Just do not exercise too close to bedtime or you may be too energized to go to sleep.



### **Exercise can be fun and social.**

Exercise and physical activity can be enjoyable. It provides a chance to unwind, enjoy the outdoors or simply engage in activities that make you happy. Physical activity can also help you connect with family or friends in a fun, social setting.



### **Exercise combats health conditions and diseases.**

Worried about heart disease? Hoping to prevent high blood pressure? No matter what your current weight is, being active boosts high-density lipoprotein (HDL) cholesterol, the “good” cholesterol, and it decreases unhealthy triglycerides. The one-two punch keeps your blood flowing smoothly, which decreases your risk of cardiovascular diseases. It can also help improve cognitive function and helps lower the risk of death from all causes.

## Benefits of bodyweight workouts:

- You can do them anywhere
- It's free
- Strength + cardio in a single workout

Below are six main bodyweight exercises that work the entire body; however, with a little variation and creativity, you can create over 50 different exercises from just these six basic movements.

### Upper Body

Your upper body workout centers on two movements: the push-up and the pull-up.

**Push-ups** build muscular density in the chest and the triceps. Push-ups are not only beneficial for building muscular endurance and explosive power, but they can be done in a number of variations that allow you to work your muscles from unusual angles.

**Pull-ups** are a highly effective exercise that works a whole host of muscle groups, including the latissimus dorsi, biceps, traps, pecs, and forearms.

**Dips** work the triceps, pecs, shoulders, forearms, and core.

### Lower Body

**Squats** are one of the most basic yet effective athletic movements. In just one exercise, you work your quads, hamstrings, glutes, hips, and inner thighs.

**Lunges** are another popular option because they target the quads and glutes without requiring much space. As a functional exercise, lunges are hard to beat.

### Abdominals

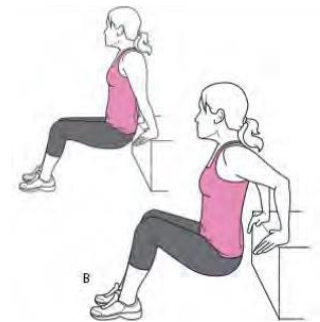
**Leg Raises**, now this is a core blaster. Not only does it hit the abs, obliques, and rib muscles, but it also works your quads, hips, forearms, and shoulder muscles.

Push-up



Pull-up

Dip



Squat

Lunge



Hanging Leg Raise



## The yoga workout:

Besides building strength and increasing flexibility, yoga helps you focus and relax your mind.

### Warm-up

Sit cross-legged on the floor, back straight, and hands relaxed in your lap. Close your eyes and breathe deeply and evenly through your nose for two minutes. Slowly bend your torso from side to side for 15 breaths, exhaling to each side.

### Workout

Try to make the movements flow from one to the next. Hold each position for three breaths unless instructed otherwise.

- From the cross-legged warm-up pose, move into cow pose on an exhale. Inhaling, switch to cat pose. Alternate between cow and cat poses for 15 breaths.
- Press up into downward dog. Lower knees to the floor, then push back up. Repeat five times.
- Step your right foot forward between your hands into a classic lunge, with your right knee bent directly over your right foot, your left foot straight behind you, both feet pointing forward, and fingertips on the floor.
- Move into extended side angle.
- Do a lunge and an extended side angle on your left side.
- Lie face down for the locust pose.
- Turn over to lie flat on your back. Close your eyes and breathe deeply for two minutes.



## Cow and Cat Poses

**What they do:** Warms up the muscles along the spine; stretches the hips, back, abs, shoulders, and neck.

**How to do them:** Start on your hands and knees. For cow, arch your back and press your shoulders down and back, away from your ears, and open your chest. For cat, round your back, lower your head, lift your belly, and look at your thighs. Try to create space between your shoulder blades.



## Downward Dog

**What it does:** Strengthens the arms and legs; stretches and energizes the shoulders, thighs, feet, and hands.

**How to do it:** Start from a cat pose and press your buttocks high into the air to form an upside-down V. Contract your thighs and lengthen your abs. Press your shoulder blades together and away from your ears; reach your heels toward the floor.



## Extended Side Angle

**What it does:** Strengthens and stretches the legs, knees, and ankles; stretches the inner thighs, back, hips, chest, and shoulders.

**How to do it:** Start with your right leg forward in a lunge. Lower your left heel and turn your toes out about 45 degrees. Lower your right forearm to your knee. Reach overhead with your left hand, creating a straight line from heel to fingertip.



## Locust Pose

**What it does:** Strengthens the back, buttocks, arms, and legs; stretches the shoulders, chest, abs, and thighs.

**How to do it:** Lie face down, arms at sides, feet pointed. Press your legs down, inhale, and lift your head, shoulders, and arms. Take two full breaths, then lower everything. With your forehead down, lift both legs and take two full breaths. Lower. Lift your upper and lower body at the same time and take two breaths.

# SELF-CARE

Your medical needs may change throughout your incarceration. For some people, this may be an opportunity to become healthier by having access to medical and medication services that might not have been easily accessible prior to incarceration. Others may utilize this as a time to focus on diet and physical exercise and leave prison in the best shape they have ever been.

With greater access to medical screenings and services, some may learn of ailments affecting them that they were unaware of before. Some may develop conditions through age or circumstance that will affect their needs and will

require more intentional planning to address. Assistance is available from medical staff and social workers, to help you manage your circumstances and confidently live a fulfilling life.

If you have serious or chronic medical conditions or need specialized care in the community, please contact a member of your Unit Team by writing an Interview Request via the tablet describing the type of assistance you need help with.

Did I have health insurance before my incarceration?

WV Medicaid application resources:  
[www.dhhr.wv.gov](http://www.dhhr.wv.gov) Phone call: 1-800-318-2596

---

How did I receive it?

---

Do I take prescribed medication?

---

Do I live with a chronic medical condition?

---

How will I manage my medical needs during my incarceration?

---

---

---

---

---

---

---

---

---

---

---

---

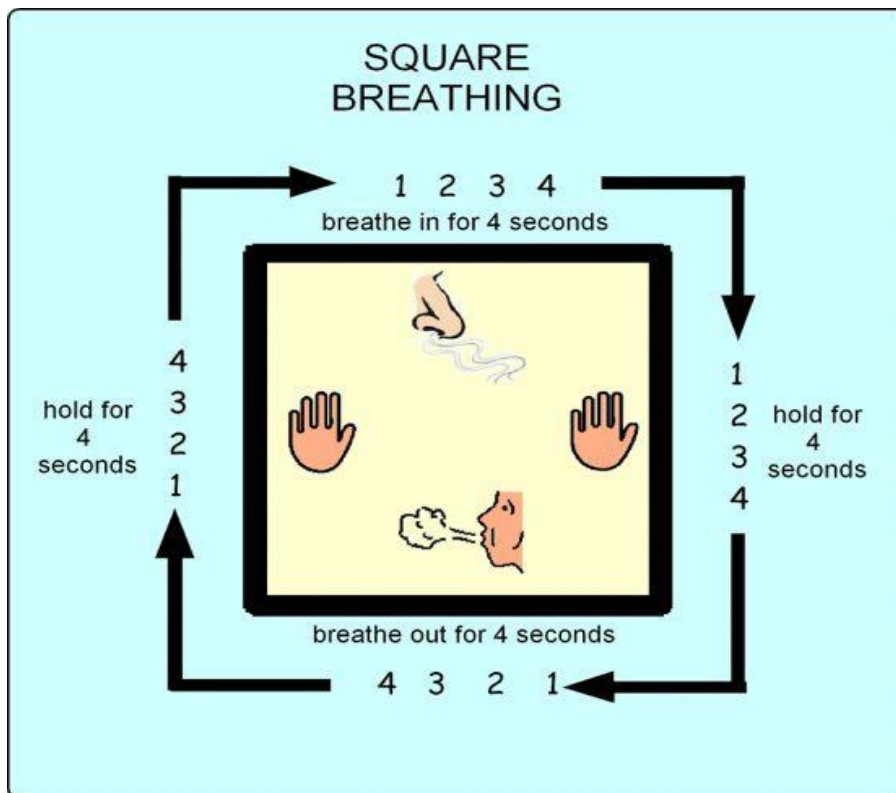
---

## Four Square Breathing

Aim: The aim is to take a few deep breaths and create a moment to pause. It also helps the brain and muscles to get more oxygen so you may feel a bit less tense and think a bit more clearly.

### Instructions:

- Begin by getting comfortable, close your eyes if you like.
- Trace the four sides of a square in your mind as you count.
- Breathe in to the count of four.
- Hold your breath to the count of four.
- Breathe out to the count of four.
- Hold your breath out to the count of four.
- Continue focusing on the breath and the count of four.
- Repeat the same process until you reach a more relaxed state.



## Reentry Action Plan – Self-care:

How am I going to care for myself?

---

---

---

---

When I am released, I will receive a 30-day supply of any medications prescribed by NDCS physicians. How will I address any medication needs in my community?

---

---

---

---

What will I need to successfully manage my medical needs in the community?

---

---

---

---

### **Supportive services available in the community:**

As you prepare for your return to your community, be sure to identify how you will address your medical and medication needs. There are numerous services available in the community that are available to you at little or no cost. Some of the most commonly used services have been given to your Unit Team. For more information about medical services and important hotlines in the community you plan to return to be sure to attend meetings with your Reentry Specialist or Social Worker, as they will help you get connected!







You can maintain and build strong and healthy relationships. You can find ways to be there for the people who mean the most to you. You can build a support system.

# FAMILY & COMMUNITY SUPPORT

## *FAMILY & COMMUNITY SUPPORT*



Relationships during incarceration can be tricky. They have to be navigated with care, patience and integrity. Maintaining relationships while in prison will test the depth of any relationship a person might have with someone else. All relationships, parental, familial, platonic, and romantic will be tested as a result of someone going to prison.

First, loved ones have to grapple with the reality that their friend or loved one committed a crime for which they must serve an amount of time in the prison system.

Then, everything about how they are used to relating changes. The freedom to interact with one another in ways in which they are familiar disappears.

This is the perfect time to figure out who is going to be with you through thick and thin. Use what is available to you in order to stay in touch with the ones you love.

# FAMILY & COMMUNITY SUPPORT

<b>Type of Support Person</b>	<b>Emotional:</b> People you can trust with your thoughts and feelings	<b>Social:</b> People with whom you can hang out, share experiences	<b>Informational:</b> People you can ask for advice about decisions, get mentoring help	<b>Practical:</b> People who can help you when you need assistance with day-to-day problems (e.g., rides, money, place to stay)
Partner/Spouse/ Significant Other				
Parent				
Sibling				
Adult Children				
Relative				
Friend				
Co-Worker/Boss				
Spiritual Advisor				
Volunteer person				

*“Do not wait until the conditions are perfect to begin. Beginning makes the conditions perfect.” -Alan Cohen*

## Build, repair, or enhance a relationship that will survive a prison sentence

- 1. Use the telephone:** The most common barrier is communication. Use telephone calls, emails, and handwritten letters to keep an open line of communication.
- 2. Do not let the love die:** Find ways, despite the circumstances, to continue to show love and appreciation for the people who matter most in your life.
- 3. Make plans for the future:** Create something to look forward to. These plans can be things that happen during your incarceration or after your release. It doesn't have to be grandiose, extravagant, or expensive—just something meaningful and relevant to your relationship.
- 4. Keep building memories:** Keep up-to-date on the things going on in their lives and let them know about the successes you are experiencing. It is easy to get caught up in all of the problems, restrictions, and negativity of the situation, but focus your attention on the positive things going on in your life and theirs.
- 5. Keep busy:** Use the image of your loved one as motivation to move forward in a positive direction. When you are living the best version of yourself, you are able to share your best self with the people who matter to you. Stay busy doing things that allow you to grow as a person, mentally, physically, and spiritually.
- 6. Visit as often as possible:** Familiarize yourself with the visiting procedures at your facility and help make the process as easy as possible for your family and loved ones. Help them understand what to expect when visiting you, to make the experience enjoyable for them as well as for yourself. Be ready when you know they are coming, so that you can maximize your time together. Encourage your family and friends to review the Visiting Policy online at [corrections.ne.gov](http://corrections.ne.gov). You can view the Policy 205.02 VISITING in institutional libraries.
- 7. Stay Positive:** Though there will be days when the thought of being apart from your loved one will bring you down, you should always find a way to overcome those hurdles. Look forward to each new day, since it brings you closer to the end of your incarceration and one day closer to going home.

What can I do to build, repair or enhance a relationship?

---

---

---

---

---

# FAMILY & COMMUNITY SUPPORT

Who are the most important people in my community of support? Why?

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## I'm doing this for me

List any people who cause you significant stress or get in the way of your ability to manage stress in healthy ways (e.g. A critical relative, a friend who encourages you to use when you are trying to quit, or a classmate who demands too much of your time in helping them study). These are people with whom you may need to consider spending less time and/or creating better boundaries.



---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

# FAMILY & COMMUNITY SUPPORT

## My support directory:

<b>Name:</b>	<b>Name:</b>
Phone:	Phone:
Address:	Address:
Email:	Email:
Birthday:	Birthday:
<b>Name:</b>	<b>Name:</b>
Phone:	Phone:
Address:	Address:
Email:	Email:
Birthday:	Birthday:
<b>Name:</b>	<b>Name:</b>
Phone:	Phone:
Address:	Address:
Email:	Email:
Birthday:	Birthday:
<b>Name:</b>	<b>Name:</b>
Phone:	Phone:
Address:	Address:
Email:	Email:
Birthday:	Birthday:
<b>Name:</b>	<b>Name:</b>
Phone:	Phone:
Address:	Address:
Email:	Email:
Birthday:	Birthday:

## Reentry Action Plan – Family & Community Support:

Can I identify my support system?

---

---

---

---

If yes, how likely am I to utilize my support system?

---

---

---

---

If no, how can my Reentry Specialist help me to identify a person or an organization to be my support system?

---

---

---

---







Take control of your money and  
achieve financial goals!

# FINANCIAL OBLIGATIONS

# FINANCIAL OBLIGATIONS

## Make your money work for you

Keeping control of your finances is crucial for your overall financial health, but this can be easier said than done. Here are some strategies to help you develop your personal budget and plan for financial independence.

### Set realistic goals:

Make a list of all the short-term and long-term financial goals that you would like to accomplish. Why are these goals priorities in your life, and how do you plan on reaching them? Short-term goals should take no longer than a year to achieve. Long-term goals should take several years to attain.

Make sure that your goals are realistic based on your financial situation.

### Set money aside for savings:

Many people will come up with excuse after excuse as to why they didn't – or couldn't – put a certain amount of money aside each month into a savings account. Whether they just didn't have any money left, or simply “forgot” to, people often underutilize the opportunity to invest in their future. Start early and contribute every month, even if the contribution seems small. These incremental investments grow over time. Regular deposits into a savings account, even over a few short years, can offer financial peace at the end of your incarceration. Make your savings contribution part of your monthly budget, and put that money away first thing each payday. It is your money that you are using to invest in your future self.

### Develop a budgeting plan:

You might hate math, which is a huge reason why budgeting does not make it on many people's to-do list. Budgeting does involve some level of mathematics, but it does not have to be complicated, and

you do not need to be a calculus professor to figure it out. Start off using a simple formula: your incoming funds minus your expenses. The result is what you have left over to spend on leisure expenses, such as dining out, going to the movies, going on vacation, etc. If you get a negative number as a result, you know that you have got to cut back on certain expenses in order to keep the number in the positive.

#### **The Case of the Missing Money!**

- Does your money always seem to disappear long before the next check?
- Do you often wonder where your money went?
- Do you pay some of your bills late every month?
- Do you often need to borrow money to make ends meet?
- Do you get collection notices for past due bills?

If your answer to any of these questions is “Yes” a budget can help you manage your money and avoid some of these problems.

# FINANCIAL OBLIGATIONS

## Set aside money for savings

### Mandatory savings

Earnings: All sums of money paid to an inmate on account of any work assignment, or other allowable means by which an inmate may be compensated for work performed or goods sold, including earnings from work in Correctional Industries and indigent pay; proceeds from any arts and crafts sale; all sums of money received by the inmate on account of a settlement of a lawsuit, civil judgment, or other lawful process; proceeds from any inheritance, bequest, or gift; or funds provided by friends or family. For all felony sentenced inmates placed in custody of the WVDCR, except those serving life without mercy and those the Superintendent determines are likely to serve the remainder of their natural life in custody of the WVDCR due to their age and length of sentence(s), the Superintendent or designee shall keep in an account at least ten percent (10%) of all money earned during the inmate's incarceration and pay the money to the inmate at the time of their release. The Superintendent may authorize the inmate to withdraw money from their mandatory savings for the purpose of preparing the inmate for reentry into society.

### Voluntary savings:

You also have the option of starting a voluntary savings account while you are incarcerated in addition to the mandatory savings. Please inquire about the start up with your trustee clerk.

How much would I like to save and how will I accomplish this?

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

# FINANCIAL OBLIGATIONS

## Your Money Upon Release

Every Offender that has money on their books upon release, will receive a debit card with that money added to it. The Debit card comes from Rapid Financial Solutions. A few things you need to know before using this card:

- ❖ If you have less than \$5 on your books, it will not be loaded, you will receive a check instead.
- ❖ If you have more than \$9,000.00, the amount over will be given to you in a check.
- ❖ If you are being released to a detainer, you will not receive the debit card, your money will transfer with you.
- ❖ The Trustee Clerk will go over instructions for use and provide you with an instruction sheet.
- ❖ You will need to follow the PIN card structure from the sticker on the front of your card.
- ❖ **YOU** are responsible for your card, if you lose it or break it, you must call the toll-free number on the back of your card. 877-287-2448, the Correctional Facility **IS NOT RESPONSIBLE** for this.
- ❖ If you need assistance or have questions about your card, you can use live chat or call at no charge to you.
- ❖ It is important that you are mindful of fees when using this card. Check your account frequently and ensure that you have enough money to cover the said fees.
- ❖ Do not use your card to “pay at pump”, see the attendant inside and specify how much you want to spend to avoid having your card declined at the pump and charging a point-of-sale decline fee.
- ❖ Check your balance online or through customer service before using an ATM to avoid an ATM decline fee (\$2.95). If declined do not keep attempting as this can result in multiple decline fees.
- ❖ There is an ATM withdrawal fee of \$2.95.
- ❖ ATM inquiry balance \$1.50.
- ❖ There is a monthly fee of \$3.95 per month, fee begins 15 calendar days after card is activated then every 30 days thereafter if the card has a balance; if card is not activated, there will be no fee.
- ❖ There are no overdraft features.
- ❖ You **DO NOT HAVE** to activate this card to receive your funds. Call the number or visit the website on the back of your card for other ways to receive your funds at no cost.



# FINANCIAL OBLIGATIONS

## Restitution

Paying restitution may have been ordered by the court as part of your sentence. Be sure to know if you are ordered to pay any restitution and work with your lawyer and the courts to learn the expectations and options available. Restitution may also be sanctioned as part of a misconduct report if your actions result in any damage or destruction of state property.

## Fines & charges

There may be fines, court costs, or other expenses associated with your charges. Develop a plan for how to satisfy these debts as this could delay parole or custody promotion in some circumstances. Write to the court to discuss installment payments or other options available.

## Child support

Child support payments can build up very quickly, especially if you missed a payment or two. While you are incarcerated, you may find it difficult to keep up. Be sure to write the Child Support Payment Center to see if there is help available.

**Bureau for Child Support Enforcement**  
231 Capitol St  
Charleston, WV 25301  
(800) 249-3778

Or online at:  
<https://dhhr.wv.gov>

## DMV charges

If you have ever had a driver's license suspension or revocation, you may need to pay fees in order to reinstate your license. You can check your driver's license status at:

**WV DMV**  
Charleston, WV 25304  
(304) 558-3900

Or online at:  
<https://transportation.wv.gov>

# FINANCIAL OBLIGATIONS

## 12-month money savings challenge:

Month 1 - \$5.00	Month 1 - \$30.00	Month 1 - \$70.00	Month 1 - \$100.00
Month 2 - \$10.00	Month 2 - \$30.00	Month 2 - \$65.00	Month 2 - \$75.00
Month 3 - \$15.00	Month 3 - \$30.00	Month 3 - \$60.00	Month 3 - \$75.00
Month 4 - \$10.00	Month 4 - \$25.00	Month 4 - \$55.00	Month 4 - \$100.00
Month 5 - \$10.00	Month 5 - \$25.00	Month 5 - \$50.00	Month 5 - \$75.00
Month 6 - \$15.00	Month 6 - \$25.00	Month 6 - \$45.00	Month 6 - \$75.00
Month 7 - \$10.00	Month 7 - \$25.00	Month 7 - \$40.00	Month 7 - \$100.00
Month 8 - \$10.00	Month 8 - \$20.00	Month 8 - \$30.00	Month 8 - \$75.00
Month 9 - \$10.00	Month 9 - \$20.00	Month 9 - \$30.00	Month 9 - \$75.00
Month 10 - \$15.00	Month 10 - \$10.00	Month 10 - \$20.00	Month 10 - \$100.00
Month 11 - \$10.00	Month 11 - \$10.00	Month 11 - \$20.00	Month 11 - \$75.00
Month 12 - \$5.00	Month 12 - \$5.00	Month 12 - \$15.00	Month 12 - \$75.00
<b>SAVE \$125</b>	<b>SAVE \$250</b>	<b>SAVE \$500</b>	<b>SAVE \$1000</b>

Challenge yourself to be in the best possible financial position to make decisions about your future, upon your release. Saving money is not easy, especially if you are not receiving gifts or support from family or friends. This is going to take dedication, thoughtfulness, and a degree of sacrifice. The reward will be having the financial freedom to make decisions about your future. You can do it! Make the commitment to yourself and follow through.

**It doesn't matter where you start.  
It matters where you finish!**

# FINANCIAL OBLIGATIONS



## Make a Budget

Use this worksheet to see how much money you spend this month. Then, use this month's information to help you plan next month's budget.

Some bills are monthly and some come less often. If you have an expense that does not occur every month, put it in the "Other expenses this month" category.

MONTH August YEAR 20XX

### My income this month

Monthly total

Paychecks (salary after taxes, benefits, and check cashing fees)	\$ 1,800.00
Other income (after taxes) for example: child support	\$
<b>Total monthly income</b>	<b>\$ 1,800.00</b>

### My expenses this month

Income

#### Expenses

Monthly total

HOUSING

Rent or mortgage	\$ 600.00
Renter's insurance or homeowner's insurance	\$ 14.00
Utilities (like electricity and gas)	\$ 100.00
Internet, cable, and phones	\$ 150.00
Other housing expenses (like property taxes)	\$

FOOD

Groceries and household supplies	\$ 200.00
Meals out	\$ 50.00
Other food expenses	\$

TRANSPORTATION

Public transportation and taxis	\$
Gas for car	\$ 100.00
Parking and tolls	\$
Car maintenance (like oil changes)	\$
Car insurance	\$ 100.00
Car loan	\$ 200.00
Other transportation expenses	\$

# FINANCIAL OBLIGATIONS

## Make a Budget

	Expenses	Monthly total
HEALTH	Medicine	\$
	Health insurance	\$
	Other health expenses (like doctors' appointments and eyeglasses)	\$
PERSONAL AND FAMILY	Child care	\$
	Child support	\$
	Money given or sent to family	\$
	Clothing and shoes	\$
	Laundry	\$ 15.00
	Donations	\$
	Entertainment (like movies and amusement parks)	\$ 100.00
	Other personal or family expenses (like beauty care)	\$
FINANCE	Fees for cashier's checks and money transfers	\$
	Prepaid cards and phone cards	\$
	Bank or credit card fees	\$
	Other fees	\$
OTHER	School costs (like supplies, tuition, student loans)	\$
	Other payments (like credit cards and savings)	\$
	Other expenses this month	\$
<b>Total monthly expenses</b>		<b>\$ 1,629.00</b>

**Expenses**

$$\begin{array}{r}
 \boxed{\$ 1,800.00} - \boxed{\$ 1,629.00} = \boxed{\$ 171.00} \\
 \text{Income} \qquad \qquad \qquad \text{Expenses}
 \end{array}$$

Maybe your income is more than your expenses. You have money left to save or spend.

Maybe your expenses are more than your income. Look at your budget to find expenses to cut.



# FINANCIAL OBLIGATIONS



## Make a Budget

Use this worksheet to see how much money you spend this month. Then, use this month's information to help you plan next month's budget.

Some bills are monthly and some come less often. If you have an expense that does not occur every month, put it in the "Other expenses this month" category.

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

### My income this month

Income	Monthly total
Paychecks (salary after taxes, benefits, and check cashing fees)	\$
Other income (after taxes) for example: child support	\$
<b>Total monthly income</b>	<b>\$</b>

### My expenses this month

	Expenses	Monthly total
<b>HOUSING</b>	Rent or mortgage	\$
	Renter's insurance or homeowner's insurance	\$
	Utilities (like electricity and gas)	\$
	Internet, cable, and phones	\$
	Other housing expenses (like property taxes)	\$
<b>FOOD</b>	Groceries and household supplies	\$
	Meals out	\$
	Other food expenses	\$
<b>TRANSPORTATION</b>	Public transportation and taxis	\$
	Gas for car	\$
	Parking and tolls	\$
	Car maintenance (like oil changes)	\$
	Car insurance	\$
	Car loan	\$
	Other transportation expenses	\$

# FINANCIAL OBLIGATIONS

## Make a Budget

	Expenses	Monthly total
HEALTH	Medicine	\$
	Health insurance	\$
	Other health expenses (like doctors' appointments and eyeglasses)	\$
PERSONAL AND FAMILY	Child care	\$
	Child support	\$
	Money given or sent to family	\$
	Clothing and shoes	\$
	Laundry	\$
	Donations	\$
	Entertainment (like movies and amusement parks)	\$
	Other personal or family expenses (like beauty care)	\$
FINANCE	Fees for cashier's checks and money transfers	\$
	Prepaid cards and phone cards	\$
	Bank or credit card fees	\$
	Other fees	\$
OTHER	School costs (like supplies, tuition, student loans)	\$
	Other payments (like credit cards and savings)	\$
	Other expenses this month	\$
<b>Total monthly expenses</b>		<b>\$</b>

Expenses  
0.00

$$\begin{array}{c}
 \$ \quad \boxed{\phantom{000}} \\
 \text{Income}
 \end{array}
 -
 \begin{array}{c}
 \$ \quad \boxed{\phantom{000}} \\
 \text{Expenses}
 \end{array}
 =
 \begin{array}{c}
 \$ \quad \boxed{\phantom{000}}
 \end{array}$$

Maybe your income is more than your expenses. You have money left to save or spend.

Maybe your expenses are more than your income. Look at your budget to find expenses to cut.

# FINANCIAL OBLIGATIONS

## Setting your financial goals

A financial goal is something you intend to achieve. A financial dream is something you hope to achieve. Dreams start with “I wish” and goals start with “I will.” You achieve your goals by setting a specific deadline, a dollar amount, or a task, and create the plan to reach them.

Setting goals is a process, and each one requires key pieces of information in order to be operational and effective. The steps in creating your financial goals are:

1. Identify the goal.
2. Set a deadline for achieving the goal and be as specific as possible.
3. Estimate the cost of the goal.
4. Break down the total cost into monthly amounts that are required.
5. Identify the specific actions or tasks you will take to reach the goal.
6. Track your progress.

One of the easiest ways to start developing your goals is to use a financial goal worksheet. This sheet highlights all important information required for each goal and allows you to get a visual picture of what you want to accomplish and how to go about it.

Goal (Specific)	Term (Timely)	Total Cost (Measurable)	Monthly Commitment	Ways to Reach (Action)
Example: Save for Transitional Housing Deposit	24 months	\$400	\$17	Get a \$2.25/hour job, cut back on ice cream and snacks

**Reentry Action Plan – Financial Obligations:**

**Do I have any financial obligations?**

**Child support** \_\_\_\_\_

**Fines & charges** \_\_\_\_\_

**Restitution** \_\_\_\_\_

**DMV charges** \_\_\_\_\_

**Other** \_\_\_\_\_

**Have I identified all my financial expenses? What is my total? How do I plan to meet these?**

\_\_\_\_\_

\_\_\_\_\_

**My takeaways:**

---



---



---



---



---



---



---



---



---



---



---



---



Furthering your education opens many doors. It can give you confidence, demonstrate your ability to complete something meaningful and bring hope for a better future.

# EDUCATION

## Why is education important?

Education is an accomplishment you will have for a lifetime and programs available while incarcerated are provided by The West Virginia Schools of Diversion and Transition.

Where will education take you?

Education opens many doors and provides life skills/job skills needed for employment opportunities upon release. You may need a high school equivalency diploma (GED), career development classes or obtain certifications through a trade. Choosing to participate in WVSDT education programs allows you to learn skills necessary for post-release success.

## Why do I want to further my education?

- Complete something worthwhile
- Build my confidence
- Set goals and plan for my future
- Pride in being the first in my family to graduate
- Set a good example for my family
- Other reasons

---

---

Studies show incarcerated individuals who participate in correctional education programs are:

**43%** Less likely to return to prison

-RAND Corporation

**13%** More likely to land post-release employment

-RAND Corporation

## West Virginia Schools of Diversion and Transition (WVSDT)

### Education Services

Education services through The West Virginia Schools of Diversion and Transition (WVSDT) gives individuals an opportunity to begin a path of life-changing success.

Contact the education staff today to start your journey!

Adult Education	Adult Education (AE) education programs are for students who need to obtain a high school equivalency diploma (GED) or brush up on education skills regardless of diploma status.
Career Development	Career Development programs are designed to provide skills necessary to re-enter the labor force including: self-assessment, values, financial literacy, digital literacy, and soft-skills certifications.
Career Technical Education	Career Technical Education (CTE) programs empower students to explore potential careers in various hands-on, technical training programs. CTE programs not only teach students real-world knowledge and skills, but also provide opportunities for industry-recognized credentials and meaningful work-based learning experiences.
Registered Apprenticeships	West Virginia Schools of Diversion and Transition (WVSDT) in cooperation with the U.S. Department of Labor (DOL) provide apprenticeship opportunities in high quality career pathways leading to nationally-recognized credentials.
College Courses	College courses are offered through various colleges/universities. Classes are offered by grant funded providers with differing methods of delivery.

According to the Bureau of Labor Statistics, those who have an associate’s degree earn approximately \$8,000 more per year than high school graduates, and those who have a bachelor’s degree earn about \$24,000 more per year. This can add up to hundreds of thousands of dollars over the course of a lifetime. Your education is an investment in your future, and your achievements will pay off in the long run.

*“You don’t have to be great to start, but you have to start to be great.” -Zig Ziglar*

A college degree may provide job opportunities which lead to a better life for you and your family:

## How to find the right college:

**College for West Virginia** <https://cfwv.com> allows students to explore postsecondary schools, prepare for college, explore programs and majors, free test prep courses (SAT, ACT, GRE plus a vocabulary builder), practice college applications and apply to participating colleges and universities.

**Colleges and Universities** offer bachelor's degrees and advanced degrees such as masters and doctorate. Most colleges in West Virginia are small to midsize in population and include a mix of research universities, liberal arts and several private Christian Colleges.

**Community and Technical Colleges** <https://wvctcs.edu> nine community and technical colleges located across the Mountain State represent the West Virginia Community and Technical College System (CTC). West Virginia's Community and Technical Colleges work with industry leaders to create training programs that greatly increase your chances of landing a good-paying job right here at home. West Virginia Invests covers your tuition to any state Community and Technical College (CTC) for your certificate or associate's degree in an in-demand high-paying field.

**Private Career Schools** (for profit) specialize in trades such as technology, business or cosmetology. Most offer certificates and diplomas. However, some offer bachelor's degrees.

*“Even if you are on the right track, you’ll get run over if you just sit there.”*

**Evening Courses** are an option for those who work during the day.

**Weekend Programs** offer intense coursework on weekends, allowing you to earn a degree in the same time frame as a full-time student.

**Accelerated Programs** allow you to earn a degree in a shorter amount of time.

**Independent Study** courses allow you to complete coursework on your own, following your instructor's criteria.

**Online Degree Programs** are offered by many colleges. They allow you to complete coursework, participate in discussion groups, and submit papers all via the internet.

**Distance Learning** offers “real time” classes via a satellite feed or closed-circuit television.

**Academic Transfer Programs** allow you to complete up to two years of a bachelor's degree at a community college before transferring to a four-year college or university to complete the remaining two years of study.

**CLEP—College-Level Examination Program** allows you to test out of undergraduate college subjects and earn college credit without taking the course.



## How to pay for college:

**Scholarships** do not need to be repaid. They may not be as plentiful for adult learners, but they do exist. Talk to the financial aid office about scholarships offered by the college.

**Grants** are based on financial need, and you do not repay them. They include:

- **Pell Grant:** <https://studentaid.gov> Need-based federal financial aid awarded by the U.S. Department of Education to help eligible low-income students pay for college costs.
- **West Virginia Invests:** <https://www.collegeforwv.com/programs/invest-grant/> West Virginia Invests covers your tuition to any state Community and Technical College (CTC) for your certificate or associate's degree in an in-demand, high-paying field.
- **West Virginia Higher Education Grant:** <https://www.collegeforwv.com/programs/wv-higher-education-grant/> Available to qualified residents of West Virginia
- **College-based grants:** Offered by public and private colleges to supplement federal and state grants to make college more affordable.

**Loans** are a type of financial aid that you must repay. They include:

- **Direct Subsidized Loan**
- **Direct Unsubsidized Loan**
- **Direct Grad PLUS Loan**

**Work-Study** is based on financial need and provides part-time employment to help pay college expenses.

## Other ways to pay for college:

**Employer Educational Assistance Programs.** Ask if your company offers a tuition assistance program.

**College Payment Plans.** Many colleges offer a 10-12 month payment plan allowing you to use current income to pay college costs.

**If traditional college is not the right path for you, check out these other pathways to meaningful careers upon release.**

## → **Trades and vocational school**

Becoming a tradesman or attending a vocational school can be a great alternative to going to a traditional college, especially if you like working with your hands. There are a lot of options that lead to well-paying careers: electrical, plumbing, welding and metal work, masonry, and more. By going to a vocational school or learning a trade as an apprentice, you can start earning money while you are in school. When you graduate, you have the potential to enjoy a career with good wages and job security.

## → **Volunteer**

If you are in limbo about what direction you want to go, you should consider volunteering before going to college or down any other path. You can enter a structured volunteer program like Americorps or the Peace Corps and give back to communities around the world. This will provide real world experience doing something that you are interested in while creating opportunities to network with others who share similar interests.

## → **Get a starter job**

College is a big investment of time and money, so it is only natural that you want to be sure of what you want to do before getting started. In the meantime (and even while going to school) it makes sense to get a job to take care of your needs and gain financial independence. There is no shame in getting an entry-level job, part-time job, or survival job—something that is “good enough for now,” but not necessarily your “forever” career. These jobs can help you identify different job markets, build experience and connections with reputable employers, and help you meet your financial needs while pursuing the career you ultimately desire.

## → **Apprenticeships**

There are a number of apprenticeships you can apply for. Often they are geared toward highly skilled technical jobs in areas such as carpentry, plumbing, electrical and telecommunications. An apprenticeship can take years to complete and requires a full-time commitment. Apprenticeships are highly competitive because you get paid while learning, and you gain on-the-job training in the profession you will eventually work in.

## → **Internships**

Internships are short-term periods of temporary work experience, typically lasting for a few weeks or months. You can intern in public as well as private organizations. Many people take on an internship to gain on-the-job experience of working in a particular role, organization or industry. This can help you decide if you want to follow a specific career before you commit to it and it may help you gain experience that boosts your long-term career prospects. An internship can be both an educational and a training role.

## Reentry Action Plan – Education:

Do I have a high school diploma or GED?

---

---

If yes, am I interested in opportunities to further my education?

---

---

---

---

---

---

If no, who can assist me with resources to complete my high school diploma or GED?

---

---

---

---





# REENTRY INITIATIVE

The Reentry Initiative is designed to help those completing their education and transitioning out of the facility by connecting individuals with partner agencies and programs before reentry to their communities.



## How We Do It

The West Virginia Schools of Diversion & Transition has implemented a comprehensive strategy to support individuals transitioning out of our facilities. Integral to this strategy are our dedicated Reentry Liaisons who engage with individuals enrolled in educational programs and nearing their reentry to communities.

These Reentry Liaisons play a pivotal role in ensuring a seamless transition by forging connections with partner agencies and programs well in advance of release. Through proactive engagement, they meticulously pair individuals with tailored resources, support networks, and opportunities, thereby empowering them to navigate the complexities of reentry with confidence and efficacy.

## Quick Facts

- Reentry Initiative established in 2023
- WVSDT employs Reentry Liaisons, aiding over 100 participants in 14 facilities across West Virginia
- Proud partner program of Jobs & Hope WV

## Eligibility

- Must reside in a Department of Corrections and Rehabilitation (DCR) facility
- Requires enrollment in or completion of a WVSDT education program.
- Individual must be no more than 120 days and no less than 60 days from release
- Resources may be provided outside these time restraints on a case-by-case basis

## Facilities We Serve

- Anthony Correctional
- Beckley Correctional
- Charleston Correctional
- Denmark Correctional
- Huttonsville Correctional
- Lakin Correctional
- Mt. Olive Correctional
- Northern Regional
- Parkersburg Correctional
- Pruntytown Correctional
- Salem Correctional
- Southern Regional
- Southwestern Regional
- St. Mary's Correctional





*"Start by doing what is necessary, then what is possible and suddenly you are doing the impossible."  
- Francis of Assisi*

# EMPLOYMENT

# EMPLOYMENT

Having a job offers much more than just a paycheck. Being productive and having a job I am proud of can make life more enjoyable. Obviously, the paycheck is important, but what is it that I want out of a job?

---

---

---

Have I ever had a job that gave me satisfaction?

---

---

---

If so, maybe I want to try and get back into that field after release.

If I am still looking for something that provides not only a paycheck to help pay my bills, but also enhances other areas of my life, now may be the perfect time to start thinking about what that job is. What would that job be?

---

---

---

What are the steps along the way that could lead me to that career?

---

---

---

Chances are, NDCS will provide you with opportunities not only during your incarceration, but also out in the community that can help turn your hopes into reality.

*“Take the first step in faith. You don’t have to see the whole staircase, just take the first step.”*

*-Martin Luther King Jr.*

## Employment essentials



### **Connect with a workforce development center or a community organization.**

Resources will vary by location, but there are many organizations out there that can help you with your job search, develop a resume, and start networking. Some programs may even have on-the-job training or work experience programs. There is nothing wrong with asking for help, and many people utilize these opportunities to land a job they are happy with. Employers typically prefer people who show their commitment by working with these types of services.



### **Prepare yourself as much as you can for your job search.**

Lack of work experience, mistakes or misspellings on applications, poor interviewing skills, and inadequate education or training are among a few things that typically keep people from getting a job offer. Have someone review your applications before you submit them and practice interviewing.



### **Network and volunteer.**

Maybe the crowd you used to run with is how you got into trouble in the first place, so you have decided you want to steer clear of them this time around. This is a good idea, but do not take it too far and separate yourself altogether. The solution is not for you to isolate yourself completely but to find a new, positive circle of friends. Getting involved in community organizations and volunteering are great ways to do this.



### **Read every question on the application carefully.**

Check your spelling, read the questions carefully, and be honest. Resist the temptation to lie on your application when asked about your felony conviction. That is almost a guaranteed way not to get the job, since most employers do background checks. Do not put too much information though. Keep it brief and note that you will explain more during the interview.



### **Prove yourself.**

You will need to prove the stereotypes wrong. While your co-workers might have the luxury of slacking off and calling in sick, you need to hold yourself to a higher standard because you know the difficulty of getting a good job and keeping it. If you really want to get ahead, you will need to put in a little extra effort.

**What actions can I take to prepare myself for a meaningful and successful career?**

---

---

---

---



## Addressing your criminal history in a job interview:

### A record does not have to be a deal-breaker:

The statement, “Tell me about your record” can be a very different question to different people. For job candidates with a criminal background, however, that question can be difficult to answer.

While questions about your legal issues may be uncomfortable to answer in an interview, you can use them to show how you have turned things around, discuss your talents and turn a perceived negative into a positive.

### Mention your criminal history early in the process:

Although it may seem counterintuitive, mentioning a conviction early allows you to take control and explain the circumstances on your terms. Disclosing information upfront builds trust. If the interviewer discovers your criminal history and has to dig to find out more, it looks like you are trying to hide something.

Most interviews begin with a general statement like, “Tell me about yourself.” Kick it off by mentioning two or three positive credentials in about 60 seconds, then divulge your record.



### When you get to your record, you can use this as a template:

“I’d also like to bring your attention to the fact that I served [X] years of time at a correctional facility [X] years ago. Here’s what I learned from it [list two to three learning lessons]. ....Here’s how I changed my life [point to two to three tangible examples/proof of change]. ....Here’s how I’ll bring value to your company [mention two to three ways you will contribute]....”

Limit this explanation to two minutes or less. Memorize it so you are confident in your delivery. Rather than pausing and waiting for a reaction, move into how you will benefit the company. (It’s not necessary to mention the crime you were incarcerated for at this point. If the interviewer wants more details, they’ll ask.)

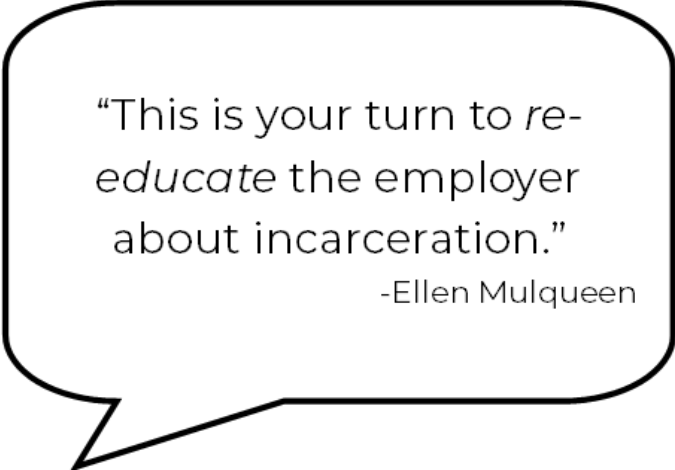
## Why timing is important:

Being straightforward with an interviewer shows you are truthful and that you take ownership of your past. Everyone makes mistakes. Readily admitting to them shows you are human and you have learned from them.

Most employers conduct criminal background checks, so they'll find out one way or another. Laying it out at the beginning prevents the interviewer from bringing it up first.

That said, listing your record on a résumé or cover letter is not a good idea. You only want to discuss your record in person with an interviewer. Do list your record honestly if required on an application, and note that you will explain in the interview.

Ellen Mulqueen, writing for The Gladiator, said it best: "This is your turn to re-educate the employer about incarceration."



"This is your turn to *re-educate* the employer about incarceration."

-Ellen Mulqueen

## How to answer questions about your record:

Once your record comes up, the interviewer may want to know more. Here are a few things to prepare for:

If you have served multiple sentences, say you have served a total of [X] years by adding the time together. Never lie, but if you are not specifically asked about multiple sentences, do not provide more information than the interviewer needs to make a decision about you.

If asked about your offense, keep the explanation short. Do not make excuses or say, "I was at the wrong place at the wrong time." Reiterate how your incarceration helped you realize your error, and express your excitement to contribute.

Some criminal charges are frequently misunderstood and could benefit from some explanation.

Roy Cohen, a career coach notes, "We want the interviewer to ask the right questions at the right time, but we don't want them to think that we're hiding anything."

Even if you do not get the response you are hoping for, never lie about your record. The employer will find out eventually, and dishonesty will make you appear untrustworthy.

Interviewing can be stressful, especially if you have a criminal record. Prepare your story and believe in your own transformation. You have had time to build skills and focus on your growth, and owning your past shows accountability and confidence. Be honest, accommodating, and enthusiastic. There's a far greater chance that people will notice the person you are now.

## Practice interview questions

### 1. Tell me about yourself.

One of the most common questions in an interview is, “Tell me about yourself”. Actually, it’s not even a question; it’s an invitation. Your answer to this question is your opportunity to share with the interviewer whatever you think is important about you in their hiring decision. More importantly, it is your chance to differentiate yourself from other candidates.

### 2. Where do you see yourself in five years?

Focus on them: In five years, you should have made a significant impact to the company’s bottom line. Think about how you can achieve this in the role you are interviewing for. In most companies, advancing your skills is important too.

### 3. Why should we hire you?

You need to only share how you meet almost all the criteria they seek and have two to three additional abilities that they might not even know they need.... yet. They need to know you are a candidate who can not only meet their needs now but will also be valuable for where they want to go in the future.

### 4. Why do you want to work here?

Employers want to know you feel you can fit in at the company quickly. That means not only your skills according to the job description, but also your fit with the company culture. You will likely have to do some homework to answer this one. You need to understand the reasons why others enjoy working there. The delivery must be genuine.

### 5. What do you know about us?

Candidates who are really excited about the prospect of working there have done their homework. If you really want to stand out, learn more than what is listed on their website. What charities does the organization support, what are their values, how do they determine success, what drives their business and how does that motivate you?

### 6. How do people describe you?

Here’s another opportunity to differentiate yourself. Everyone claims to be: a hard worker, good communicator, and team player. But how many are a problem-solver, game-changer, leader in the industry? Be creative and have stories or examples to back it up. The interviewer will want to know why someone thinks you are these things.

### 7. What is your greatest strength/greatest weakness?

Your greatest strength is something they need. Do not choose something irrelevant to the job or the employer, like your samurai sword skills (unless that is an expectation of the job). You have many strengths but be sure to intentionally express the one that they need help with.

The greatest weakness question is one that is definitely tricky. Employers are used to people giving the typical responses of “I work too hard” or “I’m a perfectionist.” When you give a real answer, you are showing a willingness to be vulnerable, to admit that you do not know everything and the self-awareness that you have opportunities for growth. You can include that you have a plan to overcome this weakness through practice or training.

### 8. When can you start?

It doesn't mean that you have the job. They may just be checking to add to their notes. If you are currently employed, you should be honest about the start date and show professionalism. You should tell them you would have to discuss a transition with your current company to see if they require a two-week notice (or some other time frame). You want to leave your company on good terms and your new employer will understand this.

### 9. Why did you quit your last job?

Typically, you do not want to quit a job until you have accepted another job. However, life doesn't always allow for that to happen. Perhaps the company you worked for was close to shutting down and you didn't want to waste valuable time waiting for the last day of operation to come. Certainly, there are common reasons that are understood as necessity such as having to move or relocate for various reasons or family or health issues. The key is to keep it short. Do not feel the need to expand your answer or to include a lot of details.

**Possible answers:**

- You relocated (you left your job because you went to prison)
- You desired a career change
- You became a full-time student
- The work was seasonal
- You had the opportunity to advance

<https://educationjustice.net/wp-content/uploads/2021/05/Mapping-Your-Future-2021-interactive.pdf>

### 10. Do you have any questions?

Yes. You should have a few questions about the job you are applying for.

**Possible questions to ask:**

- What is the organization's plan for the next five years?
- How will I be evaluated and in what timeframes? By whom?
- What are the day-to-day responsibilities of this job?
- What computer equipment and software do you use?
- When will a decision be made about this position?

<https://educationjustice.net/wp-content/uploads/2021/05/Mapping-Your-Future-2021-interactive.pdf>

**My notes:**

---

---

---

---

---

---

---

---

---

---

## Tips for the day of the interview:

### Do not

- Be late or miss your interview
- Play with clothes during the interview
- Use or answer your phone
- Smoke or chew gum during the interview
- Interrupt the interviewer
- Criticize former employers
- Mention your personal, domestic, or financial problems
- Panic or become tense
- Try to be funny
- Make promises
- Be emotional
- Be impatient or rude
- Make it all about wages
- Take anyone to the interview with you

### Do

- Be prepared; know what the job is
- Arrive early or on time; call if you are running late
- Turn off or silence your phone
- Dress appropriately and act professional
- Let the interviewer lead the conversation
- Listen carefully
- Answer the questions they ask
- Give short, easy answers
- Make eye contact
- Ask questions about the position and not just about the wages or benefits
- Get names and contact information to send thank you notes
- Thank the interviewer when you leave
- Write a thank you note

### What has been my experience in past job interviews?

---

---

---

### What will I do the same this time?

---

---

---

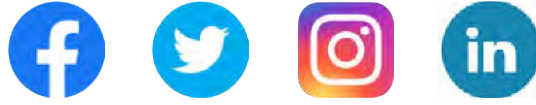
### What will I do differently this time?

---

---

---

## Things to keep in mind when creating a social media account:



A recent study by CareerBuilder found that 70% of employers screen candidates using social media.

Hiring managers will use any publicly available information to learn more about you, and you might not ever know they did it.

Once something is on the internet, there is no telling where it is sent to or who sees it.

Statements or pictures on your profile showing some “lack of sound judgment” do influence the hiring process.

You must think of your social media personality as an extension of your real personality.

You can use it to your advantage. You can post about positive things and showcase yourself as the professional that you want them to see you as.

### How do I want potential employers to see me?

---

---

---

### What positive things about myself could I highlight on social media?

---

---

---

---

**YOU ARE AN ASSET TO EMPLOYERS**

**YOU BRING VALUE TO THE WORKPLACE**

**YOU ADD VALUE TO THE COMMUNITY**

**YOU MATTER**

## Sample cover letter:

John Smith  
1234 Road Street  
Charleston, WV 25311

January 1, 2024

Jane Clark  
Human Resources Director  
5678 Street Road  
Charleston, WV 25311

Use this example to  
write a letter to an  
employer.

Dear Jane:

The things I value most are directness and honesty. Therefore, I want you to know, when you conduct my background check, you will find I have a felony conviction for possession of methamphetamine in 2016 and a misdemeanor conviction for theft in 2015.

I served 18 months with the West Virginia Division of Corrections and Rehabilitation for my crimes. I know that what I did was wrong. I made bad decisions, and I hurt people I care about. I can honestly say I have learned my lesson and I will not repeat my past mistakes.

I have been sober since I went to prison and have been active in the AA community since my release. I am successfully completing four years of probation. I have attended several classes through probation on employment skills, including job retention. I am also currently a part-time student in the academic transfer program at Community College. I intend to continue my education to become a youth counselor to help children avoid the mistakes I have made.

I can understand why you might be hesitant to hire someone with my background; however, I am eligible for the Federal Bonding Program which can ensure you against any acts of dishonesty on my part. Because I am within a year of my release from prison, your company would be eligible for the Work Opportunity Tax Credit, which offers up to \$2,400 worth of tax deductions just for hiring me.

I am looking forward to getting my life back on track and working with your company. I am eager to show you how I have changed, and I am certain I will be an asset to your team.

Sincerely,  
John Smith

## Sample resume:

## John A. Doe

2323 Ave J, Charleston, WV 25311  
(402) 123-4567 | [jdoe.2021@gmail.com](mailto:jdoe.2021@gmail.com)

**OBJECTIVE:** Seeking long-term, full-time employment that will allow me to utilize my strong work ethic, ability to work productively with a diverse group of people, and desire to succeed, while learning new skills and growing with a stable company to become a valued employee.

### SKILLS:

- Strong work ethic; dependable, punctual, and flexible
- Highly motivated team player who can work independently
- Outstanding organization, problem solving, and interpersonal skills
- Eager to learn, easy to train
- Adapts easily to various situations and environments
- Able to prioritize and complete multiple tasks simultaneously
- Driven; goal oriented, has a "Let's get it done" attitude

### PROFESSIONAL WORK EXPERIENCE:

- |  |                               |
|--|-------------------------------|
| <p>State of West Virginia, Sanitation Technician, Charleston, WV</p> <ul style="list-style-type: none"> <li>• Cleaned common areas, living quarters, and restrooms according to strict state standards</li> <li>• Stocked cleaning closet and reported necessary supplies to appropriate supervisors</li> <li>• Operated a commercial stripper and buffer to maintain floors</li> <li>• Stocked paper products in restrooms</li> <li>• Worked as a team member with high-risk individuals with a professional, yet courteous manner</li> </ul> | <p>April 2021 – Current</p>   |
| <p>State of West Virginia, Kitchen Associate, Beckley, WV</p> <ul style="list-style-type: none"> <li>• Prepared breakfast, lunch, or dinner meals by following a menu</li> <li>• Stocked, stored, and labeled food items while adhering to state guidelines</li> <li>• Collected trash or/and debris and disposed of properly</li> <li>• Worked as a team to ensure meals were served in a timely manner</li> </ul>  | <p>Nov. 2019 – April 2021</p> |
| <p>Comhusker State Industries/State of West Virginia, Laundry Associate, Beckley, WV</p> <ul style="list-style-type: none"> <li>• Operated commercial washers and dryers in a fast-paced, high volume laundry department</li> <li>• Worked as a team to ensure all laundry needs were met for state contracts; assisted living, locked facilities, local hospitals, etc.</li> <li>• Kept detailed paperwork required by the company</li> </ul>   | <p>Nov. 2017 – Nov. 2019</p>  |
| <p>Comhusker State Industries/State of West Virginia, Accounts, Huntington, WV</p> <ul style="list-style-type: none"> <li>• Completed inventory and investigated any discrepancies</li> <li>• Kept detailed paperwork and logs required by the company</li> <li>• Worked independently for the majority of shift</li> <li>• Demonstrated reliability by arriving to work on time and working irregular hours; as needed</li> </ul>   | <p>June 2014 – June 2015</p>  |
| <p>State of West Virginia, Floor Technician, Huntington, WV</p> <ul style="list-style-type: none"> <li>• Operated a commercial stripper and buffer to maintain floors</li> <li>• Utilized hazardous chemicals to complete duties</li> <li>• Cleaned and maintained equipment</li> <li>• Swept, and prepared floors for stripping</li> <li>• Worked independently or in a team to ensure assigned areas were completed in a timely manner</li> </ul>  | <p>June 2012 – June 2014</p>  |

### CERTIFICATES & EDUCATION:

National Restaurant Association, Beckley, WV	SerSafe Certification Food Handler Training	July 2021
Center for People in Need, Beckley, WV	Effective Communication & Conflict Resolution	Aug. 2019
State of Nebraska, Huntington, WV	Floor Care Class	June 2019
Metropolitan Community College, Charleston, WV	Work Attitudes & Behavior Education	Graduated



## Sample resume:

### John W. Smith

1234 Maple Road, Charleston, WV 25311

[Jwsmith@gmail.com](mailto:Jwsmith@gmail.com) ▪ (304) 123-4567

**OBJECTIVE:** Seeking employment that allows me to showcase my outstanding work ethic, drive for knowledge, and desire to help others

#### EDUCATION:

Metropolitan Community College, Beckley, WV	National Career Readiness Certificate (SILVER)	December 2018
Metropolitan Community College, Beckley, WV	General Education	2014-2016
Paul VI School, Charleston, WV	High School Diploma	May 1980

#### SKILLS:

Profound communication skills: empathic listener ▪ Experienced with Microsoft Essentials; Word, Power Point, Excel and Outlook ▪ Highly motivated, non-judgmental, and patient ▪ Able to perform multiple task simultaneously ▪ Strong leader who is able to work effectively in a team environment ▪ Great organizational, time management and problem-solving skills ▪ Dependable, flexible, responsible and punctual

#### PROFESSIONAL EXPERIENCE:

Metropolitan Community College, Groundskeeper, Beckley, WV	June 2021 – Current
<ul style="list-style-type: none"> <li>▪ Operate company vehicles to complete job duties</li> <li>▪ Mow, weed, trim trees, and edge college property to ensure a visually pleasant atmosphere</li> <li>▪ Communicate and interact with a variety of college professions, students, co-workers, and supervisors in a professional manner</li> <li>▪ Maintain company equipment by fueling, washing, and operating with care</li> </ul>	
Metropolitan Community College, Peer Mentor, Omaha, NE	February 2021 – June 2021
<ul style="list-style-type: none"> <li>▪ Mentored high risk individuals to identify and reduce future risks for violence</li> <li>▪ Scheduled appointments for program participants and provide referrals to community resources</li> <li>▪ Answered telephones, assisted walk-in clients and filed student documents</li> <li>▪ Operated a commercial copier to make copies for co-workers and participants</li> </ul>	
Lozier Corporation, Machine Operator, Beckley, WV	January 2021 – March 2021
<ul style="list-style-type: none"> <li>▪ Feed and calculate production machinery</li> <li>▪ Load and unload carts into welding machines while monitoring steel processes</li> <li>▪ Provide quality control for welded parts</li> </ul>	
Millard Sprinkler, Farm Manager/Installer, Beckley, WV	Sept. 2019 – Jan 2021
<ul style="list-style-type: none"> <li>▪ Maintained 120 acres of property owned by Millard Sprinkler: fertilized, aerated, and applied pesticides; maintained lake and pond areas</li> <li>▪ Operated John Deere tractors with flex mower decks and zero turn mowers; 60' and 72'; performed maintenance on all equipment</li> <li>▪ Maintained fleet of diesel power equipment; skid loader, forklift, tool cat, excavator, and dump truck</li> <li>▪ Installed or updated sprinkler systems for residential or commercial properties: assembled pipes and tubes for sprinkler systems</li> <li>▪ Completed preventative maintenance to ensure sprinklers systems; tested and reported outcomes to appropriate supervisors</li> <li>▪ Trained new hires to meet or exceed company production goals</li> </ul>	
State of West Virginia, Groundskeeper/Gardener, Charleston, WV	June 2018 – Sept. 2019
<ul style="list-style-type: none"> <li>▪ Executed and performed planting, transplanting, watering, and fertilizing</li> <li>▪ Conducted and performed pruning, hauling brush, raking, weeding; harvested and maintained vegetable gardens</li> <li>▪ Collaborated on design and detailed requests</li> <li>▪ Mowed, trimmed, and maintained a pleasant landscape</li> </ul>	
State of West Virginia, Teacher's Aid/Maintenance/Janitorial, Charleston, WV	March 1987 – June 2018
<ul style="list-style-type: none"> <li>▪ Assisted teachers to prepare students for a variety of educational needs; and learned upcoming lesson to be knowledgeable</li> <li>▪ Acted as a tutor for students completing homework assignments</li> <li>▪ Kept detailed paperwork, made copies, helped grade assignments</li> <li>▪ Maintained computer lab/classroom upkeep and secured equipment after each shift</li> <li>▪ Operated commercial buffer and stripper, and removed snow or ice to ensure safe passage</li> <li>▪ Managed garden; planted, weeded, watered, prune and picked vegetables</li> <li>▪ Cleaned and sanitized restrooms, common areas or housing units adhering to strict state standards</li> </ul>	

#### REFERENCES:

Jane Smith	Cornhusker State Industries	304-123-4567
John Doe	Name of Company	304-123-4567

## Resume worksheet

Use this worksheet to record the information you will need to create a resume. Make sure the information is thorough and complete, save it as a lasting resource, and update it as your skills, education, or work history changes.

### I. Personal Information

Temporary Address: \_\_\_\_\_

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Permanent Address (If different): \_\_\_\_\_

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

### II. Education

High School or GED: \_\_\_\_\_

Location: \_\_\_\_\_ State: \_\_\_\_\_

Date Obtained: \_\_\_\_\_

College or University: \_\_\_\_\_

Location: \_\_\_\_\_ State: \_\_\_\_\_

Classes or Degree (If obtained): \_\_\_\_\_

Majors: \_\_\_\_\_ Minors: \_\_\_\_\_

Date obtained: \_\_\_\_\_ Major GPA: \_\_\_\_\_ Minor GPA: \_\_\_\_\_

Other schools attended, training or certifications received, licenses obtained, along with dates.

---

---

---

---

---

---

---

---

---

---

### III. Experience

Consider ALL experience—paid, unpaid, volunteer, etc.—and duplicate this section for each experience in your background.

Position/ title: \_\_\_\_\_

Organization name: \_\_\_\_\_

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

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

Dates employed (months & years only): From: \_\_\_\_\_ To: \_\_\_\_\_

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

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Specific performance accomplishments or contributions you made to this job:

\_\_\_\_\_  
\_\_\_\_\_

### IV. Special Skills

Include special talents, skills, and training, including languages, computer skills, artistic skills, licenses, significant achievements, etc.

\_\_\_\_\_  
\_\_\_\_\_

### V. Activities

1. Include the names of any membership or offices you hold in professional associations, clubs, or community groups, volunteer, and religious organizations.

\_\_\_\_\_  
\_\_\_\_\_

2. Academic, athletic, social, and civic awards and honors:

## VI. References

Include three professional or academic references and one personal reference. Be sure to get permission before using their name. Most of the time, references are listed on a separate page from your resume.

1. Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Position: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Position: \_\_\_\_\_
3. Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Position: \_\_\_\_\_
4. Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Position: \_\_\_\_\_

## VII. Notes:

Is there anything else you need to include to demonstrate your skills, experience, or education? Is there anything else that would show potential employers you are a good candidate for the job?

---

---

---

---

---

---

---

---

---

---

There are government programs that can assist people with criminal histories in getting jobs. Here are some resources available to you that should provide some hope of the numerous opportunities available.

## Federal Bonding Program

Sponsored through the Department of Labor and created to help disenfranchised job seekers who have offers of employment. Protects employers against employee theft, forgery, larceny, and embezzlement. Any full- or part-time employee paid wages can be eligible, regardless of the employment being publicly or privately owned.

**Federal Bonding Program, ETC/DOL**  
**1725 De Sales Street, NW Suite 700**  
**Washington, DC 20036**  
**1 (800) 233-2258**

[www.bonds4jobs.com](http://www.bonds4jobs.com)

## WIOA

The Workforce Innovation and Opportunity Act

The goal of the program is to secure specific employment in high skilled, high demand, high paying positions rather than just increased general employment readiness. Will help job seekers and workers access employment, education, training, and support services to succeed in the labor market.

- No Cost Training Opportunities
- Apprenticeships in high demand careers
- Employer Engagement

Access through NE Department of Labor Office.

## WOTC

The Work Opportunity Tax Credit is a federal tax credit available to employers who hire people from eligible target groups with significant barriers to employment. [www.wotc.com](http://www.wotc.com)

## Listing of WV Department of Labor Sites and Workforce WV Job Centers

### Div. of Labor:

#### Charleston

1900 Kanawha Blvd.  
Charleston, WV 25305  
(304) 558-2234

#### Hamlin

10 Marland Ave  
Hamlin, WV 25523  
(304) 824-2384

#### Huntington

2699 Park Ave.  
Huntington, WV 25704  
(681) 378-9556

#### Parkersburg

300 Lakeview Dr.  
Parkersburg, WV 26101  
(304) 420-4531

#### Princeton

195 Davis St.  
Princeton, WV 24739  
(304) 425-1896

#### Beckley

300 New River Dr.  
Beckley, WV 25801  
(800) 872-0820

#### Summersville

830 Northside Dr.  
Ste. 123  
Summersville, WV  
26651  
(304) 872-0820

#### Elkins

1023 Randolph Ave.  
Elkins, WV 26241  
(304) 637-0257

#### Ripley

204 Old Stone Ridge Rd.  
Ripley, WV 25271  
(304) 373-0313

#### Job Centers:

#### Charleston

1900 Kanawha Blvd.  
Charleston, WV 25305  
(304) 558-7024

#### Wheeling

1275 Warwood  
Ave., Wheeling,  
WV 26003  
(304) 238-1035

#### Ronceverte

21 Red Oaks Shopping  
Ronceverte, WV 24970  
(304) 647-7410

#### Parkersburg

600 18<sup>th</sup> St.  
Parkersburg, WV 26101  
(304) 420-4531

#### Welch

110 Park Ave.  
Welch, WV 24801  
(304) 436-3131

#### Clarksburg

15 West Main St. B  
Clarksburg, WV 26301  
(304) 627-2120

#### Morefield

151 Robert C. Byrd Industry  
Park Rd. Ste.1  
Morefield, WV 26836  
(304) 538-3176

#### Huntington

4220 Terrace Ave.  
Huntington, WV 25705  
(304) 781-1215

#### Beckley

200 New River Town Ctr.  
Ste. 200  
Beckley, WV 25801  
(304) 256-6792

## Let us help you

- Resumes
- Job search
- Interview preparation
- And more!

## Reentry Action Plan – Employment:

I am currently employed at:

---

My future employment plans are:

---

---

---

What skills have I obtained for gainful employment?

---

---

---

---

---





Reliable transportation is key to your success.

# TRANSPORTATION



# TRANSPORTATION



Lack of reliable transportation can intensify the stress of reentry.

Transportation impacts your ability to find and keep a job, make it to scheduled meetings and appointments, and manage day-to-day needs after release.

Both urban and rural communities present unique challenges. Bus routes rarely extend to surrounding rural areas. Most urban centers lack a coherent public transportation system. Long bus commutes or extreme weather like winter weather or extreme heat can make it difficult to access a range of services, attend probation or parole meetings, and going to and from work.

Family and friends can assist with transportation, but their willingness to help wanes with time as they may also have jobs and issues that make it difficult and impractical to provide transportation for an extended period of time.

If you are lucky enough to have your own vehicle, it will be vital that you have a valid driver's license and have the vehicle licensed and insured. Owning a vehicle can be expensive, so being open to other modes of transportation upon release is important.

Starting out at a residence on a bus line could make life much easier. Walking or riding a bike can not only get you to where you need to go, but also help keep you in shape and healthy.

# TRANSPORTATION

**Greyhound:** Barons Bus Line (800) 231-2222 <https://greyhound.com/bus>



Kanawha Valley Regional Transportation Authority  
\$60.00- 31-day pass or \$1.50 Flat Fare (304) 343-0489

**Huntington:** Main Tri-State Authority (304) 529-7433

TTA provides bus and paratransit services Monday through Saturday from 5:45 AM to 11:30 PM in the greater Huntington urban area.  
\$35.00 for 31 day pass or \$1.00 a day



**Parkersburg:** Mid-Ohio Valley Areas Easy Rider (304) 422-4100

\$1.50-\$2.50 per ride depending on the distance

<https://easyriderbus.com>

Transit Authority (304) 623-6002

\$0.50 per trip.

<https://centrabus.com>



**Bluefield:** Bluefield Area Transit (304) 327-8418 <https://ridethebatbus.com>

\$1.25 - \$2.25 per  
ride depending on  
the distance

**Martinsburg:** Eastern Panhandle Transit Authority (304) 263-0876 <https://www.eptawv.com>

\$2.00 per trip



**Wheeling:** Ohio Valley/Eastern Ohio Region (304) 232-2190

\$1.30 per trip <https://ovrta.org>



Morgantown, WV (304) 291-7433

.75 - \$1.00 one way

<https://www.busride.org>

# TRANSPORTATION

Driving to and from places certainly has its benefits. It is fast, you can travel long distances, and it is generally a comfortable experience; however, there are quite a few benefits to choosing to ride a bike rather than driving. Here are a few:

**1. You save money on gas.**

Paying for fuel can get expensive fairly quickly. Riding a bike even once a week can save quite a bit of money over time.

**2. You improve your physical health.**

Your body sits idle while you are driving, despite how fast you are going. By biking, you not only burn calories and strengthen the muscles in your legs, but you also lower your blood pressure and risk of cancer, diabetes, and other diseases over time.



**3. You can improve your mental health.**

Studies have shown that biking on a regular basis can reduce the effects of depression and anxiety disorders. Cycling can also improve your brain's cognition, brain function, and general mental performance.

**4. You will not get stuck in traffic.**

Driving in rush hour can be frustrating when you have to deal with stop and go traffic. Biking paths and sidewalks have much less congestion, and you will often be able to go to and from the places you want much faster compared with using public transportation.

**5. You never have to worry about finding a parking spot.**

It's typically much easier to find a place to lock up your bike than to park a car.

**6. You can take the scenic route.**

Some biking paths go through parks or wooded areas, which are much more pleasant to look at than a congested gridlock of cars on the city street. Because you are not stuck in a car, you will be able to take a look at the city in a new, different way!

**7. You can Bike and Ride.**

Many cities will help you attach your bike to a city bus to help you get around quicker, safer, and easier.

***"Nothing compares to the simple pleasure of a bike ride."  
- John F. Kennedy***

## Reentry Action Plan – Transportation:

On the day of my release, who will pick me up?

---

---

If I do not know who will pick me up, what resources can I use to secure transportation?

---

---

---

---

Will I need assistance with transportation needs upon release?

---

---

---

---

---





**Stable and safe housing is the foundation to moving forward with a successful life.**

# MISSING HOUSING



A safe and stable place to live allows you to focus on improving yourself and securing your future.

Without this, chances are, too much energy will be focused on the immediate need of surviving on the streets. Being homeless makes it hard to move forward or find the social support from others necessary to be successful.

Education, employment, and treatment for substance use and mental health issues all play a role in successful reentry, but stable and safe housing is the

foundation to ensure these areas can be appropriately addressed.

Stable housing comes in many forms and may look different for you over time. The residence where you end up upon release may not be where you see yourself long-term.

Your initial residence allows you to get out of prison, establish yourself in the community, and have access to structure and support, while also working toward more permanent housing.



## Friends & family

Friends and family can be an excellent option for many people. If you have supportive family, consider if living with them will be a good transition residence for you.

\*Subject to approval by Parole or Probation Supervision offices.

\*Include friends & family in conversations about your reentry plan.

## Apartment/rental

Independent living is a goal for many people. Whether this is an option for you immediately after release or later on, there are things you can do now to prepare so that you are in a great position to move forward with living in a place that meets the needs of you and your family.

## Transitional Housing

If transitional housing is part of your reentry plan, you should make sure that the house does not offer a Recovery or substance use disorder program. This type of housing refers to supportive-yet temporary type of accommodation that is meant to bridge the gap between homelessness and permanent housing by offering structure, supervision, life skills, and in some cases, education, and training. Ask questions like: Do you help find employment? Is the house close to a bus stop? Is it faith-based? You can work with your Reentry Coordinator to determine which house fits your needs.

## Recovery Residences and Sober Living Houses

Housing that is registered with Human Services and West Virginia Alliance of Recovery Residences (WVARR). This type of housing is intended to help potential residents make the best and most informed decision in choosing a residence that offers the services most conducive to their chosen path of recovery. Ask questions like: Can I work while I live there? Is the house near a bus stop? Is it faith-based? You can work with your Reentry Coordinator to determine which house fits your needs.

The following link will show you or your Reentry Coordinator the most current list of Certified Programs On the WVARR website: [wvarr.org](http://wvarr.org)



## Information to know when looking for your own place:

The State of Nebraska has laws regarding landlord and tenant relations, obligations, and rights. The following information is intended to be a helpful resource, but the laws associated with contracts and property are complicated. If you find yourself in a dilemma, it is important to reach out to other resources to help you navigate the specific situation you are encountering.

### What property managers look for in tenants:

- **Past rental history:** Know the names and addresses of those you rented from in the past. Before you apply, be sure to take care of any unlawful detainers.
- **Employment history:** Name, address and phone number of your employer, as well as your monthly income (generally rent should not exceed one third of your income).
- **Credit history:** Property managers do check into your on-time and late payments. Try to clean up any outstanding bills from creditors. If you have a copy of your credit report, it is helpful to bring it with you.
- **Criminal history:** Most property managers do a criminal history check. They may ask you if an offense was committed in a residence. An honest, straightforward response is best.

### Before you move in:

If you are thinking about renting a house or apartment, make sure the place is acceptable to you before you move in or give the landlord any money, unless your landlord agrees in writing to repair any defects by a certain date. If you decide to move in, make a list of all defects, no matter how small (dirty walls, scratched furniture, broken windows, etc.) before you move in, or, as soon as you move in, ask the landlord to sign off. If he will not sign the list, then make a copy of the list, sign and date both copies, and mail one copy to the landlord. This will protect you if the landlord claims later that you did the damage.

Some questions to ask when looking for your own place:

- **What is the parking situation?**
- **How much is the security deposit?**
- **What day is rent due each month?**
- **Can I make minor modifications (painting, etc.)?**

# HOUSING

What should you consider when thinking about where you intend to live upon release? Answering the questions below can help point you in the right direction. Housing is a vitally important part of your reentry plan. Preparations you make now, during your incarceration, can alleviate the stress you might feel once your release date finally comes. Think about the options that may be open to you.

**Where did I live before this incarceration?** \_\_\_\_\_

**Would I like to live there again?** \_\_\_\_\_

**Can I live there again?** \_\_\_\_\_

**Is it healthy to live there again?** \_\_\_\_\_

**Have I ever moved without giving notice or telling anyone? What were the circumstances?**

\_\_\_\_\_  
\_\_\_\_\_

**What living environment would help me to be most successful?**

\_\_\_\_\_  
\_\_\_\_\_

**What issues would prevent me from being successful?**

\_\_\_\_\_  
\_\_\_\_\_

**Do I have a place to stay when I get out?**

\_\_\_\_\_

**If not, what can I do to secure housing?**

\_\_\_\_\_  
\_\_\_\_\_

**What kind of help do I need to secure housing?**

\_\_\_\_\_  
\_\_\_\_\_

**How will I pay rent or deposits?**

\_\_\_\_\_  
\_\_\_\_\_

## Rental agreements:

There are two types of rental agreements:

1. **Written rental agreement**, generally called a Lease



A lease is a contract between a landlord and a tenant in which the parties agree on terms for the rental of property. Once the parties enter into a lease, they are usually legally bound by its terms and provisions, as long as these terms are not contrary to the landlord-tenant law.

2. **Verbal rental agreement.** If you did not sign a written lease before or after you moved in then your rental agreement is a verbal one.



Rental agreements are sometimes oral rather than written, particularly for situations like the month-to-month rental of an apartment. While an oral lease may be legally binding, it is better to have it in writing, so obligations by both parties are clearly spelled out, and misunderstandings are avoided.

### Make sure you check for the following items in your lease:

1. **Length of time the lease is effective:** Many written leases are for one year, but the lease can be for a shorter or longer time.
2. **Number of people who can live in the unit:** Many leases specify the names or the number of people who may live in the unit under the lease. If you think someone else will be living in your unit, be sure to tell your landlord and get written permission.
3. **Pets:** Many leases do not allow pets.
4. **Amount of rent:** Make sure that the amount of rent is exactly spelled out. Be sure you are able and willing to pay the rent required. Many leases list the total amount of the rent due under the entire term of the lease. If your lease contains this type of provision, make sure your landlord tells you in the lease the amount due each month for rent.
5. **Absence:** Make sure you tell your landlord before you leave for an extended period. If you do not tell them, they may think you have abandoned the unit, and they can move your things out and rent the unit to someone else while you are gone.
6. **Utilities:** Make sure your lease says whether you or the landlord are required to pay for utilities (gas, water, electricity).
7. **Repairs:** Inspect the unit before you sign the lease. Your landlord is required by law to keep the place in good repair. If he promises to make repairs before you move in, write out on the back of the lease what repairs will be made and be sure that both of you sign it. You are responsible for any damage that you cause.
8. **If you decide to sign the lease, make sure both you and the landlord sign it and keep a copy for yourself.**

## Tenant's rights and responsibilities:

### You have the following responsibilities as a tenant:

1. Pay the rent on time.
2. Give a written notice to the landlord when you are ending the lease. The notice should be sent certified mail, with a return receipt requested.
3. Obtain written permission from your landlord before repairing the unit.
4. Keep the unit clean and safe and in compliance with the local city housing codes.
5. Use the facilities in a reasonable manner.
6. Dispose of all garbage in a clean and safe manner.
7. Be responsible for any damages done to the unit by the tenant or the tenant's guests.
8. Do not interfere with the neighbors' peaceful use of their property.
9. Give the landlord written notice of any needed repairs or problems with the unit.



### Landlord duties:

1. Your landlord has a duty to make repairs on your home and must obey the city/local housing code.
2. No unit may be rented until it contains safe heating equipment, which heats the whole unit.
3. All homes must be clean, sanitary, and fit for human occupancy.
4. All foundations, floors, walls, ceilings, and roofs must be reasonably weatherproofed, watertight, and rodent proof.
5. All stairways, approaches, and entrance ways shall be safe to use and capable of supporting people.
6. Your landlord must keep in good working order any appliance, air conditioners, and other facilities which were in your unit when you rented it or which the law requires your landlord to supply.

*“When you build the house,  
you don’t start with the roof.” - Ronald Koeman*

## My housing goals:

Use the following exercise to help you identify your goals and develop an action plan to achieve those goals!

### EXAMPLE

My Short Term Housing Goal: Start saving money for my own apartment

I will...	By.... (date)	Using the resource...	I will reward myself for completing this by:
Save \$100	10/1/2021	Money from my job	Letting my loved ones know of my progress

My Short-Term Housing Goal: \_\_\_\_\_

Something you can accomplish over the next few months—1 year, but not longer than a year.

I will...	By.... (date)	Using the resource...	I will reward myself for completing this by:
1.			
2.			
3.			

My Long-Term Housing Goal: \_\_\_\_\_

Something that may take several years to accomplish.

I will...	By.... (date)	Using the resource...	I will reward myself for completing this by:
1.			
2.			
3.			

When I complete my goals, my life will be improved because:

---



---



---

I will be successful in the pursuit of my goals because:

---



---



---

# Reentry Action Plan – Housing:

I am releasing to:

---

---

What makes the place I'm releasing to safe for me?

---

---

---

---

How does the place I'm releasing to help me reach my long-term housing goals?

---

---

---

---

---





# COMMUNITY SUPERVISION



# COMMUNITY SUPERVISION

Community supervision gives you the opportunity to get out of prison, while also having the support of a supervision officer.

There are community supervision offices throughout the state to allow you to reside in an area ideally set up for your success upon release. This could include being close to family and having access to services and employment opportunities.



The supervising officer is there to assist you in reaching your goals. Their knowledge of community resources, treatment services, housing options, and local employers will help you navigate many of the barriers you may encounter upon release.

Evidence shows that community supervision truly helps people get out and stay out. See supervision for the opportunity it presents and take advantage of it.

*“Start by doing what’s necessary; then do what’s possible; and suddenly you are doing the impossible.”*

*-Francis of Assisi*



# COMMUNITY SUPERVISION

Below is an opportunity to keep track of all the hard work you have put in during your incarceration to prepare yourself for parole. This can help you speak confidently to the Parole Board when they ask you about your plan and why you are now ready to rejoin society.

## Parole résumé

My housing plan is:

---

---

This is a good plan for me because:

---

What I have done to prepare myself for parole while incarcerated:

---

---

Recommended Programs Completed:	Completion Date

What did you learn about yourself in these classes?

Voluntary Programs Completed:	Completion Date

How will these classes help you be successful in the community?

Education Completed:	Completion Date

How will this help you get a better job?

# COMMUNITY SUPERVISION

## Parole résumé (continued)

My support system in my community includes (Friends, Family, Volunteers, etc.):

---

---

---

My plan for employment in my community is:

---

---

---

Why am I interested in this job?

---

---

---

How will I get to and from work/appointments with my parole officer, etc.?

---

---

---

My plan for transportation is:

---

---

---

What are some of the challenges I expect to have when released? How will I address them?

---

---

---

Do I have proper identification documents? Birth certificate? Social Security card? State ID?

---

---

What will I need to do to keep from returning to prison?

---

---

Explain any Misconduct Reports received in the past year:

---

---

Regardless of the outcome, be sure to thank each member of the Parole Board for seeing you.

# COMMUNITY SUPERVISION

## WVDCR Parole Services

### Rules & Regulations

Offenders under supervision by Parole Services are required to abide by the laws governing their release and by the rules and regulations as provided by the Commissioner of the WVDCR. Probation/Parole Officers are required to ensure offenders abide by the terms, conditions, and rules & regulations of their release. Probation/Parole Officers may arrest with or without a warrant or can cause the arrest by law enforcement for just cause.

Offenders under supervision by Parole Services will be required to execute a statement that they understand the following rules and regulations and agree to abide by them.

- A. When released, I will proceed directly to my approved release plan and report to my officer within 24 hours or the next business day unless otherwise instructed.
- B. I will obtain written permission from my officer before leaving my prescribed area of supervision.
- C. I will receive permission from my officer before changing my residence, phone number, or employment.
- D. I will have suitable employment, remain gainfully employed, and support any dependents.
- E. I will maintain behavior that does not threaten the safety of myself or others or that could result in arrest or imprisonment.
- F. I will not own, carry, or possess firearms, ammunition, body armor, explosive devices or any object or instrument which can be readily adapted or used to inflict bodily harm or serious injury or unlawful weapons of any kind.
- G. I will report within 24 hours to my officer any time I am arrested, detained, questioned by, or have any type of contact with any law enforcement agency.
- H. Between the first (1<sup>st</sup>) and tenth (10<sup>th</sup>) of each month, I will make a complete and truthful written report to my officer of the previous month's activities.
- I. I will report in person as directed by my officer and be truthful and cooperative.
- J. I will not possess, use, or distribute any illegal drugs or paraphernalia or possess or consume alcoholic beverages and will only use drugs as prescribed by a licensed practitioner.
- K. I will not violate any municipal ordinances, laws of this state, any other state, or the United States.
- L. I will abide by any special conditions imposed upon me by my officer.
- M. I will pay a supervision pay of \$40 per month beginning the month after my release and by the 10<sup>th</sup> of each month. If unable to pay, I may apply for a waiver or reduction of the fee and may be required to perform community service in lieu of payment.
- N. If being released from an offense against a child as defined in WV § §61-8-12, 61-8B-1 *et. seq.*, 61-8D-1 *et. al.* or similar convictions from other jurisdictions, you must not live in the same residence as any minor child, visit with any minor child, or have contact with the victim of the offense.
- O. If required by provisions of WV Code §15-12-2 "Sex Offender Registration Act", an offender must register with the WV State Police within three (3) business days of release.
- P. I will allow my officer to visit my place of residence or employment without obstruction.
- Q. I will submit to a search without warrant of my person, residence, or motor vehicle by my officer anytime during my supervision.
- R. If required by provisions of WV Code §15-3-2 "Child Abuse and Neglect Registration", an offender must register with the WV State Police within three (3) business days of release.
- S. I will not abscond from supervision by deliberately making my whereabouts unknown to Parole Services or failing to report to my supervising Parole Officer for the purpose of avoiding supervision. If my whereabouts are unknown for a minimum of 72 hours and active efforts are made to locate me or parole services have credible information that I have left my area of supervision I will be considered an absconder, and a warrant will be issued for my arrest which will result in the referral for parole revocation. And I freely, voluntarily, and intelligently waive any right I have to extradition if arrested outside of West Virginia.
- T. I will obtain permission from my supervising officer and facility approval before visiting any correctional facility. In addition, I will not loiter near any correctional facility while under supervision.



# APPENDIX

# REENTRY ACTION PLAN:

NAME: \_\_\_\_\_  
TENTATIVE RELEASE DATE: \_\_\_\_\_  
FACILITY: \_\_\_\_\_

NUMBER: \_\_\_\_\_  
PAROLE ELIGIBILITY DATE: \_\_\_\_\_

Reentry begins upon intake. Goals are more obtainable when they are broken down into smaller action steps. Being able to see yourself accomplish these action steps gives confidence to set and achieve even larger goals. Break your personal goals down to include the things you want to accomplish while with NDCS.

## DAYS 1-30

GOAL: \_\_\_\_\_

### ACTION STEPS:

1. \_\_\_\_\_ Due date \_\_\_\_\_
2. \_\_\_\_\_ Due date \_\_\_\_\_
3. \_\_\_\_\_ Due date \_\_\_\_\_

## DAYS 31-60

GOAL: \_\_\_\_\_

### ACTION STEPS:

1. \_\_\_\_\_ Due date \_\_\_\_\_
2. \_\_\_\_\_ Due date \_\_\_\_\_
3. \_\_\_\_\_ Due date \_\_\_\_\_

## DAYS 61-90

GOAL: \_\_\_\_\_

### ACTION STEPS:

1. \_\_\_\_\_ Due date \_\_\_\_\_
2. \_\_\_\_\_ Due date \_\_\_\_\_
3. \_\_\_\_\_ Due date \_\_\_\_\_

## DAYS 91-120

GOAL: \_\_\_\_\_

### ACTION STEPS:

1. \_\_\_\_\_ Due date \_\_\_\_\_
2. \_\_\_\_\_ Due date \_\_\_\_\_
3. \_\_\_\_\_ Due date \_\_\_\_\_

UPON INTAKE



**DAYS 121+**

**GOAL:** \_\_\_\_\_

**ACTION STEPS:**

1. \_\_\_\_\_ Due date \_\_\_\_\_

2. \_\_\_\_\_ Due date \_\_\_\_\_

3. \_\_\_\_\_ Due date \_\_\_\_\_

As you prepare for your initial reentry meeting, use this space to outline your personal goals and action steps for planning and tracking your successful reentry to the community.

**DAYS 120-91**

**GOAL:** \_\_\_\_\_

**ACTION STEPS:**

- 1. \_\_\_\_\_ Due date \_\_\_\_\_
- 2. \_\_\_\_\_ Due date \_\_\_\_\_
- 3. \_\_\_\_\_ Due date \_\_\_\_\_

**DAYS 90-61**

**GOAL:** \_\_\_\_\_

**ACTION STEPS:**

- 1. \_\_\_\_\_ Due date \_\_\_\_\_
- 2. \_\_\_\_\_ Due date \_\_\_\_\_
- 3. \_\_\_\_\_ Due date \_\_\_\_\_

**DAYS 60-31**

**GOAL:** \_\_\_\_\_

**ACTION STEPS:**

- 1. \_\_\_\_\_ Due date \_\_\_\_\_
- 2. \_\_\_\_\_ Due date \_\_\_\_\_
- 3. \_\_\_\_\_ Due date \_\_\_\_\_

**DAYS 30-1**

**GOAL:** \_\_\_\_\_

**ACTION STEPS:**

- 1. \_\_\_\_\_ Due date \_\_\_\_\_
- 2. \_\_\_\_\_ Due date \_\_\_\_\_
- 3. \_\_\_\_\_ Due date \_\_\_\_\_

**FROM RELEASE DATE**

# REENTRY ACTION PLAN (continued):

Adopting the practice of goal setting can help you to achieve whatever dreams you hope to accomplish. Even after release, this planner can continue to be a valuable tool for charting a successful life in the community.

## DAYS 1-30

GOAL: \_\_\_\_\_

### ACTION STEPS:

1. \_\_\_\_\_ Due date \_\_\_\_\_
2. \_\_\_\_\_ Due date \_\_\_\_\_
3. \_\_\_\_\_ Due date \_\_\_\_\_

## DAYS 31-60

GOAL: \_\_\_\_\_

### ACTION STEPS:

1. \_\_\_\_\_ Due date \_\_\_\_\_
2. \_\_\_\_\_ Due date \_\_\_\_\_
3. \_\_\_\_\_ Due date \_\_\_\_\_

## DAYS 61-90

GOAL: \_\_\_\_\_

### ACTION STEPS:

1. \_\_\_\_\_ Due date \_\_\_\_\_
2. \_\_\_\_\_ Due date \_\_\_\_\_
3. \_\_\_\_\_ Due date \_\_\_\_\_

## DAYS 91-120

GOAL: \_\_\_\_\_

### ACTION STEPS:

1. \_\_\_\_\_ Due date \_\_\_\_\_
2. \_\_\_\_\_ Due date \_\_\_\_\_
3. \_\_\_\_\_ Due date \_\_\_\_\_

## DAYS 121+

GOAL: \_\_\_\_\_

### ACTION STEPS:

1. \_\_\_\_\_ Due date \_\_\_\_\_
2. \_\_\_\_\_ Due date \_\_\_\_\_
3. \_\_\_\_\_ -Due date \_\_\_\_\_

**AFTER RELEASE**

## What's next?

This reentry planner is a great tool that will guide you through the different aspects of planning for your future. Utilizing the information and resources contained here is just the first step in building the life that you want to have and the dreams and goals you strive to achieve.

Although you are incarcerated, do not limit or confine your mind simply because of your environment or circumstances. It is never too late to become the best version of yourself! We are here to assist you and to provide you with the resources that you may need on your journey.



Life is constantly moving and shifting. Every day, each moment, and each decision, brings new opportunities for movement. You can move toward the life you want and who you want to be.

# ADDITIONAL RESOURCES

Toll-Free Telephone Numbers (State and National)  
**POISON CONTROL 1-800-222-1222**

More 800 numbers and descriptions of programs are listed below the table for the state DHHR programs.

<p><b>Office of Maternal &amp; Child Health 1-800-642-8522</b>  <b>Services:</b></p>	<p>Women, Infants, &amp; Children (WIC          Women's Health Center</p>	<p>1-800-445-5818 ask for WIC          1-800-642-8670</p>
<p>❖ Family Planning Program</p>	<p>West Virginia Child/Adult/Domestic Violence Abuse Hotline</p>	<p>1-800-352-6513</p>
<p>❖ Right from the Start Program</p>	<p>AIDS &amp; Sexually Transmitted Disease Prevention</p>	<p>1-800-642-8244          1-800-423-1271</p>
<p>❖ Breast &amp; Cervical Cancer Screening Program</p>	<p>AIDS Surveillance &amp; Reportable Disease Information          Immunization Program General Information on vaccines/childhood diseases and referrals</p>	<p>1-800-642-3634 (Out of state of WV)          1-304-558-2188 (In State of WV)</p>
<p>❖ Handicapped Children's services Program</p>	<p>National Runaway Switchboard, "Youth Crisis Hotline"</p>	<p>1-800-448-4663</p>
<p>❖ Pediatric Program (EPSDT &amp; PHS)</p>	<p>National <b>Child Abuse</b> Hotline          National Institute on <b>Drug Abuse</b> and Referral line</p>	<p>1-800-422-4453          1-800-662-4357</p>
<p>❖ Early Intervention Program</p>	<p>Alcoholics Anonymous</p>	<p>1-800-333-5051          1-800-999-9999</p>
<p>❖ Family Outreach Programs</p>	<p>Covenant House Homeless, Runaway youth and family crisis center. Youth 20 and under shelter referrals, job training</p>	<p>Visit our <b>Web Site:</b>  <a href="http://www.covenanthouse.org/kid/kid.htm">http://www.covenanthouse.org/kid/kid.htm</a></p>
<p>❖ Dental Health</p>	<p>West Virginia Narcotics Anonymous</p>	<p>1-800-766-442 OR          304-344-4442 for Charleston</p>
<p>❖ Adolescent Health Initiative</p>		<p><b>Web Site:</b>  <a href="#">Mountaineer Regional Service Committee of Narcotics Anonymous</a></p>
<p>❖ Research and Evaluation</p>		

# ADDITIONAL RESOURCES

**Family Matters Hotline 888/WV-Family, 888-983-2645**- Offers referrals for all types of health and social services needs for West Virginia families including information on WIC services and clinics, immunizations, food and housing needs, maternal and child health issues, income assistance and other family needs.

**Black Lung Programs 800-CARE-WV, 800-422-7398**- offers information on black lung clinics throughout the state.

**Breast & Cervical Cancer Screening Program 800-4-Cancer, 800-422-6237, or 800-642-8522** – provides breast and cervical cancer screening for women who are uninsured or underinsured who have incomes at or below 200% of federal poverty guidelines. Services include Pap test, pelvic exam, clinical breast exam, and breast self-exam education for women over 18 years of age or younger women if they are sexually active, and mammograms for women over 40 years of age.

**Child and Adult Abuse Hotline 800-352-6513** – to confidentially report suspected incidences of child and/or adult abuse.

**Children’s Dental Health Services 800-642-8522** – provides dental care to children from age 2 through 20 who are uninsured or underinsured and whose families have incomes at or below 150% of federal poverty guidelines. Home fluoride supplements are available to children birth through 12, regardless of income and dental health education supplies are available to all school-age children.

**Children with special healthcare needs 800-642-9704** – provides evaluation, treatment & habilitation of children under the age of 21 who have chronic handicapping or disabling conditions and whose families have incomes at or below 150% of federal poverty guidelines. Services include diagnosis, treatment, care management, and referrals for other services.

**Client Services 800-642-8589**- Offers information on public assistance, Medicaid eligibility, food stamps, low income energy assistance, and referrals for home visits for the handicapped and homebound.

**Early Intervention/Part H 800-642-9704** – provides services for children under the age of three who have developmental delay or have risk factors which place them at significant risk of delay. Includes assessment to determine services needed by eligible children and families; services to promote the child’s development may include assistive technology, home visits, therapies, transportation to early intervention services, and service coordination.

**Early and Periodic Screening, Diagnosis, and Treatment/EPSDT 800-642-9704** – provides comprehensive health examinations for children with a current Medicaid card who are less than 21 years of age. Services include but are not limited to physical exams, developmental assessments, lab testing, dental, hearing/vision testing, immunizations, referral for other services of the Family Outreach Workers to inform the parents of eligible children about EPSDT and refer them to EPSDT providers.

**Environmental Health Hotline 800-ENV-HEALTH, 800-368-4358** – offers information on general environment health concerns such as safe drinking water, food and milk inspection, infectious medical waste disposal, etc.

**Epidemiology/AIDS Surveillance 800-423-1271** – to report and/or obtain information on infectious diseases, such as hepatitis, HIV/AIDS, and rabies, and to receive information about medical treatment for these diseases.

**Family Planning Hotline 800-642-8522** – serves women, men, and adolescents with income at or below 200% of the federal poverty guidelines. Services include gynecological and breast exams, Pp tests, diagnosis and treatment of sexually transmitted diseases, contraceptive supplies, pregnancy testing, health education, and referrals for other services.

**Home Health Agency Hotline 800-442-2888** – to report complaints regarding home health agencies offering skilled nursing and other in-home patient services.

# ADDITIONAL RESOURCES

**Immunization Program 800-642-3634** – offers information on immunizations, including the latest on particular vaccines or vaccine issues, usage and availability for nine preventable diseases: diphtheria, tetanus, pertussis, measles, mumps, rubella, polio, Hemophilus influenza type b, and Hepatitis B.

**Pediatric Health Services 800-642-9704** – offers services similar to EPSDT to non-Medicaid eligible children under the age of 21 who are uninsured or underinsured and whose families have incomes at or below 150% of the federal poverty guidelines. Services include comprehensive health examinations, limited sick care visits (no inpatient hospital coverage), medications for treatment of illness detected during check-ups, & referrals for other services.

**Radiation, Toxics, and Indoor Air Quality Hotline 800-922-1255** – offers information on the dangers and risks involved with radon, asbestos, lead, and other toxics, as well as technical assistance for mitigation and testing.

**Recruitment Hotline 800-442-8522** – offers clearinghouse for information on practice opportunities for primary care providers, financial incentives to primary care providers and rural communities to assist with recruitment, updates to the federal government designations for the Health Professional Shortage Area and Medically Underinsured Area, and administration of J-1 Visa Waiver Program.

**Right From the Start 800-642-8522** – serves low-income and Medicaid-eligible pregnant women, postpartum women up to 60 days, and infants less than one year of age. Services include coordination of care, enhancements to care for such as nutritional counseling & parenting education, payment for transportation to medical appointments through the Access to Rural Transportation (ART) Project, and payments for medical care during pregnancy for women who are ineligible for Medicaid but meet certain other requirements.

**STD/AIDS Prevention 800-642-8244** – Offers the general public health care providers information on the diagnosis, treatment and case finding of AIDS and other sexually transmitted diseases including testing sites, educational materials, medical referrals, and the latest treatments available. STD staff perform confidential patient interviews and subsequent partner notification, referrals for persons diagnosed with Syphilis, Gonorrhea, Chlamydia, and HIV infection, and also conduct educational presentations to various health care, school or community groups.

Adult Education Hotline.....	800-642-8670
Child Care Resource & Referral.....	800-424-2246
Medical Claims.....	800-642-3607
Women’s Health Center.....	800-642-8670
WV Rehabilitation & Vocational Services.....	800-642-8207
Child Safety Council.....	800-543-7233
Health Information Clearinghouse.....	800-336-4797

<https://dhhr.wv.gov/bfa/communityresources/Pages/Family-Support-Centers.aspx> This website is the location of all of the family resource network guides in the state. The directory is listed by county where anyone can click and download the guides. They have all recently been updated.



# WV DIVISION OF CORRECTIONS & REHABILITATION

**Created** by Nebraska Department of  
Corrections (NDCS) Reentry Services;

**Recreated** by West Virginia Division of  
Corrections (WVDCR) Staff, West Virginia  
Department of Education Staff, PSIMED  
(A Behavioral Health Management  
Company) Staff, Wexford Health Staff and  
Jobs & Hope Staff.